



Date of Meeting: November 19, 2014  
Type of Meeting: **WORKSHOP MEETING**  
Location: School 14  
5:30 pm - Executive Session  
6:00 pm - Workshop

### MINUTES

#### I. MEETING CALLED TO ORDER

At 5:30 pm Mr. Schofield called the meeting to order.

#### II. ROLL CALL

Members Present: Mrs. Ann Apicella  
Ms. Elizabeth Denio  
Ms. Mary Marro-Giroux  
Mrs. Carol Harvin  
Mr. Tom Mayo  
Mr. Jason Schofield  
Mr. Bill Strang  
Mr. Michael Tuttman  
Mrs. Anne Wager-Rounds

Members Absent: None.

Also Present: Mr. John Carmello, Superintendent of Schools  
Dr. Donna Watson, Assistant Superintendent  
of Curriculum and Instruction  
Ms. Mary O'Neill, Assistant Superintendent for Business  
Mrs. Kristen Miaski, Director of Human Resources  
Ms. Kathy Ahearn, School Attorney

#### III. EXECUTIVE SESSION

Mr. Schofield made a motion to move to Executive Session regarding pending litigation. Invited in were Mr. Carmello, Dr. Watson, Ms. O'Neill, Mrs. Miaski and Ms. Ahearn.

IV. PUBLIC SESSION

At 6:00 pm Mr. Schofield called the meeting to order. School 14 student Rosie Sanchez led the Pledge of Allegiance.

V. PUBLIC INPUT ON AGENDA AND NON-AGENDA ITEMS

None.

NON- ACTION ITEMS

VI. SUPERINTENDENT'S REPORT

Mr. Carmello had nothing to report at this time.

VII. SCHOOL 14 PRINCIPAL'S PRESENTATION - K. CLOUTIER

Principal Karen Cloutier gave a power point presentation regarding School 14. As Troy School District is a district on rise, School 14 is climbing to the top! She highlighted what's new at School 14: 26 class sections; 577 students (largest in the district); 419 families; 81 students new to School 14 (School Choice or Ark students); 74 students with disabilities; 28 ELL and 15 homeless.

School 14 is following a new master schedule under Dr. Watson's leadership; common goal is that all students will be successful with high expectations; we can teach the whole child. NYS testing scores at Level 3 have doubled in both ELA and Math. Level 1's decreased, all grades in both ELA and Math either met or exceeded the district average.

District Goal 1 to increase scores by 20% - developing actions plans; District Goal 2 regarding Code of Conducts -referrals have decreased, outstanding PBIS program with many reinforcements of positive behavior.

Mrs. Cloutier recognized teacher Karen Martin who is retiring this month.

VIII. TREASURER'S REPORT - K. CIETEK

October Financials - Kathleen Cietek, District Treasurer, reported on that the majority of budget transfers were salary-related. The internal claims auditor, Ken Terry, reviewed 436 payments totaling approximately \$4 million. General Fund and School Lunch - back on track. The increase in the expenditure line for both funds is due to invoices being processed on a weekly basis. Special Aid - there are 9 grants approved; 7 grants under review. Treasurer's Report - all accounts have been reconciled.

IX. POLICY REVIEW

The following policies were reviewed by Policy Committee at its October 21, 2014 meeting. Mr. Carmello stated we accepted NYSSBA's recommendations for updates and will abolish several policies because they are covered in another policy or are procedural in nature, no policy is necessary. These policies will be approved at the December 3rd meeting.

Mr. Tuttmann asked if Sexual Harassment policy includes gender identity. This is addressed in 0110.

For revision:

For abolishment:

- |  |                                       |
|--|---------------------------------------|
| 0110 Sexual Harassment (new)                       | 9010.2 Sexual Harassment of Personnel |
| 1000 Community Relations Goals                     | 2170 Board Conflict of Interest       |
| 2121 Board Member Qualifications                   | 2450 Policy Dissemination             |
| 2160 School District Office Code of Ethics         | 2460 Policy Review                    |
| 2250 Board Committees                              | 2550 Board Member Compensation        |
| 2260 Advisory Committees                           | 9020 Board Staff Communications       |
| 2410 Formulation, Adoption & Amendment of Policies |                                       |
| 2700 Board Staff Communications                    |                                       |
| 6830 Expense Reimbursement                         |                                       |
| 9241 Summer Hiring Practices                       |                                       |

**ACTION ITEMS**

X. SUPERINTENDENT'S RECOMMENDATIONS - HUMAN RESOURCES

A. Staff Matters - Unclassified (Reviewed by D. Watson)

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy, NY, hereby accepts the recommendation of the Superintendent to approve the following unclassified personnel actions:

**Mr. Schofield made a motion to correct Item A.8 from August 2014 to August 2015.**

**Second: Mr. Strang**

**Mr. Schofield made a motion to approve Items 1-9 as a Consent Agenda.**

**Discussion: Mr. Schofield wished Mary O'Neill the best of luck in her retirement and thanked her for 12 years of service.**

**Mrs. Harvin also congratulated Ms. O'Neill; she has turned the District around.**

**Mr. Tuttmann has heard that Troy's substitute teacher rate is lower than neighboring districts. Mr. Carmello is aware of this and said it is difficult to find substitutes. Other districts are having the same issue.**

**Carried: 9-0**

1. Unclassified Employee - Resignation

	<u>NAME</u>	<u>TENURE AREA / POSITION TITLE</u>	<u>% SERVICE</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
a.	Jaclynn Wild	Community School Facilitator	100%	PS-2	11/19/14

2. Unclassified Employee - Retirement

	<u>NAME</u>	<u>TENURE AREA</u>	<u>% SERVICE</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
a.	Mary O'Neill	Assistant Superintendent for Business	100%	District	1/5/15

3. Unclassified Employee - Temporary Appointment

	<u>NAME</u>	<u>TENURE AREA / POSITION TITLE</u>	<u>% SERVICE</u>	<u>ASSIGN</u>	<u>EFFEC DATE</u>	<u>CERT STATUS</u>	<u>SALARY RATE</u>
a.	Anthony Cangianello	English	100%	TMS	9/1/14 - 11/19/14	English 7-12, Professional	\$44,500 (prorated) (S-1, Col E)
b.	Casey Offringa	Elementary (J.Wells)	100%	PS-18 (Grade 4)	10/30/14 - until further notice	ChildEd 1-6, Initial	\$44,500 (prorated) (S-1, Col E)

4. Unclassified Employee - 2014-15 Student Interns (Unpaid)

	<u>NAME</u>	<u>COLLEGE</u>	<u>AREA OF STUDY</u>	<u>SUPERVISOR</u>	<u>ASSIGN</u>
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- a. Ryan Whitcher                      College of St. Rose                      School Counseling                      L. Stukenborg                      PS-16
  - b. Jennifer LaRosa                      College of St. Rose                      Elementary                      M. Fantroy-Ford                      PS-2\*
- \*observation only

5. Unclassified Employees - 2014-15 Extra Assignments

<u>NAME</u>	<u>TENURE AREA / PROGRAM TITLE</u>		<u>ASSIGN</u>	<u>EFFEC DATE</u>	<u>SALARY RATE</u>
a. Honorah Donovan	English	6th period	THS	10/20/14	\$6,000.00 (prorated)
b. Courtney Goodman	Elementary Math/Science Enrichment	6th period	TMS	11/20/14	\$3,000.00 (prorated)
c. Rebecca Lyons	Art P-Tech Program	6th period	TMS	2nd semester	\$3,000.00
d. Jonathan Modan	Elementary Math/Science Enrichment	6th period	TMS	11/20/14	\$3,000.00 (prorated)

6. Unclassified Employees - 2014-15 THS Sunset Program

<u>NAME</u>	<u>TENURE AREA</u>	<u>MAX HOURS</u>	<u>SALARY RATE</u>
a. Jamie Gargano	Foreign Language (amend salary rate BOE Agenda 10/1/14, page 3)	3 hours / day up to 4 days max	\$31.00 / hour
b. Marcia Galuski	Special Education	3 hours / day up to 4 days max	\$31.00 / hour

7. Unclassified Employees - 2014-15 TMS Parent Engagement/Parent Involvement Activities

<u>NAME</u>	<u>TENURE AREA</u>	<u>MAX HOURS</u>	<u>SALARY RATE</u>
a. Ann Capobiano	School Counselor	6 hours	\$31.00 / hour
b. Catherine Culkun-Boice	School Counselor	6 hours	\$31.00 / hour
c. Nancy Naples	Teaching Assistant	10 hours	\$26.00 / hour
d. Sonya Shaw	School Counselor	6 hours	\$31.00 / hour

8. Unclassified Employees - 2014-15 PS-2 Parent Engagement Activities

Faculty and staff to work parent engagement activities through August **2015** for up to 6 hours each at \$31.00 / hour for teachers and \$26.00 / hour for teaching assistants.

9. Unclassified Employees - 2014-15 Substitutes

<u>NAME</u>	<u>ADMIN</u> (\$400 / day)	<u>TEACHERS</u>		<u>TEACHING ASST</u>		<u>HOME TUTOR</u>	
		<u>Certified</u> (\$100 / day)	<u>Uncertified</u> (\$90 / day)	<u>Certified</u> (\$12.00 / hour)	<u>Uncertified</u> (\$12.00 / hour)	<u>Certified</u> (\$31.00 / hour)	<u>Uncert</u> (\$31.00 / hour)
Chloe Diamond			X		X		
William Guilbo				X			
Igdaliah Israel				X			

B. Staff Matters - Classified                      (Reviewed by K. Miaski)

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy, NY, hereby accepts the recommendation of the Superintendent to approve the following classified personnel

**Mr. Schofield made a motion to approve Items 1-5 as a Consent Agenda.**

**Second:                      Mr. Strang**

**Carried:                      9-0**

1. Classified Employee - Leave of Absence

<u>NAME</u>	<u>POSITION TITLE</u>	<u>% SERVICE</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
a. Theresa Kaniff	Secretary	100%	Technology	12/15/14 - 12/14/15

2. Classified Employee - Provisional Appointment

<u>NAME</u>	<u>POSITION TITLE</u>	<u>% SERVICE</u>	<u>ASSIGNMENT</u>	<u>EFFEC DATE</u>	<u>SALARY RATE</u>
a. Darryl Doty	Mobile Learning Technician	100%	District	12/8/14	\$55,007 (S-1, Gr 24A)
b. Theresa Kaniff	Executive Secretary	100%	Curriculum & Instruction	12/15/14	\$44,000

3. Unclassified Employees - 2014-15 PS-2 Parent Engagement Activities

Support staff to work parent engagement activities through August 2015 for up to 6 hours each at current hourly rate for school monitors and teacher aides.

4. Classified Employee - 2014-15 Substitutes

<u>NAME</u>	<u>CLERK</u> <u>(\$11 / hr)</u>	<u>NURSE</u> <u>(\$14 / hr)</u>	<u>MONITOR</u> <u>(\$10 / hr)</u>	<u>TEACHER AIDE</u> <u>(\$10 / hr)</u>	<u>MAINTENANCE</u> <u>(\$11 / hr)</u>
Kathleen O'Brien	X		X	X	
Lawrence O'Bryan					X

5. 2014-15 Volunteers

<u>PS-2</u>	<u>PS-14</u>	<u>PS-18</u>	<u>TMS</u>
Ruth Bennett	Michael Chader	Tim Meyer	Michelle St. Denis
Cassidy Bruen	Geraldine Payne		
Ellis Henderson			

XI. SUPERINTENDENT'S RECOMMENDATIONS - PROGRAMS (reviewed by D. Watson)

**Mr. Schofield made a motion to approve Items 1 and 2 as a Consent Agenda.**

**Second: Mr. Strang**

**Carried: 9-0**

1. Contract - Parsons Family and Child Center (2014-15) (Addendum I)

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy, hereby accepts the recommendation of the Superintendent to approve a contract with Parson Family and Child Center for (3) students for 2014-15 school year for a total of \$107,667 to be paid from Special Education funds.

2. Partnership Agreement - Unity House (School 2) (Addendum II)

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy, hereby accepts the recommendation of the Superintendent to approve a partnership agreement between Unity House and the School 2 Community Schools at no cost to the District.

XII. SUPERINTENDENT'S RECOMMENDATIONS - BUSINESS FINANCE (reviewed by M. O'Neill)

**Mr. Schofield made a motion to add Participation in Coop Energy Purchasing Service for Electricity (added below as Item 5).**

**Second: Mr. Strang**

**Mr. Schofield made a motion to approve Items 1-5 as a Consent Agenda.**

**Second: Mr. Strang**

**Discussion: Mr. Tuttmann asked if any of the surplus equipment was re-usable. Ms. O'Neill said it was not.**

**Carried: 9-0**

1. Benetech Inc. - Affordable Care Act Consulting Agreement

(Addendum III)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby accepts an Affordable Care Act Consulting and Administrative Services Agreement between the Troy City School District ("Plan Sponsor") and Benetech Inc. ("Benefits Plan Manager") to provide consulting and administrative services in connection with the Affordable Care Act ("ACA") for a 3-year term effective October 1, 2014 through September 30, 2017 at a cost of \$13,650 per year to be paid from the General Fund.

2. Cooperative Energy Purchasing Service (NYSMEC) for Natural Gas

(Addendum IV)

WHEREAS, article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside of the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district;

WHEREAS, the Troy City School District (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement for Energy Purchasing Services dated the 1<sup>st</sup> day of May, 2005 (the "Agreement"), among the municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that the Board hereby determines that it is in the interests of the Troy City School District (hereinafter "Participant") to participate in the NYSMEC, and authorizes and directs to sign the Agreement and/or the Billing Schedule for natural gas on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase amount of natural gas for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a commodity price not to exceed \$1.141 cents per therm for a term of at least one year and no more than three years commencing May 1, 2015, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that the Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This resolution shall take effect immediately.

3. Surplus Equipment

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby accepts the recommendation to surplus a total of (10) Ovens from Troy Middle School and Troy High School which shall be scrapped.

4. Donations

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby accepts the following donations:

<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>
K. Giacchetta/PS16	PS16 field trip	\$ 82.25
School 16 PTA	PS16 field trip	\$ 66.25 (BOE 11-5-14)
School 18 PTA	PS18 field trips	\$2000.00
First Niagara Bank	10 Thanksgiving turkeys	School 2 families
SEFCU	240 hats, gloves and mittens	District-wide students

5. Cooperative Energy Purchasing Service (NYSMEC) for Electricity (green sheet)

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, Troy City School District (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the Troy City School District to participate in the NYSMEC, and authorizes and directs the Board President to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a commodity price not to exceed \$.1126 cents per kWh for a term of at least one year and no more than three years commencing May 1, 2015, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

### XIII. NYSSBA CONVENTION - BOE REPORTS

1. Mary Marro-Giroux - She attended the Communications workshop which was very valuable. Topics included: handling a crisis and having a communications plan in place; relationships with public officials is important during crisis situations. Also attended "Mental Health in Schools: Essential for Safe and Successful Learning Communities". Ms. Marro-Giroux stated that having a mental health professional in the school is important (School 2 has this); Data-driven disciplines.
2. Anne Wager-Rounds - She was the voting delegate at the Annual Meeting. Discussion included Common Core. She also attended "New Dimensions in Learning" and 3D learning for enhanced science experiences, Troy is ready for next level of learning. Convention was very interesting.
3. Carol Harvin - attended "College and Career Ready" workshop and learned that some students are not ready for college. Everyone deserves a quality education; potential is universal but opportunity is not.
4. Ann Apicella - She attended "School, Business and Higher Education Collaborations: P-Tech Model". Troy is 1 of 16 districts in P-Tech program. 9th grade students will have a regents diploma and an associates degree. Mr. Carmello added that TMS has a great program and 4 districts are coming to visit our P-Tech program. There were 134 families in attendance at last night's P-Tech information night - these students will become Cohort 2.
5. Bill Strang - He attended ABCs of Graduating At-Risk Students. LaFayette High School participated in a project-based learning model which increased student graduation rates. Washington/Hamilton BOCES discussed students who fall through the crack; similar program putting students on track using AAS degree program at Adirondack Community College.
6. Tom Mayo - He attended workshop on "Student Discipline - Making It Work". There are different steps to collaborate, involving family and school personnel. He also attended "Inspecting What You Expect: Evaluating the Performance of Your Superintendent". Troy is using the same evaluation tool.

Mr. Carmello thanked the Board members for attending the NYSSBA convention which provided valuable information.

### XIV. FUTURE MEETINGS

Mrs. Harvin stated she loved coming to School 14 and thanked Mrs. Cloutier for her presentation. She will be unable to attend 12/3 BOE meeting.

1. December 3, 2014 at 7 pm (TMS)
2. December 17, 2014 at 6 pm (School 16)

### XV. ADJOURN

At 7:10 pm Mr. Schofield made a motion to adjourn the meeting. This was seconded by Mr. Strang and carried 9-0.

Respectfully submitted by.



Mary Beth Bruno