

Board of Education Minutes

Date of Meeting: January 3, 2018
Type of Meeting: **REGULAR MEETING**
Location: Troy Middle School

I. Call to Order

At 6:00 pm Mr. Schofield, Board President, called the meeting to order.

A. ROLL CALL

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

Members Absent: None.

Also Present: Mr. John Carmello, Superintendent of Schools
Dr. Donna Watson, Asst. Superintendent for Curriculum & Instruction
Mr. Adam Hotaling, Asst. Superintendent for Business
Mrs. Kristen Miaski, Director of Human Resources
Mrs. O'Grady-Parent, School Attorney

B. EXECUTIVE SESSION

At 6:00 pm Mr. Schofield made a motion for Executive Session for discussion of pending litigation. Invited in were Mr. Carmello, Dr. Watson, Mr. Hotaling, Mrs. Miaski and Mrs. O'Grady-Parent.

C. THS FLYING HORSES FOOTBALL TEAM HONORED

At 6:30 pm Troy High School football team was recognized by the Board of Education as the 2017 New York State Class AA Champions (making history with back-to-back titles). Special guests included Mayor Patrick Madden, County Executive Steve McLaughlin and City Council President Carmella Mantello. Mayor Madden presented team captains with the Key to the City.

D. PUBLIC SESSION

At 7:00 pm Mr. Schofield called the regular meeting to order with the Pledge of Allegiance.

E. PUBLIC INPUT ON AGENDA AND NON-AGENDA ITEMS NON-ACTION ITEMS

No public input.

II. Non-Action Items

A. Central Registration - B. Paulsen

Mrs. Barbara Paulsen, Student Information System Data Coordinator, reported on Central Registration where she oversees attendance and registration. Her staff specializes in students who are homeless, home-schooled, charter schools, residency issues and maintaining student records. Attendance duties include coding in the student management system, monthly attendance reports, daily calls from parents and automated attendance calls. Also charter school invoice verification; residency verifications with home visits and residency hearings. Currently there are 151 homeless students; to date 260 students have reported homelessness this year. Services for homeless students include transportation arrangements, tutoring, backpacks, clothing donations, social emotional support.

Mrs. Paulsen is responsible for maintaining accuracy of data in the Student Management System and transmitting the data to the State Student Information Repository System (SIRS). The state currently requires districts to collect over 100 data elements in 26 files that are reported on a weekly basis. The data reported to SIRS is used to create the School Report Card and APPR which includes staff information. Other reporting includes collecting and reporting immigrant data, VADIR/DASA and assisting with BEDS.

Mr. Carmello added that Mrs. Paulsen, Central Registration staff and Ms. Ahearn were instrumental in streamlining the process of charter school residency which has reduced the number of residency hearings.

B. November Financial Report - S. Schweizer

Mrs. Schweizer reported on November financials. She stated budget transfers were mostly salary-related; General Fund balance expenses and revenues are consistent with last year. All grants have been approved except one that is still under review. All accounts have been reconciled. There were no questions.

C. Policy Review - J. Carmello

Mr. Carmello reviewed the following policies that were discussed in the December 6th Policy Committee and reviewed by the school attorney:

- 2160 School District Officer Code of Ethics - change to language for confidential information includes matters discussed in Executive Session; this is our current practice but was not mentioned in the policy.
- 2330 Executive Session - confidential information to be discussed without discussing specifics.
- 6240 Investments - Mr. Hotaling recommended wording change to "not required for immediate expenditure".
- 6240 R Investment Regulation - same wording change in regulation to be consistent with the policy.
- 6700 Purchasing - no changes; reviewed only.
- 6700R Purchasing Regulation - no changes; reviewed only.
- 6741 Contracting for Professional Services - still waiting for review by our school attorney. The Committee is proposing that contracts less than \$1000 be approved by the Superintendent and do not need Board approval.
- 9700 Staff Development - Level III and long term subs added; statewide change for professional development hours was reduced from 175 to 100 hours.

III. **Action Items**

A. **Approval of Minutes**

Mr. Schofield made a motion to approve the following minutes.

Second: Mr. Mayo

Carried: 9-0

BE IT RESOLVED, that the Board of Education, hereby approves the following minutes:

1. [December 6, 2017](#)
2. [December 20, 2017](#)

B. **Superintendent's Recommendations - Human Resources**

Employee Transfer (For notification purposes only)

<u>NAME</u>	<u>POSITION</u>	<u>FROM</u>	<u>POSITION</u>	<u>TO</u>	<u>SALARY RATE</u>	<u>EFFECTIVE DATE</u>
Raymond Zinssar	Laborer Nights	CHS	Laborer Split Shift	TMS	\$36,576	1/2/2018

(Resignation - S. Strickland)

Staff Matters - Unclassified

(reviewed by D. Watson)

Mr. Schofield made a motion to approve Items 1-4 as a Consent Agenda.

Second: Mr. Mayo

Carried: 9-0

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:

1. Unclassified Employee 2017-2018 CHS Programs

<u>NAME</u>	<u>HOURS</u>	<u>SALARY RATE</u>	
<i>Parent Engagement Activities</i> (After school and Saturdays)			
CHS Certified Teachers	Up to 10 hours	\$32.00 per hour	Title I
CHS Certified Teaching Assistants	Up to 10 hours	\$26.00 per hour	Title I
<i>(Maximum of \$11,024)</i>			
<i>Parent Involvement Activities</i> (After school and Saturdays)			
CHS Certified Teachers	Up to 10 hours	\$32.00 per hour	Title I
CHS Certified Teaching Assistants	Up to 10 hours	\$26.00 per hour	Title I
<i>(Maximum of \$4,762)</i>			

2. Unclassified Employee 2017-2018 Data Liaison

<u>NAME</u>	<u>TENURE AREA</u>	<u>ASSIGN</u>	<u>SALARY RATE</u>
Genevieve L. Stinson	Elementary	PS-18	\$2,500 stipend

3. Unclassified Employee 2017-2018 After School Program

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>	<u>SALARY RATE</u>
Chelsea Marshall	Substitute Teaching Assistant	PS-16	\$26.00 per hour
<i>(amend Assignment, 12/06/17 Agenda, page 4)</i>			
Cheryl Bianconi	Teacher	PS-14	\$32.00 per hour
Carrie Ritrovato	Substitute Teacher	PS-16	\$32.00 per hour

4. Unclassified Employee 2017-2018 Student Interns/Student Teacher (Unpaid)

<u>NAME</u>	<u>COLLEGE</u>	<u>AREA OF STUDY</u>	<u>EFFECTIVE DATE</u>	<u>SUPERVISOR</u>	<u>ASSIGN.</u>
Jamie DeRusso	St. Rose	School Counseling	1/17/18-5/9/18	Lisa DiTroia	PS-18
Caroline Testa	St. Rose	School Counseling	1/19/18-5/9/18	Lisa DiTroia	PS-18
Evan Sander	SUNY Oneonta	Social Studies	3/12/18-5/4/18	Charles Smith	TMS
Josephine Dzielski	SUNY New Paltz	Art	1/22/18-3/21/18	Jeff Burger	THS

Staff Matters - Classified

(reviewed by K. Miaski)

Mr. Schofield made a motion to approve Items 1-4 as a Consent Agenda.

Second: Mr. Mayo

Carried: 9-0

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 actions:

Mr. Schofield made a motion to approve Items 1-4 as a Consent Agenda.

Second: Mr. Mayo

Carried: 9-0

1. Classified Employee 2017-2018 Temporary Appointment

<u>NAME</u>	<u>POSITION</u>	<u>% SERVICE</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>	<u>CERT.</u>	<u>SALARY RATE</u>
Michelle Behrens	Physical Therapist	100%	District	01/04/2018	NYS Physical Therapy Licen (Gr-20A, S-1)	\$49,330 pro-rated
<i>(Laura Lilac - LOA)</i>						

2. Classified Employee 2017-2018 TMS Parent Involvement

<u>NAME</u>	<u>POSITION TITLE</u>	<u>HOURS</u>	<u>SALARY RATE</u>
Stacey Sadowski	Secretary	up to 15 hours	\$18.39 per hour

3. Classified Employee 2017-2018 Substitutes

<u>NAME</u>	<u>CLERK</u> \$11/hr	<u>SEC/TYPIST</u> \$15/hr	<u>MONITO</u> \$15/hr	<u>LUNCH AIDE</u> \$10/hr	<u>TEACHER AIDE</u> \$10/hr	<u>NURSE</u> \$25/hr	<u>BOILER OPER.</u> \$19/hr	<u>MAINT.</u> \$16/hr	<u>LABORER</u> \$15/hr
Donald Agars									X
Richard Cody									X
Andre Washington									X

4. 2017-2018 Volunteers

<u>PS-2</u>	<u>PS-14</u>	<u>PS-18</u>
Sydney Beattie	Sydney Beattie	Sydney Beattie
Monique Johnson		Xupeng Tao

C. Superintendent's Recommendations - Programs (D. Watson)

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

Second: Mr. Mayo

Carried: 9-0

1. Out of State Conference and Field Trip

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy, upon the recommendation of the Superintendent, hereby approves out of state conference and field trip:

CONFERENCE:

a. REACH Conference, Nashville, TN

<u>Date</u>		<u>Staff</u>	<u>Paid By</u>
February 18-20, 2018	Elizabeth Dowd	Roy Stiles	\$950 pp
	Ann Marie Jabour	Catherine Tedesco	Title I Grant
	Summer Logrippo	Jennifer White	
	Gabrielle Panganiban	Kara Zimmerman	
	Sarah Rames		

FIELD TRIP:

b. Freedom Trail, Boston, MA

<u>Date</u>	<u>Students/Class</u>	<u>Paid By</u>
May 21-22, 2018	School 12 ALP students	donations

2. Special Education Placements

BE IT RESOLVED, that the Committee on Special Education has submitted to the Board of Education students having the registration numbers as listed in 2017-18 classes for students with special needs.

Special Education Placements

D. Superintendent's Recommendations - Business Finance (A. Hotaling)

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

Second: Mr. Mayo

Carried: 9-0

1. Bid Award - After School Food Service

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby awards the bid for the 2018 Empire State After School Program food service bid opened on December 20, 2017 to the following lowest responsible bidder:

Whitsons Culinary Group	<u>Cost per meal:</u>
1800 Motor Parkway	\$2.62
Islandia, New York	

2. RFP Award - Internal Auditor Services (3 yrs.)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby awards the RFP for the Internal Auditor Services opened on December 21, 2017 to the following most qualified vendor

Marvin & Company	Year ending 2018:	\$12,000.00
11 British American Boulevard	Year ending 2019:	\$10,000.00
Latham, New York	Year ending 2020:	\$10,000.00

IV. Board Resolutions

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

Second: Mr. Mayo

Discussion: Mr. Schofield thanked the Citizens Advisory Committee for coming back to serve again.

Carried: 9-0

1. Citizens Advisory Committee

BE IT RESOLVED, that the Board of Education, in accordance with Policy 2260, hereby appoints the following citizens to assist with the development of the 2018-19 budget and serve in an advisory capacity without compensation.

Mary Ellen Adams	Stephanie Fitch	Ken Hughes
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2. CSEA Employee Settlement

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Enlarged City School District of Troy hereby approves the Settlement Agreement and Release between the District and the employee identified on confidential Schedule "A".

V. Future Meetings

Mr. Schofield stated that the funeral services for the mother and children who were tragically killed over the Christmas break will be held in the Troy Middle School auditorium on Saturday, January 6.

Mrs. Wager-Rounds asked about the feedback on the School 2 Capital Project presentations; Mr. Carmello responded that he has attended the elementary school concerts and shared information with parents. He will also attend all parent organization meetings next week. Feedback has been very good and we hope the voters will come out.

1. School 2 Community Schools Capital Project

CHS PTO - January 8 at 6 p.m.

Registration Day - January 9 at 12 to 4 p.m. (School 2)

School 16 PTA - January 9 at 6 p.m.

TMS/THS Booster Club - January 9 at 6:30 p.m. (TMS Media Center)

Town Hall Meeting - January 17 at 6 p.m. (School 18)

Public Vote - January 23 (7:30 a.m. to 8 p.m.)

2. Board Meeting Schedule

January 17 at 6 p.m. (School 18)

January 24 at 5:30 p.m.(TMS) **

February 7 at 6:30 p.m. (TMS)

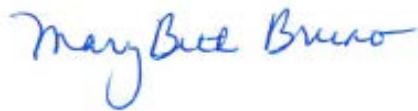
February 28 at 6 p.m. (CHS)

** special meeting to ratify public vote

VI. Adjourn

At 7:30 pm Mr. Schofield made a motion to adjourn the meeting. This was seconded by Mr. Mayo and carried 9-0.

Respectfully submitted by,



Mary Beth Bruno
Board Clerk

We Can.
We Will. 
End of Story