

## MINUTES

Date of Meeting: April 11, 2018  
Type of Meeting: **REGULAR MEETING**  
Location: Troy Middle School

### I. Call to Order

#### A. ROLL CALL

Members Present: Mrs. Ann Apicella  
Mrs. Carol Harvin  
Mr. Tom Mayo  
Mrs. Elizabeth Poleto  
Mr. Bill Strang  
Mr. Michael Tuttmann  
Mrs. Anne Wager-Rounds

Members Absent: Mr. Jason Schofield  
Ms. Mary Marro-Giroux

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. Erin O'Grady-Parent, School Attorney

Citizens Advisory Committee: Mrs. Mary Ellen Adams  
Mrs. Stephanie Fitch  
Mr. Ken Hughes

## B. EXECUTIVE SESSION

At 6:00 pm Mr. Mayo, Vice President, made a motion for Executive Session for pending litigation and an employee disciplinary matter. Invited in were Mr. Carmello, Dr. Watson, Mr. Hotaling, Mrs. Miaski and Mrs. O'Grady-Parent. Mrs. Bruno also attended a portion of this meeting.

## C. PUBLIC SESSION

At 6:30 pm Mr. Mayo called the regular meeting to order with the Pledge of Allegiance.

### Board Member Resignation:

Mr. Mayo announced that Mr. Jason Schofield has resigned from the Board [to accept a position with Rensselaer County Board of Elections]. Mr. Schofield has served on Troy's Board for 15 years and thanked him for his service.

## D. PUBLIC INPUT ON AGENDA AND NON-AGENDA ITEMS NON-ACTION ITEMS

No public comment.

## II. Non-Action Items

### A. Human Resources Report - K. Miaski, HR Director

Mrs. Kristen Miaski, Human Resources Director, gave a presentation on the function of the Human Resources Department. She acknowledged and thanked her staff, Jeanne Mentiely, Account Clerk, and Beverly McGuirk, Executive Secretary. Human Resources is responsible for developing and ensuring compliance with policies and procedures with education law, civil service law and labor law which includes probation, tenure, performance reviews, licensing and certifications. Also handles all hiring and recruitment, salary calculations, job fairs, fingerprinting, reference checks, Board appointments and substitutes. HR oversees employee growth and development, orientation, counseling, and exit interviews.

Employees hired in 2015-16 (106): 2016-17 (149) and 2017-18 to date (132).

District now offers Medicare Advantage Plans to retirees with a savings of \$64,377. Sixty people have signed up to date.

Discussion: Mrs. Harvin asked if our training is done on-site. Mrs. Miaski said the majority is done on-site but there are conferences attended as well. Mrs. Wager-Rounds said that she did not realize all the things HR did.

### B. February Financial Report - S. Schweizer, District Treasurer

Mrs. Samantha Schweizer, District Treasurer, reported on February financials. She stated budget transfers were mostly salary-related; General Fund balance expenses and revenues are consistent with last year. All accounts have been reconciled. There were no questions.

### C. Budget Draft 3 - J. Carmello, Superintendent of Schools

Mr. John Carmello, presented Draft 3 of the 2018-19 budget. Mr. Carmello stated we need to develop a budget that is fiscally responsible and educationally sound. This has proven to be the most difficult process we have had in several years. He reviewed that Draft 1 was at \$113,160,546 and Draft 2 was reduced to \$112,094,215.

Draft 3 of the budget was presented at \$111,893,389. Mr. Carmello showed a savings with 10 teachers retiring this year; portion of laborers' salary being paid from the School Lunch Fund; teacher supplies reduced from \$200 to \$150 that saves \$20,000; prescription rate savings of \$242,000. There will be a reduction in elementary sections by attrition (due to retirements); however, class sizes will remain low throughout the District.

Savings: Additional savings of \$15,000 could be achieved by eliminating the Adult Education program. Adult Ed is intended for the community and should be financially self-sustaining but that has not been the case. We would like to suspend the program temporarily and re-evaluate it at a later point. Also since the City will no longer holds a Flag Day Parade, we recommend changing THS marching band into a club for savings of \$14,673. CSEA retirements will have a savings of \$24,790.

State Aid: Mr. Carmello said he was pleased that the State budget was approved on time and we will receive \$444,970 in additional Foundation Aid and \$211,400 in other aid from the Executive budget. We don't want to make more cuts so need to use a portion of the fund balance, but do so carefully, to close the gap and balance our budget. He is proud of this budget that once again includes no layoffs and is confident that we will be able to continue Troy's positive trend of improved academic achievement.

Tax Levy: Mr. Carmello said this year's tax cap is 1.88%. He proposed three tax levy options for the Board's consideration: (1) 1.82% with \$350,000 from fund balance; (2) 1.54% with \$450,000 from the fund balance; and (3) 1.27% with \$550,000 from fund balance.

Discussion: Mr. Tuttmann asked what is the amount in our fund balance. Mr. Carmello responded there is an appropriated balance of \$8.9 million but we do not ever use it. As previously discussed, we will reduce it to a more reasonable level. Mr. Mayo stated each option is quite a jump from previous years. Mr. Schofield asked if it was better to use more fund balance or make more cuts. The tax levy becomes the baseline for the following year. Mrs. Wager-Rounds said the last two budget years have been unusual and she does not want to go below the tax cap because of the impact on next year; she thinks the voting community will understand. Mrs. Adams (CAC) said when she was a Board member there was a \$7 million deficit and using the fund balance can be a dangerous practice. She asked what is the amount legally allowed to be used from the fund balance. Mr. Carmello agreed the fund balance must be used carefully. Mr. Hotaling added that we are at our 4% cap for unappropriated fund balance. Mrs. Fitch (CAC) said she would like to see the impact in real dollars to the average home owner. Mr. Mayo also wanted to see actual numbers. Mr. Carmello will provide this to BOE and CAC. Mr. Hotaling looked up preliminary numbers based on \$150,000 assessed value as follows: 1.27% is \$39.00 per year; 1.89% is \$60.00 per year. Mr. Carmello said we are using multi-year planning and getting better at our projections. Mr. Hotaling is doing a great job.

#### D. Policy Review - J. Carmello, Superintendent of Schools

Mr. Carmello reported on the March 21st Policy Committee meeting. He said this is a very productive committee and Mrs. Bruno does a great job; we are at the point where we only review the NYSSBA updates. Policies 4770, 4772 and 4773 were revised to reflect graduation requirements for students with disabilities; Troy has already implemented these requirements. Safeguards were added to Policy 6700 for piggybacking; Policy 8414.5R was amended to include District drivers of commercial vehicles.

4770	Graduation Requirements
4772	Graduation Ceremonies
4773	Diploma for Students with Disabilities
6700	Purchasing
6700R	Purchasing Regulation
8414.5R	School Bus Safety and Testing of Drivers Regulation

### III. Action Items

#### A. Approval of Minutes

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

Second: Mr. Strang

Carried: 7-0

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

#### 1. March 21, 2018

#### 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>
Ashley Simmons	Registration Clerk	District	Secretary	PS-12	N/C	04/09/2018
<b>(LOA - Alicia Mariano)</b>						
David Borgeest	Custodian Nights	THS	Custodian Nights	PS-2	N/C	3/20/2018
Jason Thompson	Laborer	PS-2	Laborer	THS	N/C	4/6/2018

Staff Matters - Unclassified

(reviewed by D. Watson)

**Mr. Mayo made a motion to approve Items 1-9 as a Consent Agenda.****Second: Mr. Strang****Carried: 7-0**

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 Resignation

<u>NAME</u>	<u>TENURE AREA</u>	<u>% SERVICE</u>	<u>ASSIGN</u>	<u>EFFECTIVE DATE</u>
Monique Anastahas	Teaching Assistant	100%	PS-2	03/20/2018

2. Unclassified Employee - 2017-2018 Leave of Absence (Unpaid)

<u>NAME</u>	<u>TENURE AREA</u>	<u>% SERVICE</u>	<u>ASSIGN</u>	<u>EFFECTIVE DATE</u>
Janice DeFazio	Pre-Kindergarten	100%	PS-12	03/21/2018
Alicia Sambrano	Foreign Language	100%	THS	03/28/2018 & 03/29/2018
Christopher Wolff	Technology	100%	THS	04/09/2018
Bettie Gourrier	Teaching Assistant	100%	PS-2	03/29/2018
Samantha Rivet	Teaching Assistant	100%	THS	05/29/2018 & 05/30/2018

3. Unclassified Employee - 2017-2018 Leave of Absence Withdrawn

<u>NAME</u>	<u>TENURE AREA</u>	<u>% SERVICE</u>	<u>ASSIGN</u>	<u>EFFECTIVE DATE</u>
Jill Kaarstad	Teaching Assistant	100%	TMS	06/3/2018-06/10/2018

**(Originally approved, 10/18/18 BOE Agenda, page 3)**4. Unclassified Employee - Math Support - Algebra Students/8th Grade Instruction After School (Paid from TMS Funds)

<u>NAME</u>	<u>TENURE AREA</u>	<u>% SERVICE</u>	<u>ASSIGN</u>	<u>SALARY RATE</u>
Dorothy Pomykala	Mathematics	100%	TMS	\$32.00 per hour, up to 30 hours
Diane DiClementi	Mathematics	100%	TMS	\$32.00 per hour, up to 30 hours

5. Unclassified Employee - Math Support - Small Group Intensive Instruction After School (Paid from TMS Funds)

<u>NAME</u>	<u>TENURE AREA</u>	<u>% SERVICE</u>	<u>ASSIGN</u>	<u>SALARY RATE</u>
Dorothy Pomykala	Mathematics	100%	TMS	\$32.00 per hour, up to 30 hours
Renia Yoanidis	Mathematics	100%	TMS	\$32.00 per hour, up to 30 hours

6. Unclassified Employee 2017-2018 Elementary After School Programs

<u>NAME</u>	<u>TENURE AREA</u>	<u>POSITION</u>	<u>ASSIGN.</u>	<u>SALARY RATE</u>
Sarah Reedy	Special Education	Teacher	PS-2	\$32.00 per hour, up to 15 hours per week
Marianne Kulzer	Elementary	Teacher	PS-2	\$32.00 per hour, up to 15 hours per week
Baki Bozyel	Teaching Assistant	Teaching Assistant	PS-2	\$26.00 per hour, up to 15 hours per week

7. Unclassified Employee 2017-2018 K-Kids Program Coordinator

<u>NAME</u>	<u>TENURE AREA</u>	<u>SALARY RATE</u>
Maria Walker	Elementary	\$32.00 per hour, up to 2 hours per week
Tenika Wilcox	Elementary	\$32.00 per hour, up to 2 hours per week

**(amend Salary Rate, 11/01/2017 BOE Agenda, page 5)**

8. Unclassified Employee 2017-2018 K-Kids Program Coordinator (for week ending 12/9/2017)

<u>NAME</u>	<u>TENURE AREA</u>	<u>SALARY RATE</u>
Maria Walker	Elementary	\$32.00 per hour, up to 3 hours per week
Tenika Wilcox	Elementary	\$32.00 per hour, up to 3 hours per week

9. Unclassified Employee 2017-2018 Substitutes

<u>NAME</u>	<u>Teacher</u>			<u>Teaching Assistant</u>		<u>Home</u>
	<u>Retired</u>	<u>Certified</u>	<u>Uncertified</u>	<u>Certified</u>	<u>Uncertified</u>	<u>Tutor</u>
	\$150/day	\$125/day	\$115/day	\$12.00/hour		\$32/hour
Jessica Baggott						X
Alysia Brunner			X			
Brenda Cole				X		
Jenna Czub			X			
Kendra Gross			X			
Christian Ray					X	

Staff Matters - Classified

(reviewed by K. Miaski)

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

**Second: Mr. Strang**

**Carried: 7-0**

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:

1. Unclassified Employee - Retirement

<u>NAME</u>	<u>POSITION</u>	<u>% SERVICE</u>	<u>ASSIGN</u>	<u>EFFECTIVE DATE</u>
James Russell	Custodian	100%	THS	10/30/2018
Kathy Hawkins	Sr. Stenographer	100%	District	06/30/2018
Mary Alice Diehl	Typist	100%	PS-18	06/30/2019
Rosemary Coles	Teacher Aide	100%	PS-16	06/30/2019

2. Unclassified Employee - Leave of Absence (Unpaid)

<u>NAME</u>	<u>POSITION</u>	<u>% SERVICE</u>	<u>ASSIGN</u>	<u>EFFECTIVE DATE</u>
Michael Marro	Monitor	100%	PS-12	03/29/2018
Ashley Simmons	Registration Clerk	100%	District	04/09/2018-07/31/2018

3. Unclassified Employee 2017-2018 Temporary Appointment

<u>NAME</u>	<u>POSITION</u>	<u>% SERVICE</u>	<u>ASSIGN.</u>	<u>EFFECTIVE DATE</u>	<u>SALARY RATE</u>
Henry Alberelli	Clerk of the Works	100%	District	04/12/2018	\$250.00 per day
Michael Alarcon	High Pressure Boiler Operator	100%	District	04/12/2018-04/11/2019	\$40,397 prorated (S-1, Gr.-16)

**(Replacing - James Riedel)**

Richard Stevens, Jr.	High Pressure Boiler Operator	100%	District	04/12/2018- 04/11/2019	\$40,397 prorated (S-1, Gr.-16)
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**(Resigned - I-Islam Martin)**

4. Classified Employee 2017-2018 Substitutes

		SEC/		LUNCH	TEACHER		BOILER		
	CLERK	TYPIST	MONITOR	AIDE	AIDE	NURSE	OPER.	MAINT.	LABORER
NAME	\$11/hr	\$15/hr	\$15/hr	\$10.40/hr		\$25/hr	\$19/hr	\$16/hr	\$15/hr
Victor Hicks									X
Erik Carucci			X						
Carla Kutzer		X							
Timothy Warren									X

5. 2017-2018 Volunteers

**PS-2**

Kylie Kaufman

**CHS**

Rachel Lord

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

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

**Second: Mr. Strang**

**Discussion: Mr. Carmello explained that the 2018-19 attendance calendar is unusual; THS graduation will be held on June 30 because of the Regents schedule.**

**Carried: 7-0**

1. 2018-19 Student Attendance Calendar

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve the 2018-19 Student Attendance Calendar for the Troy City School District.

Attendance Calendar

2. Cross Contract - Lansingburgh Central School District (special education) (amend BOE 3-21-18)

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 cross-contract with Lansingburgh Central School District for special education services of one (1) student from September 6, 2017 through June 30, 2018 at a cost of \$28,085.45 per student for a 10-month period to be paid by Lansingburgh School District.

Lansingburgh Central School District

3. Contract - Reading and Writing Project Network, LLC

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 the Reading and Writing Project Network, LLC for Home Grown Summer Reading Institute (with Lucy Calkins) on July 2-3 and July 5-6, 2018 at a cost of \$22,400.00 to be paid by Title I funds.

<u>Reading and Writing Project Network LLC</u>
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4. Out of State Field Trips/Conferences

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 field trips/conferences:

<u>Field Trips:</u>	<u>Attendees:</u>	<u>Cost/Paid By:</u>
a. Boston Science Museum and Duck Tour Boston, MA June 13, 2018	School 18 Fifth Grade	Student fundraising and PTA funds
b. MA Museum of Contemporary Art (MOCA) North Adams, MA April 19, 2018	THS Grades 9-12 Art Club	Art Club
c. NAQT Nationals Competition Atlanta, GA May 25-28, 2018	THS Mastermind students	Student fundraising and District funds
d. New England Aquarium and Quincy Market Boston, MA April 30, 2018	THS Grades 10-12	Student fundraising and Club funds
<u>Conferences:</u>	<u>Attendees:</u>	<u>Cost/Paid By:</u>
e. Harvard:Family Engagement in Education Cambridge, MA July 23-26, 2018	Nicole Auriemma	\$2500 per person paid by Title I and Title II
f. Nike Championship Basketball Clinic Pittsburgh, PA April 19, 2018	Greg Davis Ryan Meikle Glenn Westfall	\$430 for three coaches paid by General Fund

5. 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.

<u>Special Education Placements</u>
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**D. Superintendent's Recommendations - Business Finance****(A. Hotaling)****Mr. Mayo made a motion to approve Items 1-4 as a Consent Agenda.****Second: Mrs. Wager-Rounds****Carried: 7-0****1. 2017-18 Health Services Contracts (Receivable)**

BE IT RESOLVED, that the Board of Education, upon the recommendation of Superintendent, approve the following Health Services Contracts to be billed for reimbursement for health services for non-district students who attend private and parochial schools within the Troy City School Districts.

<u>School District</u>	<u>Students</u>	<u>Invoiced Amount</u>
City School District of Albany	6	\$4,085.58
Averill Park Central School District	9.462	\$6,442.96
Berlin Central School District	6	\$4,085.58
Brunswick-Brittonkill Central School District	7	\$4,766.51
Cohoes City School District	15	\$10,213.95
East Greenbush Central School District	3	\$2,042.79
Green Island School District	1	\$680.93
Lansingburgh Central School District	61.755	\$42,050.83
Menands Union Free School District	1	\$680.93
Mohonasen Central School District	2	\$1,361.86
North Colonie Central School District	7	\$4,766.51
Rensselaer City School District	4	\$2,723.72
Schodack Central	1	\$680.93
Shenendehowa Central Schools	2	\$1,361.86
South Colonie Central Schools	1	\$680.93
Waterford-Halfmoon Union Free School District	6	\$4,085.58
Watervliet City School District	8	\$5,447.44
Wynantskill Union Free School District	2	\$1,361.86
<b>TOTAL</b>	<b>148.217</b>	<b>\$100,925.40</b>

**2. Surplus - Computer Equipment**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby approves the surplus of the follow computer equipment which no longer holds educational value and which shall be recycled:

<u>Surplus</u>
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### 3. Change Orders - Infrastructure Upgrade Capital Project

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby approves the following change orders:

<u>Contractor</u>	<u>C/O #</u>	<u>Original Amount</u>	<u>Changed Amount</u>
<a href="#">AKTOR Corp.</a>	AA-02	\$279,565.00	(-) \$20,450.00
<a href="#">Duncan &amp; Cahill</a>	GC-07	\$234,805.00	(+) \$25,977.87
<a href="#">S&amp;L Roofing Inc.</a>	CG3-01	\$834,400.00	(-) \$16,206.38

### 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>
Foundation for Engineering Education, Inc.	Model Bridge Competition	\$200.00

## V. **Budget Vote and BOE Election**

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

**Second: Mrs. Wager-Rounds**

**Carried: 7-0**

### 1. Board of Registration

BE IT RESOLVED, that Joyce Forner and Shirley Adams be appointed for a term of one year to serve on the Board of Registration for the purpose of preparing a register of each school election district for the Budget Vote and BOE Election on May 15, 2018. Remuneration shall be \$60 each.

### 2. Registration Day

BE IT RESOLVED, that Tuesday, May 1, 2018 from 12 noon to 4:00 pm be designated as Registration Day for the Budget Vote and BOE Election to be held on May 15, 2018, and be it

FURTHER RESOLVED, the Registration Day will be held at School 12 located at 475 First Street, Troy, New York.

### 3. Polling Locations

BE IT RESOLVED, that the Board of Education hereby approves the following sites as polling locations for the Budget Vote, Capital Reserve Proposition and BOE Election on May 15, 2018:

Carroll Hill	School 12	School 16
School 2	School 14	School 18

Polling hours shall be 7:30 am to 8:00 pm at each polling site.

### 4. Appointment of Election Inspectors

BE IT RESOLVED, that the Board of Education, upon the recommendation of the District Clerk, hereby approves the following individuals as Election Inspectors, to be paid \$11.00 per hour for inspector services on May 15, 2018 and \$11.00 for attendance at the inspector orientation meeting on May 8, 2018.

Shirley Adams	Margie Clancy	Brenda Harrison	Patricia Nelson
Richard Boland	Sandy Delameter	Sandra Krogh	Gary Pavlick
Theresa Blankenship	Margaret Drew	Carla Kutzer	Kathy Tremblay
Flora Carr	Ellen Fogarty	Louise Liberty	
Michelle Cerulli	Rose Gonzalez	Suzanna Manning	

## VI. Board Resolution

**Mr. Mayo made a motion to approve Item 1.**

**Second: Mrs. Wager-Rounds**

**Carried: 7-0**

### 1. MOA - CSEA Retirement Incentive (amend BOE 2-28-17)

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy, NY hereby approves a Memorandum of Agreement between the District and Civil Service Employees Association for a special one-time retirement incentive for retirements effective on or before June 30, 2019 only.

## VII. Future Meetings

Tuesday, April 17, 2018 at 6 p.m. (School 12)

May 2, 2018 at 6:30 p.m. (TMS)

May 16, 2018 at 6:00 p.m. (TMS)

## VIII. Other Important Dates

Personal Registration - May 1, 2018 (12 Noon to 4 p.m. at School 12)

Budget Hearing - May 2, 2018 (6:30 p.m. at TMS)

Meet the Candidates and Town Hall Mtg. - May 8, 2018 (7 p.m. at TMS)

Budget Vote and BOE Election - May 15, 2018 (7:30 a.m. to 8 p.m.)

### Move to Executive Session

At 7:30 pm Mr. Mayo made a motion to adjourn to Executive Session for 3020-a matter. Invited in were Mr. Carmello, Dr. Watson, Mrs. Miaski, Mr. Hotaling, Mrs. O'Grady-Parent and Mrs. Bruno (Mrs. Harvin was not present for Executive Session).

At 7:35 pm Mr. Mayo made a motion to adjourn the meeting. This was seconded by Mr. Strang and carried 6-0.

Respectfully submitted by,



Mary Beth Bruno  
Board Clerk

**We Can.**  
**We Will.**  
**End of Story**

