

**RE-ORGANIZATION MEETING**  
**Minutes**

Date of Meeting: Monday, July 2, 2018  
Type of Meeting: **RE-ORGANIZATION MEETING**  
Location: Troy Middle School  
Time: **5:30 PM Re-Organization Meeting**  
5:45 PM Executive Session  
6:00 PM Regular Meeting

**A. MEETING CALLED TO ORDER**

At 5:30 pm Mrs. Bruno, Board Clerk, called the re-organization meeting to order.

**ROLL CALL**

The following Board members were present:

Members Present: Mrs. Ann Apicella  
Mrs. Carol Harvin  
Mrs. Stephanie Fitch  
Mr. Matthew Flowers, Jr.  
Mr. Tom Mayo  
Mrs. Elizabeth Poletto  
Mr. Bill Strang  
Mrs. Anne Wager-Rounds

Absent: Mr. Michael Tuttman

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, Esq. School Attorney

**B. ELECTION AND APPOINTMENT OF OFFICERS**

Mrs. Bruno administered the oath to the following the Board members elected in May and each Board member also signed an oath book.

1. OATH OF NEWLY ELECTED BOARD MEMBERS (by Board Clerk)
  - Stephanie Fitch (Term July 1, 2018 - June 30, 2021)
  - Matthew Flowers, Jr. (Term July 1, 2018 - June 30, 2021)
  - Elizabeth Poletto (Term July 1, 2018 - June 30, 2021)

2. ELECTION OF BOARD OF EDUCATION PRESIDENT (Term July 1, 2018 - June 30, 2019)  
(Education Law 2504, 2563)

Mrs. Bruno called for nominations for Board President.

Mrs. Wager-Rounds nominated Mr. Mayo.

Second: Mr. Mayo

Mrs. Harvin nominated herself.

Second: Mr. Flowers

Mrs. Bruno requested a vote for Mr. Mayo as President.

Carried: 6-2

Mrs. Bruno requested a vote for Mrs. Harvin as President.

Denied: 2-6

**Mr. Mayo was elected as President with vote of 6-2.**

3. OATH OF OFFICE TO NEWLY-ELECTED PRESIDENT  
(Public Officer's Law 5, 10, 30)

Mrs. Bruno administered the oath of office to Mr. Mayo, Board President.

Mr. Mayo then presided over the remainder of the Re-org Board meeting.

4. ELECTION OF BOARD OF EDUCATION VICE PRESIDENT (Term July 1, 2018 - June 2019)  
(Education Law 2504, 2563)

Mr. Mayo called for nominations for Vice President.

Mr. Mayo nominated Mrs. Wager-Rounds

Second: Mr. Strang

Mrs. Harvin nominated herself.

Second: Mrs. Fitch

Mr. Mayo called for a vote for Mrs. Wager-Rounds as Vice President.

Carried: 6-2

Mr. Mayo called for a vote for Mrs. Harvin as Vice President.

Defeated: 2-6

**Mrs. Wager-Rounds was elected as Vice President with vote of 6-2.**

5. OATH OF OFFICE TO NEWLY-ELECTED VICE PRESIDENT  
(Public Officer's Law 5, 10, 30)

Mr. Mayo administered the oath of office to Mrs. Wager-Rounds, Vice President.

6. APPOINTMENT OF PARLIAMENTARIAN

Mr. Mayo called for nominations for Parliamentarian.

Mrs. Wager-Rounds nominated Mr. Strang.

Second: Mr. Mayo

Carried: 8-0

BE IT RESOLVED, that the Board of Education appoint Board Member Bill Strang to serve as Board Parliamentarian for term July 1, 2018 through June 30, 2019.

7. APPOINTMENT OF RECORDS ACCESS APPEALS OFFICER  
(Public Officer's Law 89 (a)(4))

Mr. Mayo called for nominations for Records Appeal Officer.

Mrs. Wager-Rounds nominated Mr. Tuttmann.

Second: Mr. Strang

Discussion: Mr. Tuttmann was not present. School Attorney Erin O'Grady-Parent said that his presence is not required to be nominated. If Mr. Tuttmann does not want to accept the role again this year, the Board could take another vote at the next meeting.

Carried: 8-0

BE IT RESOLVED, that the Board of Education appoint Board Member Michael Tuttmann as Record Access Appeals Officer for Freedom of Information Law (FOIL) requests (such appointment being allowed by Paragraph {a} of Subdivision 4 of Section 89 of the Public Officers Law).

**C. BOARD OF EDUCATION APPOINTMENTS**

**Mr. Mayo stated that Item 15 is blank at this time because the position has not been filled. He made a motion to table Item 15 for a later agenda.**

**Second: Mrs. Wager-Rounds**

**Mr. Mayo made a motion to approve Items 1-14 and 16 as a Consent Agenda.**

**Second: Mrs. Wager-Rounds**

**Discussion: Mrs. Harvin said the school attorneys are very professional and are doing a great job.**

**Carried: 8-0**

1. Board Clerk (Education Law 2503, Commissioner's Regulation 170.2)  
(oath administered by Board President)

**Mr. Mayo administered the oath to Mrs. Bruno, Board Clerk.**

BE IT RESOLVED, that the Board of Education, appoints Mary Beth Bruno to serve as Board Clerk for the period of July 1, 2018 through June 30, 2019.

2. Internal Claims Auditor (Education Law 2526, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Kenneth Terry as Internal Claims Auditor for the period of July 1, 2018 through June 30, 2019.

3. Independent Auditor (Education Law 2116-a and 8 NYCRR 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Cusack & Co. as Independent Auditor for the period of July 1, 2018 through June 30, 2019.

4. School Attorney

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints the law firm of Guercio & Guercio, LLP as School Attorney for the purpose of general and labor counsel for the period of July 1, 2018 through June 30, 2019.

5. Records Access Officer (8 NYCRR Section 185.2(a)(1))

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Mary Beth Bruno as Records Access Officer for the period of July 1, 2018 through June 30, 2019.

6. Tax Collector (Education Law 2506, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Emily Ruffinen as Tax Collector and also as the individual who will continue to assume the duties of Tax Collector for the period of July 1, 2018 through June 30, 2019.

7. District Treasurer (Education Law 2503, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Samantha Schweizer to serve as District Treasurer for the period of July 1, 2018 through June 30, 2019.

8. Deputy Treasurer (Education Law 2503, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Emily Ruffinen to serve as Deputy Treasurer for the period of July 1, 2018 through June 30, 2019.

9. Purchasing Manager (8 NYCRR 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Kathleen Kussler to serve as Purchasing Manager for the period of July 1, 2018 through June 30, 2019.

10. District's Title IX Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Kristen Miaski and Adam Hotaling the District's Title IX Compliance Officer for the period of July 1, 2018 through June 30, 2019.

11. Section 504 Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Donna Watson as the Section 504 Compliance Officer for the period of July 1, 2018 through June 30, 2019.

12. District School Medical Officers (Commissioner's Regulations 136.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints the following as School District Medical Officers for the period of July 1, 2018 through June 30, 2019.

Dr. Isaac Racela  
Dr. John O'Bryan  
Riverview Pediatrics

13. Medicaid Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Donna Watson as Medicaid Compliance Officer for the period of July 1, 2018 through June 30, 2019.

14. Central Treasurer for Extra-Curricular Classroom Activity Accounts (Education Law 2503)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Giovanna Driscoll as Central Treasurer for Extra-Curricular Classroom Activities Accounts for the period of July 1, 2018 through June 30, 2019.

15. Determiner of Residency and Homeless Liaison ***[tabled from agenda]***

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Barbara Paulsen as Determiner of Residency; and \_\_\_\_\_ as Homeless Liaison for the period of July 1, 2018 through June 30, 2019.

16. Attendance Office (Education Law 3213)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Barbara Paulsen as Attendance Officer for the period of July 1, 2018 through June 30, 2019.

17. Oath to Appointed Officers (Public Officer's Law 5, 10, 30) (administered by Board Clerk)

- |                          |                     |
|--------------------------|---------------------|
| ▪Attendance Officer      | ▪District Treasurer |
| ▪Internal Claims Auditor | ▪Deputy Treasurer   |
| ▪Tax Collector           | ▪Purchasing Manager |

## D. BOARD OF EDUCATION DESIGNATIONS

**Mr. Mayo made a motion to approve Items 1-3 as a Consent Agenda.**

**Second: Mrs. Wager-Rounds**

**Carried: 8-0**

### 1. Official Bank Depository - All Funds

BE IT RESOLVED, the Board of Education, upon the recommendation of the Superintendent, designate the following bank as depositories of the District funds for the period of July 1, 2018 through June 30, 2019:

#### Pioneer Bank

Capital DASNY - Checking	School Dinner - Checking
Capital Fund - Checking	School Lunch Fund - Checking
District Reserve Fund	Special Aid Fund - Checking
Debt Service - Checking	Student Activities Fund - Checking
General Fund - Money Market	Tax Account - Money Market
General Fund - Checking	Trust & Agency Fund - Checking
Payroll - Checking	General Fund - High Interest Savings Account

### 2. Regular Monthly Meetings (Education Law 2504) (scheduled attached)

BE IT RESOLVED, that the Board of Education will hold business meeting on the first Wednesday each month at 6:30 pm and third Wednesday at 6:00 pm as workshop meeting effective July 2, 2018.

FURTHER RESOLVED, that if such meeting is cancelled, an alternate date is to be scheduled.

### 3. Official Newspaper (Education Law 2004)

BE IT RESOLVED, that the Board of Education designate *The Record* as the Troy City School District's official newspaper for the period of July 1, 2018 through June 30, 2019. The Superintendent of Schools shall be the Spokesperson for the District relating to media matters.

## E. BOARD OF EDUCATION AUTHORIZATIONS

**Mr. Mayo made a motion to approve Items 1-7 as a Consent Agenda.**

**Second: Mrs. Wager-Rounds**

**Carried: 8-0**

### 1. Chief School Officer to Certify Payrolls

(Education Law 2523, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education authorize the Chief School Officer to certify payrolls. Chief School Officer shall be the Superintendent of Schools; in his absence it shall be the Assistant Superintendent for Business for the period of July 1, 2018 through June 30, 2019.

2. Authorization for Attendance at Conferences and Workshops (Municipal Law 77-b)

BE IT RESOLVED, that the Board of Education authorize the Superintendent to approve staff attendance at conferences, conventions, workshops, etc. with expense for the period of July 1, 2018 through June 30, 2019.

3. Authorization for Grant Applications (Education Law Section 1720)

BE IT RESOLVED, that the Board of Education authorize the Superintendent to apply for Grants in federal and state aid for the period of July 1, 2018 through June 30, 2019.

4. Authorization to Establish Petty Cash Funds  
(Education Law 1709-39, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, establish for the 2018-19 school year, petty cash in the amount of \$75 each as follows:

The Custodian of each of the \$75. Petty Cash Funds shall be:

Natélegé Turner-Hassell	Principal, School 2
Karen Cloutier	Principal, School 14
Tracy Ford	Principal, School 16
Virginia DonVito-MacPhee	Principal, School 18
Roy Stiles	Principal, Carroll Hill
James Canfield	Principal, Alternative Learning Program
Ian McShane	Principal, Troy Middle School
Joseph Mariano	Principal, Troy High School
Mary Beth Bruno	Board of Education
Robert Garland	Facilities Department

5. Designation of Authorized Signatures of Checks (Education Law 2523)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve the signature the District Treasurer, Samantha Schweizer and Assistant Superintendent for Business, Adam Hotaling, each individually, as having authorization for checks, and be it (per Policy 6410)

FURTHER RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve checks to be signed with the facsimile signature of the District Treasurer or Assistant Superintendent for Business, as reproduced on the check signer.

6. Authorization for the Treasurer to Invest Funds (Education Law 2503)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, authorize the Treasurer to invest funds as they become available into Certificates of Deposit, Time Deposit Accounts, Treasury Bills and Repurchase Agreements on Treasury Bills with New York State Banks in accordance with legal provisions, and

FURTHER RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, request that the Treasurer report such investments at the next regular Board meeting following the investment action.

7. Chief School Officer to Make Transfer of Funds (Education Law 2523)

BE IT RESOLVED, that the Board of Education authorizes the Chief School Officer to approve Budget Transfers of less than \$10,000. within major budget categories and that all transfers be reported to the Board on a monthly basis.

**F. DIGNITY FOR ALL STUDENTS ACT (DASA) COORDINATORS**

**Mr. Mayo made a motion to approve DASA Coordinators.**

**Second: Mr. Strang**

**Carried: 8-0**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints the following individuals as Dignity for All Students Act Coordinators for the period of July 1, 2018 through June 30, 2019.

Elizabeth VonEitzen – ALP

Alexandria Phillips - CHS

Jennifer White - School 2

Lisa Ditroia- School 18

Lauren Reynolds – School 14

Sonya Shaw – TMS

Catherine Culkin-Boice – School 16

Christine Dauphinais – THS and District Coordinator

**G. DESIGNEE TO APPOINT IMPARTIAL HEARING OFFICERS (IHO)**

**Mr. Mayo made a motion to approve IHOs.**

**Second: Mrs. Wager-Rounds**

**Carried: 8-0**

BE IT RESOLVED, that the Board of Education hereby designates the Board President to appoint Impartial Hearing Officers when necessary to comply with the due process requirements of the IDEA and 8 NYCRR Section 200.5.

**H. DESIGNEE FOR WORKER'S COMPENSATION CONSORTIUM**

**Mr. Mayo made a motion for Worker's Compensation Consortium.**

**Second: Mrs. Wager-Rounds**

**Carried: 8-0**

RESOLVED, that the Board of Education hereby designates Adam Hotaling, Assistant Superintendent for Business, as the Board's representative to the Rensselaer-Columbia-Greene Workers' Compensation Consortium, and he is authorized and directed to execute the Rensselaer-Columbia-Greene Workers' Compensation Consortium Agreement to provide Workers' Compensation Insurance Benefits for the 2018-19 school year.



## I. LETTER OF INTENT AUTHORIZATION

**Mr. Mayo made a motion for Letter of Intent Authorization**

**Second: Mrs. Wager-Rounds**

**Carried: 8-0**

BE IT RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools to extend on its behalf offer(s) of employment with the District in the form of a letter of intent to qualified candidate(s), said employment and terms and conditions thereof to be subject to and contingent upon final approval by the Board of Education pursuant to Board resolution, and said Superintendent's authority as stated herein for the period of July 1, 2018 through June 30, 2019.

## J. BONDING OF PERSONNEL

**Mr. Mayo made a motion for Bonding of Personnel.**

**Second: Mrs. Wager-Rounds**

**Carried: 8-0**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, provide with the bonding for the following positions in the amounts stated:

All employees shall be covered by a \$500,000 blanket bond:

- Superintendent of Schools
- Assistant Superintendents
- Tax Collector
- District Treasurer
- Deputy Treasurer
- Courier
- Central Treasurer for Student Activities Accounts
- Internal Claims Auditor

Following employees shall be additionally covered by \$1,000,000 excess policy:

- Superintendent of Schools
- Assistant Superintendents
- Tax Collector
- District Treasurer
- Deputy Treasurer

## K. COMMITTEE APPOINTMENTS

**Mr. Mayo made a motion to approve Items 1-3 as a Consent Agenda.**

**Second: Mrs. Wager-Rounds**

**Carried: 8-0**

1. Audit Committee

BE IT RESOLVED, that the Board of Education appoint the members of the Board as a whole to comprise the Audit Committee for the 2018-19 school year.

2. Policy Committee

BE IT RESOLVED, that the Board of Education appoint the following individuals to the Policy Committee for the 2018-19 school year:

Ann Apicella	Bill Strang
Carol Harvin	Anne Wager-Rounds

3. Committee on Special Education

(a) BE IT RESOLVED, that the Board of Education appoint the following individuals to the Committee on Special Education for the 2018-19 school year:

Chairperson(s):

Lorraine Colistra	Catherine Guthrie
Karen Driscoll	Colleen Syrett
Donna Fitzgerald	Holly Toteno
Amy Prabhakaran	

School Physician  
School Psychologists  
Child's Regular Education Teacher  
Child's Special Education Teacher

(b) BE IT RESOLVED, that the Board of Education appoint the following individuals to the Committee on Preschool Special Education for the 2018-19 school year:

Chairperson(s):

Lorraine Colistra	Catherine Guthrie
Karen Driscoll	Colleen Syrett
Donna Fitzgerald	Holly Toteno
Amy Prabhakaran	

School Physician  
School Psychologists  
Child's Regular Education Teacher  
Child's Special Education Teacher

**L. BOARD OF EDUCATION RE-ADOPTION OF ALL POLICIES AND CODE OF ETHICS IN EFFECT 2018-19 SCHOOL YEAR (Education Law 2503)**

**Mr. Mayo made a motion to re-adopt all policies and code of ethics.**

**Second: Mrs. Wager-Rounds**

**Carried: 8-0**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, adopt the Policies and Code of Ethics as they appear in the Board of Education's E-Policy Manual as of July 1, 2018.

**M. CELL PHONE ASSIGNMENTS**

**Mr. Mayo made a motion to approve Cell Phone Assignments.**

**Second: Mrs. Wager-Rounds**

**Carried: 8-0**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent and in accordance with District Telephones Regulation (8332-R), acknowledge the following positions which have been assigned a cell phone provided through state contract:

Superintendent of Schools	Principal School 2	Director of Facilities & Security
Asst. Superintendent for C&I	Principal School 14	Asst. to the Director of Facilities
Asst. Superintendent for Business	Principal School 16	Director of Technology
Director of Pupil Services	Principal School 18	Rtl Coordinator
Asst. Director of Pupil Services	Principal Carroll Hill	Boilerman (shared phone)
Coordinator of Transportation	Principal Troy Middle School	Maintenance (3)
Athletic Director	Principal Troy High School	District Courier
21st Century Program Director	Director of Guidance (6)	LEA Designee
Attendance Officer		

**N. MILEAGE REIMBURSEMENT RATE**

**Mr. Mayo made a motion to approve the Mileage Reimbursement Rate.**

**Second: Mrs. Wager-Rounds**

**Carried: 8-0**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby adopts a mileage reimbursement at rate set by IRS for the period of July 1, 2018 through June 30, 2019.

**O. ADJOURN RE-ORGANIZATION MEETING**

At 5:45 pm Mr. Mayo made a motion to adjourn Re-Organization Meeting and move to Executive Session for pending litigation. This was seconded by Mr. Strang and carried 8-0.

Respectfully submitted by,



Mary Beth Bruno  
Board Clerk

