



**BOARD OF EDUCATION  
MINUTES**

Date of Meeting: December 16, 2020  
Type of Meeting: **REGULAR MEETING**  
Location: Troy Middle School / Livestream / Video Conferencing  
Time: 5:30 PM Executive Session  
6:00 PM Regular Meeting

**I. Call to Order**

**A. Roll Call**

1. **Members Present:** Mrs. Ann Apicella  
Mrs. Rosemary Coles  
Mrs. Stephanie Fitch  
Mr. Matthew Flowers, Jr.  
Mrs. Diana Heckman  
Mr. Tom Mayo  
Mrs. Elizabeth Poletto  
Mrs. Ebony Pompey-Conway  
Mrs. Anne Wager-Rounds
  
2. **Also Present:** Mr. John Carmello, Superintendent of Schools  
Dr. Donna Watson, Assistant Superintendent for Curriculum and Instruction  
Mr. Adam Hotaling, Assistant Superintendent for Business  
Mrs. Kristen Miaski, Director of Human Resources  
Ms. Erin O'Grady-Parent, School Attorney

**B. Executive Session**

At 5:32 pm Mr. Mayo, President, made a motion for Executive Session for discussion of contractual matters. Invited in were Mr. Carmello, Dr. Watson, Mr. Hotaling, Mrs. Miaski and Ms. O'Grady-Parent.

**C. Public Session**

At 6:35 pm Mr. Mayo called the regular meeting to order with the Pledge of Allegiance.

**D. Public Input on agenda and non-agenda items non-action items**

No public comment.

**II. Non-Action Items**

**A. Covid-19 Update - J. Carmello**

Mr. Carmello starts off by stating that Rensselaer County posted record numbers of positive cases, which is stressful for all of us. Our principals and nurses are working so hard. Our district now has 40 staff quarantined and 229 students quarantined. We've had 10 positive in-person staff members and 28 students positive of which 16 are in-person learners. We continue to be concerned about the holidays which cause gatherings. Please remain vigilant throughout the holiday season.

**B. RtI Presentation - D. Watson & J. DeMarco**

Dr. Watson and Ms. DeMarco began the presentation defining what Response to Intervention (RtI) is. Response to Intervention (RtI) is the practice of providing high-quality instruction/intervention matched to student needs and using learning rate over time and level of performance to make important educational decisions about an individual student. RtI contains three tiers of support; tier one being classroom core instruction, tier two including targeted small group instruction and tier three adding intensive individual intervention. Assessments are used to screen students in math and reading. The entire RtI process is very time intensive as you need to give different strategies time to show improvement. The RtI process is the same, even this year, for our remote learning students. We will continue to monitor the effectiveness of our program and continue to build on the capacity of our faculty and staff to respond to our students' needs.

**III. Action Items**

**A. Superintendent's Recommendations - Human Resources - Staff Matters - Unclassified and Classified (Reviewed by D. Watson and K. Miaski)**

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

**Second: Mrs. Wager-Rounds**

**Discussion: None**

**Carried: 9-0**

**Unclassified Items 1-7 (within linked document)**

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

**Second: Mrs. Wager-Rounds**

**Discussion: None**

**Carried: 9-0**

**Classified Items 1-3 (within linked document)**

**4. Classified Employee - Change in Minimum Wage (Effective January 1, 2021)**

<u>Position</u>	<u>Old Rate</u>	<u>New Rate</u>
Lunch Aide	\$11.80 per hour	\$12.50 per hour
Substitute Clerk	\$11.80 per hour	\$12.50 per hour

Staff Matters (Unclassified and Classified)

**B. Superintendent Recommendations - Programs (Reviewed by D. Watson)**

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

**Second: Mrs. Wager-Rounds**

**Discussion: None**

**Carried: 9-0**

**1. MGL Associates Consulting, LLC Contract**

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy, upon the recommendation of the Superintendent to approve a contract with MGL Associates Consulting, LLC for professional development and coaching for PreK teachers at School 2, School 12 and School 14 from January 2021 through June 2021 at a cost of \$12,350.00 to be paid from Special Education grant funds.

MGL Associates Consulting, LLC 2021 Contract

**C. Superintendent Recommendations - Business Finance (Reviewed by A. Hotaling)**

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

**Second: Mrs. Wager-Rounds**

**Discussion: None**

**Carried: 9-0**

**1. Bid Award**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby award the following bid opened on November 19, 2020 for Carroll Hill Reconstruction to be awarded to the following lowest responsible bidder:

**a. General Construction**

Duncan & Cahill  
11 Oakwood Ave  
Troy, NY 12180

Total Contract Award:  
\$308,500.00

**b. Mechanical Construction**

Family Danz Mechanical  
404 North Pearl Street  
Albany, NY 12207

Total Contract Award:  
\$850,000.00

**c. Electrical Construction**

Hewitt Young Electric, LLC  
645 Maple Street  
Rochester, NY 14611

Total Contract Award:  
\$109,700.00

**2. Change Orders**

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

<u>Contractor</u>	<u>C/O #</u>	<u>Original Amount</u>	<u>Change</u>
<u>Sam Greco Construction, Inc.</u>	GC-02	\$108,268.00	\$0.00
<u>Sam Greco Construction, Inc.</u>	GC-03	\$108,268.00	\$7,155.50

**3. Authorization to Participate in Cooperative Energy Purchasing Service (NYSMEC)**

**a. Cooperative Agreement for Electricity**

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, 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 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 Assistant Superintendent for Business 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 delivered to the delivery point of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity electricity not to exceed \$0.0736 cents per kWh for a term of at least one year and no more than three years commencing May 1, 2021, 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.

b. Cooperative Agreement for Natural Gas

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, 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 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 Assistant Superintendent of Business to sign the Agreement/and or the Billing Schedule and Agreement 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 of natural gas delivered to the city gate of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity natural gas not to exceed \$0.583 cents per therm for a term of at least one year and no more than three years commencing May 1, 2021, 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.

## D. Board Resolutions

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

**Second: Mrs. Wager-Rounds**

**Discussion: None**

**Carried: 9-0**

### 1. LGS-1 Records Retention

RESOLVED, By the Board of Education of the Enlarged City School District of Troy that *Retention and Disposition Schedule for New York Local Government Records*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records* after they have met the minimum retention periods described therein;

b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

#### Summary:

The above resolution is designates that the newly released NYS Archives local government record retention schedule the LGS-1 is replacing the ED-1 (Last Revised 2004) as the guide that school districts & BOCES will be required to follow and use for the retention and/or disposition of their official government records and documents as of January 1, 2021, which is the date that the ED-1 will officially and permanently be retired. The new schedule must be adopted by a school district's or BOCES Board of Education by January 1<sup>st</sup> to be able to lawfully dispose of records regardless of format at the appropriate disposition point based on the retention guidelines detailed in the new schedule. Some retention periods within the new schedule have been amended from the length of time that the ED-1 previously ascribed to certain record series. Upon adoption of the LGS-1, those amendments will be applied to those particular record groups overwriting the retention period that the ED-1 had previously assigned to them, potentially leading to new disposition dates (if not designated as permanent) that will be noted in both records inventories already in the district's possession and appropriately assigned to newly created records going forward. The adoption of the new LGS-1 schedule and any amended rules does not affect any records series disposed of lawfully through the use of the ED-1 schedule up to January 1, 2021 or when the schedule has been formally adopted by the Board of Education before that date.

### 2. Policy Updates to Reflect the LGS-1 Records Retention

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby approves the updates to the following policies:

- a. 1120 School District Records
- b. 5500 Student Records
- c. 5500-R Student Records Regulation
- d. 8635-R Information and Data Privacy, Security, Breach and Notification Regulation

**E. Future Meetings**

1. January 6, 2021 at 6:30pm at TMS
2. January 20, 2021 at 6:00pm at TMS - Equity Committee Update
3. February 3, 2021 at 6:30pm at TMS



**F. Adjourn**

At 6:46 pm, Mr. Mayo made a motion to adjourn the meeting. This was seconded by Mrs. Wager-Rounds and carried 9-0.

Respectfully submitted by,



Theresa Kaniff  
District Clerk

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

**Staff Matters - Unclassified**

(reviewed by D. Watson)

**I. Unclassified Employee Leave of Absence (Unpaid)**

- a. **Name:** Amanda E. Nyman  
**% of Service:** 1.0000 **Assignment:** PS14 **Tenure Area:** Special Education  
**Effective Date(s):** 01/26/2021 - 02/28/2021

**II. Unclassified Employee Probationary Appointment**

\*In order to be eligible for tenure, an individual receiving a probationary appointment as a classroom teacher or building principal must receive annual composite or overall APPR ratings of H or E in at least three of the four preceding years, and if the individual receives a rating of I in the final year of the probationary period, he or she will not be eligible for tenure at that time.

- a. **Name:** Jessica L. Bouchard  
**Tenure Area:** Teaching Assistant **Position:** Teaching Assistant  
**% of Service:** 1.0000 **Assignment:** THS  
**Probationary Start/End Dates:** 01/04/2021 - 01/03/2025 **Certification:** English; Initial  
**Annual Salary:** \$28131.00 (S-5, C-Z2)

**III. Unclassified Employee Temporary Instructional Appointment**

- a. **Name:** Kaylee Johnson  
**Position:** Building Substitute **% of Service:** 1.0000 **Assignment:** PS16  
**Start/End Date:** 12/14/2020 - 06/30/2021 **Certification:** Mathematics; Level I Teaching Assistant  
**Salary:** \$125.00 per day

**IV. Unclassified Employee Extra Assignments**

**A. 6th Period Assignments**

- a. **Name:** Nicole M. MacNeil  
**Assign:** THS **Effective:** 09/01/2020 **Stipend:** \$8227.00 **Tenure Area:** Mathematics  
*(6th Period Assignment APPR)*
- b. **Name:** Cynthia M. Didonna-Nethaway  
**Assign:** PS12 - ALP **Effective:** 01/04/2021 **Stipend:** \$3736.20 **Tenure Area:** Art

**V. Unclassified Employee Temporary Stipends**

**A. Parent and Family Engagement Building Coordinator**

- a. **Name:** Stephanie M. Stinney  
**Annual Stipend:** \$1500.00 **Assign:** PS2
- b. **Name:** Alexandria Phillips  
**Annual Stipend:** \$750.00 **Assign:** CHS
- c. **Name:** Elizabeth Carcich  
**Annual Stipend:** \$750.00 **Assign:** CHS
- d. **Name:** Elizabeth Renfrew  
**Annual Stipend:** \$750.00 **Assign:** TMS
- e. **Name:** Rebecca Byrne  
**Annual Stipend:** \$750.00 **Assign:** TMS

**B. Employee Clubs**

- a. **Name:** Marc Mostransky  
**Assign:** THS **Annual Stipend:** \$2732.00 **FTE:** 1.0000 **Club:** School Newspaper (Challenger) Advisor
- b. **Name:** Rose Gorman  
**Assign:** THS **Annual Stipend:** \$966.00 **FTE:** 1.0000 **Club:** Key Club Advisor
- c. **Name:** Amy L. Jones  
**Assign:** THS **Annual Stipend:** \$3902.00 **FTE:** 1.0000 **Club:** Student Council Advisor
- d. **Name:** Christina M. Buckley  
**Assign:** THS **Annual Stipend:** \$3834.00 **FTE:** 1.0000 **Club:** Junior/Senior Class Advisor
- e. **Name:** Caitlin M. Zlobrowski  
**Assign:** THS **Annual Stipend:** \$3834.00 **FTE:** 1.0000 **Club:** Junior/Senior Class Advisor
- f. **Name:** Adrian Cowles  
**Assign:** THS **Annual Stipend:** \$1366.00 **FTE:** 0.5000 **Club:** Yearbook (The Dardanian) Co-Advisor
- g. **Name:** Emily Deviddio  
**Assign:** THS **Annual Stipend:** \$1366.00 **FTE:** 0.5000 **Club:** Yearbook (The Dardanian) Co-Advisor

V. Unclassified Employee Temporary Stipends

B. Employee Clubs

- h. **Name: Meghan E. Spring**  
Assign: THS Annual Stipend: \$483.00 FTE: 0.5000 Club: National Honor Society Co-Advisor
- i. **Name: Colleen M. O'Flaherty**  
Assign: THS Annual Stipend: \$483.00 FTE: 0.5000 Club: National Honor Society Co-Advisor
- j. **Name: Devin Robinson**  
Assign: THS Annual Stipend: \$483.00 FTE: 0.5000 Club: Students for Environmental Action Co-Advisor
- k. **Name: Lori McAllister**  
Assign: THS Annual Stipend: \$966.00 FTE: 1.0000 Club: Drama Club Advisor
- l. **Name: Tara L. Higgins-Pascucci**  
Assign: THS Annual Stipend: \$966.00 FTE: 1.0000 Club: Music Club Advisor
- m. **Name: Kevin Noonan**  
Assign: THS Annual Stipend: \$966.00 FTE: 1.0000 Club: Masterminds Advisor
- n. **Name: Ashley C. Ten Eyck**  
Assign: TMS Annual Stipend: \$483.00 FTE: 0.5000 Club: National Junior Honor Society, Co-Advisor
- o. **Name: Carly J. Serra**  
Assign: TMS Annual Stipend: \$483.00 FTE: 0.5000 Club: National Junior Honor Society, Co-Advisor
- p. **Name: Elizabeth A. Willson**  
Assign: THS Annual Stipend: \$3834.00 FTE: 1.0000 Club: Junior/Senior Class Advisor

VI. Unclassified Employee Amendment of Probationary End Date

*BE IT RESOLVED, that as a result of an unpaid leave of absence and/or JUUL Agreement during the probationary period, the Board of Education hereby amends the end date for the expiration of the probationary period for of the employee(s) indicated below.*

*\*In order to be eligible for tenure, an individual receiving a probationary appointment as a classroom teacher or building principal must receive the minimum threshold APPR ratings required by Education Law 2509, and if such threshold ratings are not met after all appeals have been exhausted, the employees grant of tenure shall be void and unenforceable.*

- a. **Name: Abigail Hillary**  
Tenure Area: School Social Worker FTE: 1.0000 Assignment: CHS  
Effective Date: 02/04/2021 Certification: School Social Worker; Provisional
- b. **Name: Taylor Colello**  
Tenure Area: Mathematics FTE: 1.0000 Assignment: THS  
Effective Date: 05/07/2021 Certification: Mathematics; Professional

VII. Unclassified Employee Substitutes/Tutors

*2020-2021 School Year*

- A. **Certified Substitute Teacher**  
*Salary Rate: \$125.00 per day*
- a. **Employee Name: Samantha M. Casale**
- B. **Uncertified Substitute Teacher**  
*Salary Rate: \$115.00 per day*
- a. **Employee Name: Benjamin K. Russell**
- C. **Tutors**  
*Salary Rate: \$32.00 per hour*
- a. **Employee Name: Blanca M. Valente**

Staff Matters - Classified

(reviewed by K. Miaski)

I. Classified Employee Probationary Appointment

- a. **Name: Megan A. Watkins**  
% Service: 1.0000 Position: School Registered Nurse-11Mon  
Assignment: PS18 Probationary Period: 01/04/2021 - 07/03/2021  
Annual Salary: \$35367.00 (S-1, G-7D)



**II. Classified Employee Temporary Appointment**

- a. **Name: Hilary Montesano**  
**Position: Senior Account Clerk**  
**% Service: 1.0000      Assignment: BOE**  
**Effective: 09/01/2020 through 01/31/2021      Annual Salary: \$55575.00**  
***(amend Appointment End Date, 11/18/2020 BOE Agenda, page 2 of Staff Matters (Unclassified and Classified) Attachment)***

**III. Classified Employee Substitutes**  
**2020-2021 School Year**

- A. **Substitute Secretary**  
**Salary Rate: \$15.00 per hour**
- a. **Employee Name: Gabriella Thompson**