

## RE-ORGANIZATION MEETING MINUTES

Date of Meeting: July 7, 2021  
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

### I. Meeting Called to Order

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

#### A. Roll Call

1. Members Present: Mrs. Ann Apicella Mrs. Rosemary Coles  
Mr. Matthew Flowers, Jr. Mrs. Diana Heckman  
Mr. Tom Mayo Mr. Donald Miller  
Mrs. Ebony Pompey-Conway Mrs. Anne Wager-Rounds
2. Members Absent: Mrs. Elizabeth Poletto
3. Others Present: Mr. John Carmello, Superintendent  
Dr. Donna Watson, Assistant Superintendent for Curriculum and Instruction  
Mrs. Kristen Miaski, Director of Human Resources  
Mr. Anthony Fasano, School Attorney

### II. Election and Appointment of Officers

Mrs. Kaniff, Board Clerk, administered the oath to the following Board members elected in May and each Board member also signed the oath book.

#### A. Oath of Newly Elected Board Members (by Board Clerk)

1. Matthew Flowers, Jr. (Term July 1, 2021 - June 30, 2024)
2. Donald Miller (Term July 1, 2021 - June 30, 2024)
3. Elizabeth Poletto (Term July 1, 2021 - June 30, 2024) - will be sworn in prior to the next Board meeting.

#### B. Election of Board of Education President (Term July 1, 2021 - June 30, 2022)

(Education Law 2504, 2563)

Mrs. Kaniff called for nominations for Board President.

Mr. Mayo nominated Mrs. Wager-Rounds.  
Second: Mrs. Apicella

There were no other nominations for Board President.

Mrs. Kaniff requested a vote for Mrs. Wager-Rounds as President.

Carried: 8-0

**Mrs. Wager-Rounds was elected as President with a vote of 8-0.**

**C. Oath of Office to Newly-Elected President**

(Public Officer's Law 5, 10, 30)

Mrs. Kaniff, Board Clerk, administered the oath of office to Mrs. Wager-Rounds, Board President. Mrs. Wager-Rounds then presided over the remainder of the Re-Organization Board Meeting.

**D. Election of Board of Education Vice President (Term July 1, 2021 - June 30, 2022)**

(Education Law 2504, 2563)

Mrs. Wager-Rounds called for nominations for Board Vice President.

Mrs. Wager-Rounds nominated Mrs. Pompey-Conway.

Second: Mrs. Apicella

There were no other nominations for Board President.

Mrs. Kaniff requested a vote for Mrs. Wager-Rounds as President.

Carried: 8-0

**Mrs. Wager-Rounds was elected as President with a vote of 8-0.**

**E. Oath of Office to Newly-Elected Vice President**

(Public Officer's Law 5, 10, 30)

Mrs. Kaniff, Board Clerk, administered the oath of office to Mrs. Pompey-Conway, Board Vice President.

**F. Appointment of Parliamentarian**

Mrs. Wager-Rounds called for nominations for Parliamentarian.

Mrs. Apicella nominated Mr. Flowers, Jr.

Second: Mrs. Wager-Rounds

Carried: 8-0

BE IT RESOLVED, that the Board of Education appoints Board Member, Mr. Flowers, Jr., to serve as Board Parliamentarian for a term of July 1, 2021 through June 30, 2022.

**G. Appointment of Records Access Appeals Officer (Public Officer's Law 89 (a)(4))**

BE IT RESOLVED, that the Board of Education appoints Board Member, John Carmello, 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).

### **III. Board of Education Appointments**

Mrs. Wager-Rounds made a motion to approve Item A through Item P as a Consent Agenda.

Second: Mr. Mayo

Carried: 8-0

**A. Board Clerk (Education Law 2503, Commissioner's Regulation 170.2)**

(Oath administered by Board President)

BE IT RESOLVED, that the Board of Education, appoints Theresa Kaniff, to serve as Board Clerk for the period of July 1, 2021 through June 30, 2022; and

BE IT FURTHER RESOLVED, that Ms. Kaniff shall receive a \$20,000 stipend for the performance of Board Clerk duties for the period from July 1, 2021 through June 30, 2022.

**B. 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, 2021 through June 30, 2022.

**C. 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 Internal Claims Auditor for the period of July 1, 2021 through June 30, 2022.

**D. School Attorney**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints the law firm of Guercio and Guercio, LLP as School Attorney for the purpose of general and labor counsel for the period of July 1, 2021 through June 30, 2022.

**E. 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 Nadia Carey as Records Access Officer for the period of July 1, 2021 through June 30, 2022.

**F. 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 Samantha Schweizer as Tax Collector and also the individual who will continue to assume duties of Tax Collector for the period of July 1, 2021 through June 30, 2022.

**G. 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, 2021 through June 30, 2022.

**H. 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, 2021 through June 30, 2022.

**I. 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, 2021 through June 30, 2022.

**J. 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, 2021 through June 30, 2022.

**K. 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, 2021 through June 30, 2022.

Dr. John O'Bryan  
Riverview Pediatrics

**L. Medicaid Compliance Officer**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Donna Watson as Medicaid Compliance Officer for the period of July 1, 2021 through June 30, 2022.

**M. 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 Giovona Driscoll as Central Treasurer for Extra-Curricular Classroom Activities Accounts for the period of July 1, 2021 through June 30, 2022.

**N. Determiner of Residency and Homeless Liaison**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints Barbara Paulsen as Determiner of Residency; and Donna Fitzgerald as Homeless Liaison for the period of July 1, 2021 through June 30, 2022.

**O. Attendance Officer (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, 2021 through June 30, 2022.

**P. Oath to Appointed Officers (Public Officer's Law 5, 10, 30)**

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

**IV. Board of Education Designations**

Mrs. Wager-Rounds made a motion to approve Items A-B as a Consent Agenda.

Second: Mr. Mayo

Mr. Mayo abstained from voting for Item A.

Item A Carried: 7-0

Item B Carried: 8-0

**A. Official Bank Depository - All funds**

BE IT RESOLVED, the Board of Education, upon the recommendation of the Superintendent, designates the following bank as depositories of the District funds for the period of July 1, 2021 through June 30, 2022:

NYCLASS

Pioneer Bank:

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

**B. Official Newspaper (education Law 2004)**

BE IT RESOLVED, that the Board of Education designates The Record as the Troy City School District's official newspaper for the period of July 1, 2021 through June 30, 2022. The Superintendent of Schools shall be the

Spokesperson for the District relating to media matters.

## V. Board of Education Authorizations

Mrs. Wager-Rounds made a motion to approve Items A-Q as a Consent Agenda.

Second: Mr. Mayo

Carried: 8-0

- A. 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, 2021 through June 30, 2022.
- B. 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, 2021 through June 30, 2022.
- C. 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, 2021 through June 30, 2022.
- D. Authorization to Establish Central Petty Cash Fund (Education Law 1709-39, Commissioner's Regulation 170.2)**  
BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, shall establish a central petty cash fund in the amount of \$150 in the Business Office for 2021-2022 school year. The Custodian of the central petty cash fund shall be the District Treasurer.
- E. 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 of 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.
- F. 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.
- G. 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 within major budget categories and that all transfers be reported to the Board on a monthly basis.
- H. Authorization of Police Rate**  
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 Troy City Police Officers to attend and patrol school district sports and special events at a rate of \$110 per event.

**I. Dignity for All Students Act (DASA) Coordinators**

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, 2021 through June 30, 2022.

Elizabeth VonEitzen - ALP

Christine Potaczala - CHS

Jennifer White - School 2

Ryan Nolan - School 18

Brendan Bradt - School 14

Sonya Shaw - TMS and District Coordinator

Catherine Culkin-Boice - School 16

Heather Gelatt - THS

**J. Designee to Appoint Impartial Hearing Officers (IHO)**

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

**K. Designee for Worker's Compensation Consortium**

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 2021-2022 school year.

**L. Letter of Intent Authorization**

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, 2021 through June 30, 2022.

**M. Bonding of Personnel**

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

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

**N. Committee Appointments**

**1. Audit Committee**

BE IT RESOLVED, that the Board of Education appoints the following individuals to the Audit Committee for the 2021-2022 school year:

Thomas Mayo  
Matthew Flowers, Jr.

Elizabeth Poletto

2. Policy Committee

BE IT RESOLVED, that the Board of Education appoints the following individuals to the Policy Committee for the 2021-2022 school year:

Ann Apicella

Ebony Pompey-Conway

Anne Wager-Rounds

3. Committee on Special Education

(a) BE IT RESOLVED, that the Board of Education appoints the following individuals to the Committee on Special Education for the 2021-2022 school year:

Chairperson(s):

Kerri Klinowski

Kristin Lyden

Karen Driscoll

Colleen Syrett

Donna Fitzgerald

Holly Toteno

Mary Alice Hipwell

School Physician

School Psychologists

Child's Regular Education Teacher

Child's Special Education Teacher

(b) BE IT RESOLVED, that the Board of Education appoints the following individuals to the Committee on Preschool Special Education for the 2021-2022 school year:

Chairperson(s):

Kerri Klinowski

Kristin Lyden

Karen Driscoll

Colleen Syrett

Donna Fitzgerald

Holly Toteno

Mary Alice Hipwell

School Physician

School Psychologists

Child's Regular Education Teacher

Child's Special Education Teacher

O. Board of Education Re-Adoption of All Policies and Code of Ethics in Effect 2021-2022 School Year (Education Law 2503)

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, 2021.

(Board members provided with copy of School Board Member Code of Conduct 2111-E)

P. Cell Phone Assignments

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  
Asst. Director of Pupil Services  
Coordinator of Transportation  
Athletic Director  
21st Century Program Director  
Attendance Officer

Principal School 18  
Principal Carroll Hill  
Principal Troy Middle School  
Principal Troy High School  
Board Clerk  
District Translators

Rtl Coordinator  
Security Office  
Maintenance (4)  
District Courier  
LEA Designee

**Q. Mileage Reimbursement Rate**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby adopts a mileage reimbursement at a rate set by IRS for the period of July 1, 2021 through June 30, 2022.

**VI. Adjourn Re-Organization Meeting**

At 5:40pm, Mrs. Wager-Rounds made a motion to adjourn the Re-Organization Meeting and move to Executive Session for personnel matters regarding administrative positions. Invited in will be Mr. Carmello, Dr. Watson, Ms. Miaski and Mr. Fasano.

Second: Mr. Mayo

Carried: 8-0

Respectfully submitted by,



Theresa Kaniff  
Board Clerk

