

COHOES CITY SCHOOL DISTRICT

**Board of Education
Cohoes, New York
Cohoes Middle School
Conference Room 3rd Floor**

**Reorganization Meeting
July 13, 2011
6:30 p.m.**

MINUTES

I. The meeting was called to order at 6:35 p.m. by the District Clerk, Johanna Maloney.

ROLL CALL

Present: Mr. Pascale
Mr. Briggs
Mr. Daigneault
Mr. Smith
Mr. Nolin
Mrs. Rizzo
Mrs. Hume

Also Present: Mr. Robert Libby, Superintendent
Ms. Peggy O'Shea, Assistant Superintendent for Education Services
Mrs. Stacy Mackey, School Business Official

II. ELECTION OF OFFICERS/OATHS OF OFFICE

A. **President of the Board of Education**

MOTION: To open the floor for nominations for the Office of President of the Board of Education for the 2011-12 school year.

Moved by: Ray Daigneault
All voted "Aye"

Seconded by: Mrs. Rizzo
Motion carried 7-0

Mr. Daigneault nominated Mr. Pascale

MOTION: To close the floor for nominations for the Office of President of the Board of Education for the 2011-12 school year.

Moved by: Mrs. Rizzo
All voted "Aye"

Seconded by: Mr. Smith
Motion carried 7-0

MOTION: THAT Mr. Pascale be elected President of the Board of Education for the 2011-12 school year.

Moved by: Mrs. Hume
All voted "Aye"

Seconded by: Mr. Smith
Motion carried 7-0

The *Oath of the Faithful Performance in Office* (President) was administered to Mr. Pascale by the District Clerk.

B. Vice-President of the Board of Education

MOTION: To open the floor for nominations for the Office of Vice President of the Board of Education for the 2011-12 school year.

Moved by: Mrs. Rizzo
All voted "Aye"

Seconded by: Mr. Daigneault
Motion carried 7-0

Mrs. Rizzo nominated Mr. Briggs

MOTION: To close the floor for nominations for the office of Vice-President of the Board of Education for the 2011-12 school year.

Moved by: Mr. Smith
All voted "Aye"

Seconded by: Mr. Daigneault
Motion carried 7-0

MOTION: THAT Mr. Briggs be elected Vice President of the Board of Education for the 2011-2012 school year.

Moved by: Mr. Daigneault
All voted "Aye"

Seconded by: Mrs. Hume
Motion carried 7-0

The *Oath of the Faithful Performance in Office* (Vice President) was administered to Mr. Briggs by the District Clerk.

III. APPOINTMENT OF THE DISTRICT CLERK

MOTION: THAT the Board of Education appoint Johanna Maloney to the position of District Clerk for the 2011-12 school year.

Moved by: Mr. Smith
All voted "Aye"

Seconded by: Mr. Daigneault
Motion carried 7-0

The *Oath of the Faithful Performance in Office* (District Clerk) was administered to Mrs. Maloney by the President of the Board of Education.

MOTION: THAT the Board of Education appoint Peggy O'Shea to the position of Deputy District Clerk for the 2011-12 school year at no additional compensation.

Moved by: Mrs. Rizzo
All voted "Aye"

Seconded by: Mr. Nolin
Motion carried 7-0

The *Oath of the Faithful Performance in Office* (Deputy District Clerk) was administered to Ms. O'Shea by the District Clerk.

IV. BOARD OF EDUCATION DISCUSSION OF AGENDA ITEMS

V. COMMUNITY DISCUSSION OF AGENDA ITEMS

VI. ACTION ITEMS

A. APPOINTMENTS

1. BE IT RESOLVED, that the Board of Education of the Cohoes City School District hereby approves the employment agreement with John Doemel as Treasurer setting forth the terms and conditions of his reappointment and employment dated May 23, 2011 and authorizes payment thereunder.
2. THAT the Board of Education appoint Stacy Mackey as Deputy Treasurer from July 1, 2011 through June 30, 2012.
3. THAT the Board of Education appoint HSBC Bank as Tax Collector for the 2011-12 school year at no additional salary.
4. THAT the Board of Education appoint Mary Opalka as Deputy Tax Collector for the 2011-12 school year.
5. THAT the Board of Education appoint Margaret D'Angelico as Internal Claims Auditor for the 2011-12 school year at no additional salary.
6. THAT the Board of Education appoint Helen Thouin as Deputy Internal Claims Auditor for the 2011-12 school year at no additional salary.
7. THAT the Board of Education appoint Johanna Maloney as Records Access Officer for the 2011-12 school year at no additional salary.

8. THAT the Board of Education appoint Johanna Maloney as Records Management Officer for the 2011-12 school year at no additional salary.
9. THAT the Board of Education appoint Ken Kellogg as School Pesticide Representative for the 2011-12 school year at no additional salary.
10. THAT the Board of Education appoint Stacy Mackey as Purchasing Agent for the 2011-12 school year at no additional salary.
11. THAT the Board of Education appoint Robert Libby as Deputy Purchasing Agent for the 2011-12 school year at no additional salary.
12. THAT the Board of Education appoint Stacy Mackey as School Lunch Appeals Officer for the 2011-12 school year at no additional salary.
13. THAT the Board of Education appoint Deanna Kelly as Medicaid Compliance Officer for the 2011-12 school year at no additional salary.
14. THAT the Board of Education appoint Peggy O'Shea as Sexual Harassment Officer for the 2011-12 school year at no additional salary.
15. THAT the Board of Education appoint Kenneth Kellogg as the Asbestos (LEA) Designee for the 2011-12 school year at no additional salary.
16. THAT the Board of Education appoint Robert K. Libby, as Trustee to the New York State Public Schools Statewide Workers' Compensation Trust for the 2011-12 school year at no additional salary.
17. THAT the Board of Education appoint Stacy Mackey as Trustee and Robert K. Libby as Alternate Trustee to the Capital Area Schools Health Insurance Consortium (CASHIC) for the 2011-12 school year at no additional salary.
18. THAT the Board of Education appoint Robert K. Libby as a member of the Board of Governors for the New York Schools Insurance Reciprocal for the 2011-12 school year at no additional salary.
19. THAT the Board of Education appoint Karen Kemp to the position of Section 504 compliance officer for the 2011-12 school year at no additional salary.
20. THAT the Board of Education appoint Peggy O'Shea as Educational Liaison for Students in Homeless Situations for the 2011-12 school year, at no additional compensation.

21. THAT the Board of Education appoint Peggy O'Shea as Chief Information Officer for the 2011-12 school year at no additional compensation.
22. THAT the Board of Education appoint John Wilhelm as Energy Education Manager at a salary of \$18, 307.
Effective: July 1, 2011

B. DESIGNATIONS

1. THAT the Board of Education designate JP Morgan Chase Bank, HSBC, and Bank of New York as the official banks of the District for the 2011-12 school year.
2. THAT the Board of Education designate the third Wednesday of every month at the Cohoes Middle School at 6:30 p.m. for the regular monthly meetings of the Board of Education for the 2011-12 school year.
3. THAT the Board of Education designate The Record as the official newspaper of the District for the 2011-12 school year.
4. THAT the Board of Education authorize the Superintendent of Schools to certify all payrolls in conformance with Section 170.2(b) of the Commissioner's Regulations for the 2011-12 school year.
5. THAT the Board of Education authorize the Superintendent of Schools, in conformance with Section 170.2(l) of the Commissioner's Regulations to make transfers between and within functional unit appropriations for teachers' salaries and ordinary contingent expenses for the 2011-12 school year.
6. THAT the Board of Education authorize the Superintendent of Schools to approve conference requests as per the appropriations in the annual budget, in conformance with Section 77(B) of the General Municipal Law for the 2011-12 school year.
7. THAT the Board of Education authorize the Superintendent of Schools to apply for all State and Federal Grants in Aid for the 2011-12 school year.
8. THAT the Board of Education authorize the establishment of nine (9) petty cash funds for the 2011-12 school year as follows:

Location	Amount	Responsible Party
Cohoes High School	\$ 100.00	Building Principal
Cohoes Middle School	\$ 100.00	Building Principal
Abram Lansing School	\$ 75.00	Building Principal
Van Schaick Grade School	\$ 75.00	Building Principal
Harmony Hill School	\$ 75.00	Building Principal
Page Avenue	\$ 75.00	Director Special Programs
District Office	\$ 100.00	School District Treasurer
Universal Pre-Kindergarten Program	\$ 100.00	Assistant Director of Special Programs
Food Service Department	\$ 100.00	Food Service Secretary

9. THAT the Board of Education authorize the use of the magnetic media signature of the Treasurer on District checks for the 2011-12 school year as per Education Law 2523. In the event of the Treasurer's absence or inability, the Board authorizes the use of the magnetic media signature of the Deputy Treasurer on District checks for the 2011-12 school year.
10. THAT the Board of Education appoint Capital Market Advisors, LLC, with offices at 265 Lew Storch Road, Elmira, NY 14903 as Financial Consultants to the School District for the 2011-12 school year.
11. THAT the Board of Education appoint the law firm of Hiscock Barclay, LLP, with offices at 50 Beaver St., Albany, NY 12207 as bond counsel to the School District for the 2011-12 school year.
12. THAT the Board of Education appoint the firm of Wilson & Stark CPA, PC to perform the 2011-12 external audit.
13. THAT the Board of Education appoint Rensselaer City School District to perform the 2011-12 internal audit.

14. THAT the Board of Education approve a contract for consulting services with Needham Risk Management Resource Group, LLC, P. O. Box 295, West Lebanon, NY 12195 for the 2011-12 school year. Fees to be paid according to contract.
15. THAT the Board of Education designate New York Schools Insurance Reciprocal (NYSIR) as the property & casualty insurance carrier for Cohoes City School District for the 2011-12 school year.
16. THAT the Board of Education designate Capital Area Schools Health Insurance Consortium (CASHIC) as the health insurance provider for Cohoes City School District for the 2011-12 school year.
17. THAT the Board of Education designate New York State Insurance Fund (NYSIF) as the disability carrier for Cohoes City School District for the 2011-12 school year.
18. THAT the Board of Education designate Commercial Travelers as the Student Accident insurance carrier for Cohoes City School District for the 2011-12 school year.
19. THAT the Board of Education designate New York State Public Schools Statewide Workers' Compensation Trust as the workers' compensation administrator for Cohoes City School District for the 2011-12 school year.
20. THAT the Board of Education designate New York Benefits for Education and Students Trust (Omni) as the 403(b) Administrator for Cohoes City School District for the 2011-12 school year.
21. AUTHORIZATION TO SEEK BIDS INDIVIDUALLY AND COLLECTIVELY

THAT authorization be granted to seek bids for equipment, supplies, materials and contracted services during the 2011-12 school year.

WHEREAS, it is the plan of a number of public school districts and municipalities in Albany, Schoharie, Schenectady, Rensselaer, Columbia and Greene Counties, New York, to bid jointly the supplies, services and equipment i.e., bread, canned goods, milk, ice cream, meat products, fuel oil, periodicals, general, art, music, science, athletic, technology education, custodial health, paper, furniture, gasoline, refuse pick-up, and audiovisual; and

WHEREAS, the Cohoes City School District is desirous of participating with the aforementioned entities and commodities as authorized by the General Municipal Law #119-0, subject to enactment of a resolution authorizing such joint participation; therefore,

BE IT RESOLVED that each entity will award contracts as recommended and thereafter will conduct all negotiations and/or correspondence directly with the successful bidder(s); and

BE IT FURTHER RESOLVED that the bid specifications for such joint purchasing shall provide that the successful bidder will bill participant separately for the items purchased for each entity.

C. OTHER ITEMS

1. THAT the Board of Education re-adopt all existing policies and the Code of Ethics in effect during the previous year for the 2011-12 school year.
2. BE IT RESOLVED that the Board of Education of the Cohoes City School District hereby authorizes and directs the *designee*, in the event a special education impartial hearing is requested, to make a selection from the approved list of Impartial Hearing Officers (IHOs) on a rotational basis beginning with the first name appearing after the IHO who last served. The *designee* shall inform the prospective IHO of District policy on compensation and reimbursement of expenses for hearing-related activities. Should the IHO decline appointment, or if no affirmative commitment to serve is forthcoming after at least two attempts to contact said IHO have been documented within a twenty-four hour period, the *designee* shall proceed through said list offering appointment to each successive hearing officer whose name next appears on the list until such appointment, pursuant to the terms of the District's compensation and expense reimbursement policy attendant thereto, is accepted. The appointment of the specific individual who agrees to serve as IHO shall be ratified by the Board of Education, by public resolution, at the next public meeting prior to the date of the hearing.
3. THAT all District employees not covered by contract for authorized car travel be reimbursed at the IRS recommended mileage rate for school year 2011-12.
4. BE IT RESOLVED, that the Board of Education shall appoint a Committee on Special Education for the 2011-12 school year in accordance with the provisions of Education Law, section 4402.

The membership of the committee shall include, but not to be limited to:

- (1) Parents/Guardian of the student
- (2) One general education teacher
- (3) Special education teacher or provider
- (4) LEA representative (special education administrator, school psychologist/building principal)
- (5) Psychologist and intern psychologist
- (6) Parent member
- (7) Student if appropriate.

5. BE IT RESOLVED, that the Board of Education upon the recommendation of the Committee on Special Education shall appoint a Subcommittee on Special Education for the 2011-12 school year in accordance with the provisions of Education Law, section 4402, to ensure timely evaluation and placement of students with disabilities.

The membership of the subcommittee shall include, but not to be limited to:

- (1) Parents/Guardian of the student
- (2) One general education teacher
- (3) Special education teacher or provider
- (4) LEA representative (special education administrator, school psychologist/building principal)
- (5) Student if appropriate.

A psychologist will be a member whenever a new psychological evaluation is received or a change to a more intensive program is recommended.

6. BE IT RESOLVED, that the Board of Education shall appoint a Committee on Preschool Special Education for the 2011-12 school year in accordance with the provisions of Education Law, section 4402.

The membership of the committee shall include, but not to be limited to:

- (1) Parents/Guardian of the student
- (2) LEA representative (chairperson)
- (3) County representative
- (4) Service provider(s)
- (5) Evaluator(s)
- (6) Parent member.

7. THAT the Board of Education authorize the following Ad Hoc Committees for the 2011-12 school year:
 1. Audit: Mr. Briggs, Mrs. Hume and Mr. Smith.
 2. Communications: Mr. Nolin and Mrs. Rizzo
 3. District Safety: Mr. Daigneault
 4. PBIS: Mrs. Hume
 5. Policy: Mr. Briggs, Mr. Daigneault, Mrs. Hume, Mr. Nolin, Mr. Pascal, Mrs. Rizzo and Mr. Smith
 6. Special Education: Mrs. Rizzo
 7. Technology: Mr. Nolin
 8. Wellness: Mr. Pascale
 9. Building Liaisons:
 - A. Abram Lansing: Mr. Briggs
 - B. Cohoes High: Mrs. Hume and Mrs. Rizzo
 - C. Cohoes Middle: Mr. Nolin
 - D. Harmony Hill: Mr. Smith
 - E. Van Schaick: Mr. Daigneault
8. THAT the Board of Education appoint one of its members as Legislative Liaison for the 2011-12 school year: Mark Pascale.
9. THAT the Board of Education appoint one of its members as its representative to the Capital District School Boards Association (CDSBA) for the 2011-12 school year: Mrs. Rizzo.
10. THAT the Board of Education approve the 2011-12 Tax Warrant in the amount of \$13,373,031.
11. THAT the Board of Education re-adopt the Emergency Management Plan for the 2011-12 school year.
12. THAT the Board of Education adopt the Free and Reduced Price Meal Policy Statement and Family Income Eligibility Criteria as required by State and Federal Regulations for participation in the School Breakfast and Lunch Program for the 2011-12 school year.
13. THAT the Board of Education establish the following prices for meals for the 2011-12 school year:

Food Services Pricing			
Breakfast Prices			
	Student Full Price	Reduced Price	Adult Price (sales tax to be added)
full breakfast	\$1.15	\$0.25	\$1.18
Lunch Prices			
full lunch	\$2.05	\$0.30	\$3.15

D. PERSONNEL

1. Secretary to the Superintendent of Schools \$34,800
 Supervisor of Buildings and Grounds \$76,625
 Secretary, Personnel \$40,823
 Secretary to the Ass't. Sup't. for Educational Services . . . \$25.07 per hour
 Secretary to the Ass't. Sup't. for Educational Services . . . \$25.12 per hour
 District Clerk/Secretary to the School Business Official \$34,088
 Physical Therapist - 1.0 FTE \$43,768
 Occupational Therapist (2) \$46,688

2. THAT the Board of Education establish the following rates of pay for the following positions for the 2011-12 school year:

Substitute Teacher - *4 year degree or teacher certification*

..... per diem @ \$83.00;
 or, upon completion of 30 consecutive days service for the same individual, teacher compensation to be established at step 1 of the CTA contract, per diem, retroactive to the first day of continuous service. For service beginning on or after May 15, compensation to be established at step 1, per diem, at the discretion of the Superintendent of Schools.

Substitute Teacher - *2 year degree or a matriculating college junior or senior*

..... per diem @ \$73.00
 Substitute clerical, per hour \$7.75

Substitute custodian, per hour \$11.90

Part-Time Teacher Aides, per hour	
Years of service = 1 through 3	\$8.00
Years of service = 4 through 6	\$8.25
Years of service = 7 through 11	\$8.50
Years of service = 12 through 16	\$8.75
Years of service = 17 plus	\$9.00
 Part-Time Security Guards, per hour	 \$10.50

VII. OFFICIAL UNDERTAKINGS (BONDS)

- A. THAT the Board of Education bond employees through the use of a Faithful Performance Blanket Bond per Commissioner's Regulation 170.2.

BOARD ACTION ON CONSENT AGENDA

MOTION: THAT the Board of Education adopt the following resolutions of the July 7, 2010 Agenda:

VI A (1-22), B (1-21), C (1-13), D (1-2) and VII A

Moved by: Mrs. Rizzo
All voted "Aye"

Seconded by: Mr. Nolin
Motion Carried 7-0

VIII. COMMENTS FROM BOARD OF EDUCATION MEMBERS

IX. QUESTIONS AND STATEMENTS FROM AUDIENCE

X. ADJOURNMENT

MOTION: To adjourn at 7:10 p.m. and enter into our Regular Board Meeting.

Moved by: Mr. Daigneault
All voted "Aye"

Seconded by: Mrs. Rizzo
Motion carried 7-0

DISTRICT CLERK