

COHOES CITY SCHOOL DISTRICT

**Board of Education
Cohoes, New York
Cohoes Middle School – Library**

**Reorganization Meeting
July 2, 2018
6:00 PM**

MINUTES

- I. The Meeting was called to order at 7:30 p.m. by the District Clerk.

At this time the *Oath of the Faithful Performance in Office* (Board Member) was administered to Matthew Nolin by the District Clerk.

Mr. Jackson was sworn in on May 16, 2018.

ROLL CALL

Present: Mr. Nolin
Mrs. Frangie
Mr. Pascale
Mrs. Giller
Mrs. Annely
Mr. Jackson
Mr. McDonald

Also Present: Dr. Jennifer Spring, Superintendent
Ms. Peggy O'Shea, Assistant Superintendent for Education Services

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 2018-19 school year.

Moved by: Mr. Pascale
All voted "Aye"

Seconded by: Mrs. Frangie
Motion carried 7-0

Mr. McDonald nominated Mr. Nolin.

MOTION: To close the floor for nominations for the Office of President of the Board of Education for the 2018-19 school year.

Moved by: Mr. McDonald
All voted "Aye"

Seconded by: Mrs. Frangie
Motion carried 7-0

MOTION: THAT Mr. Nolin is elected President of the Board of Education for the 2018-19 school year.

Moved by: Mr. McDonald

Seconded by: Mrs. Frangie

All voted “Aye”

Motion carried 7-0

The *Oath of the Faithful Performance in Office* (President) was administered to Mr. Nolin 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 2018-19 school year.

Moved by: Mr. Nolin

Seconded by: Mrs. Annely

All voted “Aye”

Motion carried 7-0

Mr. Nolin nominated Mr. Pascale

MOTION: To close the floor for nominations for the Office of Vice President of the Board of Education for the 2018-19 school year.

Moved by: Mr. Nolin

Seconded by: Mr. McDonald

All voted “Aye”

Motion carried 7-0

MOTION: THAT Mr. Pascale is elected Vice President of the Board of Education for the 2018-19 school year.

Moved by: Mrs. Frangie

Seconded by: Mrs. Giller

All voted “Aye”

Motion carried 7-0

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

III. APPOINTMENT OF THE DISTRICT CLERK

A. THAT the Board of Education appoints Johanna Maloney to the position of District Clerk / Secretary to the School Business Official for the 2018-19 school year.

Moved by: Mrs. Annely

Seconded by: Mrs. Frangie

All voted “Aye”

Motion carried 7-0

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

B. THAT the Board of Education appoints Peggy O’Shea to the position of Deputy District Clerk for the 2018-19 school year at no additional compensation.

Moved by: Mrs. Giller

Seconded by: Mr. Pascale

All voted “Aye”

Motion carried 7-0

The *Oath of the Faithful Performance in Office* (Deputy District Clerk) was administered to Peggy 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. THAT The Board of Education appoints Pamela Cirincione as Treasurer for the 2018-19 school year.
2. THAT the Board of Education appoints Stacy Mackey as Deputy Treasurer for the 2018-19 school year at no additional compensation.
3. THAT the Board of Education appoints Pamela Cirincione as Tax Collector for the 2018-19 school year at a stipend of \$2,500.
4. THAT the Board of Education appoints John Doemel as Internal Claims Auditor for the 2018-19 school year at an hourly rate of \$30 per hour.
5. THAT the Board of Education appoints Johanna Maloney as Records Access Officer for the 2018-19 school year at no additional compensation.
6. THAT the Board of Education appoints Johanna Maloney as Records Management Officer for the 2018-19 school year at no additional compensation.
7. THAT the Board of Education appoints Jonathan Heigel as School Pesticide Representative for the 2018-19 school year at no additional compensation.
8. THAT the Board of Education appoints Stacy Mackey as Purchasing Agent for the 2018-19 school year at no additional compensation.
9. THAT the Board of Education appoints Jennifer Spring as Deputy Purchasing Agent for the 2018-19 school year at no additional compensation.
10. THAT the Board of Education appoints Stacy Mackey as School Lunch Appeals Officer for the 2018-19 school year at no additional compensation.
11. THAT the Board of Education appoints the Superintendent of Schools as Record Access Appeals Officer for the 2018-19 school year for Freedom of Information Law (FOIL) requests.

12. THAT the Board of Education appoints Deanna Kelly as Medicaid Compliance Officer for the 2018-19 school year at no additional compensation.
13. THAT the Board of Education appoints Jacqueline DeChiaro as Equal Opportunity (EO) Compliance Officer for the 2018-19 school year at no additional compensation.
14. THAT the Board of Education appoints Jonathan Heigel as the Asbestos (LEA) Designee for the 2018-19 school year at no additional compensation.
15. THAT the Board of Education appoints Deanna Kelly, Laura Tarlo, Cliff Bird, Mark Perry and Jacqueline DeChiaro as the Dignity Act Coordinators for the 2018-19 school year at no additional compensation.
16. THAT the Board of Education appoints Jennifer Spring as Alternate Trustee to the New York State Public Schools Statewide Workers' Compensation Trust for the 2018-19 school year at no additional compensation.
17. THAT the Board of Education appoints Stacy Mackey as Trustee and Pam Cirincione as Alternate Trustee to the Capital Area Schools Health Insurance Consortium (CASHIC) for the 2018-19 school year at no additional compensation.
18. THAT the Board of Education appoints Erin Hill to the position of Section 504 Compliance Officer for the 2018-19 school year at no additional compensation.
19. THAT the Board of Education appoints Peggy O'Shea as Educational Liaison for Students in Homeless Situations for the 2018-19 school year, at no additional compensation.
20. THAT the Board of Education appoints Katrina Hunt as Chief Information Officer for the 2018-19 school year.
21. THAT the Board of Education appoints Daniel Hytko as Attendance Officer for the 2018-19 school year at an hourly rate of \$18.50 per hour.

B. DESIGNATIONS

1. THAT the Board of Education designates JP Morgan Chase Bank, Key Bank and Bank of New York as the official banks of the District for the 2018-19 school year.

2. THAT the Board of Education designates the following dates for the regular monthly meetings of the Board of Education for the 2018-19 school year at the Cohoes Middle School at 6:00 PM in the Cohoes Middle School Library:

August 1 & 29, 2018	February 6 & 27, 2019
September 12 & 26, 2018	March 6 & 20, 2019
October 10 & 24, 2018	April 3 & 17, 2019
November 7 & 28, 2018	May 1 & 15, 2019
December 12, 2018	June 5 & 19, 2019
January 9 & 23, 2019	

3. THAT the Board of Education designates the Times Union as the official newspaper of the District for the 2018-19 school year.
4. THAT the Board of Education authorizes the Superintendent of Schools to certify all payrolls in conformance with Section 170.2(b) of the Commissioner's Regulations for the 2018-19 school year.
5. THAT the Board of Education authorizes 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 2018-19 school year.
6. THAT the Board of Education authorizes 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 2018-19 school year.
7. THAT the Board of Education authorizes the Superintendent of Schools to apply for all State and Federal Grants in Aid for the 2018-19 school year.
8. THAT the Board of Education authorizes the establishment of one (1) petty cash fund for the 2018-19 school year as follows:

Location	Amount	Responsible Party
District Office	\$100	School District Treasurer

9. THAT the Board of Education authorizes the use of the magnetic media signature of the Treasurer on District checks for the 2018-19 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 2018-19 school year.

10. THAT the Board of Education designates Capital Market Advisors, LLC with offices at 265 Lew Storch Road, Elmira, NY 14903 as financial consultants to the School District for the 2018-19 school year.
11. THAT the Board of Education designates 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 2018-19 school year.
12. THAT the Board of Education designates the law firm of Girvin & Ferlazzo, PC as legal and labor relations counsel for the School District for the 2018-19 school year as per attached Agreement.
13. THAT the Board of Education designates the firm of Stark & Basila CPA, PC to perform the 2018-19 external audit.
14. THAT the Board of Education approves a contract for consulting services with Needham Risk Management Resource Group, LLC, 45 Colvin Avenue, Albany, NY 12206 for the 2018-19 school year. Fees to be paid according to contract.
15. THAT the Board of Education designates the Utica National as the property & casualty insurance carrier for Cohoes City School District for the 2018-19 school year.
16. THAT the Board of Education designates Capital Area Schools Health Insurance Consortium (CASHIC) as the health and prescription drug insurances provider for Cohoes City School District for the 2018-19 school year.
17. THAT the Board of Education designates New York State Insurance Fund (NYSIF) as the disability carrier for Cohoes City School District for the 2018-19 school year.
18. THAT the Board of Education designates Axis as the student accident insurance carrier for Cohoes City School District for the 2018-19 school year.
19. THAT the Board of Education designates New York State Public Schools Statewide Workers' Compensation Trust as the workers' compensation administrator for Cohoes City School District for the 2018-19 school year.
20. THAT the Board of Education designates New York Benefits for Education and Students Trust (OMNI) as the 403(b) Administrator for Cohoes City School District for the 2018-19 school year.

C. OTHER ITEMS

1. THAT the Board of Education re-adopts all existing policies and the Code of Ethics (Policy 2160) in effect during the previous year for the 2018-19 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 2018-19.
4. BE IT RESOLVED, that the Board of Education shall appoint a Committee on Special Education for the 2018-19 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) School Psychologist
 - (6) 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 2018-19 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 2018-19 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).

7. THAT the Board of Education authorizes the following Committees for the 2018-19 school year:

1. Audit: Mrs. Giller, Mr. McDonald and Mr. Nolin
2. Budget: Mr. Jackson and Mr. McDonald
3. District Safety: Mrs. Annely, Mrs. Giller and Mr. McDonald
4. Policy: Mrs. Annely, Mrs. Giller and Mr. Nolin
5. Technology: Mrs. Annely and Mr. Nolin
6. Wellness: Mrs. Annely, Mr. Nolin and Mr. Pascale

8. THAT the Board of Education approves the 2018-19 Tax Warrant in the amount of \$15,385,622.

9. THAT the Board of Education adopts 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 2018-19 school year.

PERSONNEL

10. THAT the Board of Education approves the 2018-19 salaries for the following positions:

Director of Facilities III	\$76,220
Treasurer	\$63,939

Secretary to the Superintendent & Assistant Superintendent\$40,131*
District Clerk/Secretary to the School Business Official.....\$41,714*
Personnel Secretary.....\$49,576*

11. THAT the Board of Education establishes the following rates of pay for the following positions for the 2018-19 school year:

Substitute Teacher – Retired from the District per diem @ \$105
Substitute Teacher – Four-year degree or teacher certification per diem @\$100 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 – Two-year degree or a matriculating college
Junior or Senior.....per diem @ \$85.00
Substitute Maintenance Mechanic per hour \$18.50
Substitute Cleaner per hour \$13.50
Part-Time Teacher Aides
Years of service = 1 through 3 per hour \$11.25
Years of service = 4 through 6..... per hour \$11.50
Years of service = 7 through 11 per hour \$11.75
Years of service = 12 through 16..... per hour \$12.00
Years of service = 17 plus..... per hour \$12.25

Part-Time Security Guards per hour \$15.00

VII. OFFICIAL UNDERTAKINGS (BONDS)

A. THAT the Board of Education bonds 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 adopts the following resolutions of the July 2, 2018 Reorganization Meeting Agenda:

VI A (1-21), VI B (1-20), VI C (1-11) and VII A

Moved by: Mrs. Frangie
All voted “Aye”

Seconded by: Mrs. Annely
Motion carried 7-0

VIII. COMMENTS FROM BOARD OF EDUCATION MEMBERS

IX. QUESTIONS AND STATEMENTS FROM AUDIENCE

MOTION: THAT the Board of Education enters into Executive Session at 8:05 p.m. to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.

Moved by: Mr. Nolin
All voted "Aye"

Seconded by: Mr. Pascale
Motion carried 7-0

EXECUTIVE SESSION: TIME: 8:06 PM

Present: Mr. Pascale, Vice President
Mr. McDonald
Mrs. Frangie
Mrs. Giller
Mrs. Annely
Mr. Jackson
Mr. Nolin, President

Also Present: Dr. Jennifer Spring, Superintendent

DISCUSSION

X. ADJOURNMENT

MOTION: To adjourn at 9:11 p.m.

Moved by: Mr. McDonald
All voted "Aye"

Seconded by: Mrs. Giller
Motion carried 7-0

District Clerk