

COHOES CITY SCHOOL DISTRICT

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

Reorganization Meeting
July 2, 2019
6:00 PM

MINUTES

I. The Meeting was called to order 6:03 p.m. by the District Clerk.

At this time the *Oath of Faithful Performance in Office* was administered to newly elected Board members by the District Clerk.

ROLL CALL

Present: Mr. Nolin
Mr. Pascale
Mrs. Giller
Mrs. Dion
Mrs. Carey

Excused: Mrs. Annely
Mr. Jackson

Also Present: Dr. Jennifer Spring, 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 2019-20 school year.

Moved by: Mr. Pascale
All voted “Aye”

Seconded by: Mrs. Giller
Motion carried 5-0

Mr. Nolin was nominated by Mrs. Giller and Mr. Pascale.

MOTION: To close the floor for nominations for the Office of President of the Board of Education for the 2019-20 school year.

Moved by: Mrs. Carey
All voted “Aye”

Seconded by: Mrs. Dion
Motion carried 5-0

MOTION: THAT Mr. Nolin is elected President of the Board of Education for the 2019-20 school year.

Moved by: Mrs. Carey
All voted "Aye"

Seconded by: Mrs. Dion
Motion carried 5-0

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 2019-20 school year.

Moved by: Mrs. Giller
All voted "Aye"

Seconded by: Mr. Pascale
Motion carried 5-0

Mrs. Giller was nominated by Mr. Pascale and Mrs. Carey.

MOTION: To close the floor for nominations for the Office of Vice President of the Board of Education for the 2019-20 school year.

Moved by: Mrs. Giller
All voted "Aye"

Seconded by: Mr. Nolin
Motion carried 5-0

MOTION: THAT Mrs. Giller is elected Vice President of the Board of Education for the 2019-20 school year.

Moved by: Mr. Nolin
All voted "Aye"

Seconded by: Mr. Pascale
Motion carried 5-0

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

III. APPOINTMENT OF THE DISTRICT CLERK

MOTION: THAT the Board of Education appoints Johanna Maloney to the position of District Clerk / Secretary to the School Business Official for the 2019-20 school year.

Moved by: Mrs. Dion
All voted "Aye"

Seconded by: Mrs. Giller
Motion carried 5-0

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

MOTION: THAT the Board of Education appoints Peggy O'Shea to the position of Deputy District Clerk for the 2019-20 school year at no additional compensation.

Moved by: Mrs. Carey
All voted "Aye"

Seconded by: Mrs. Giller
Motion carried 5-0

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 2019-20 school year.
2. THAT the Board of Education appoints Stacy Mackey as Deputy Treasurer for the 2019-20 school year at no additional compensation.
3. THAT the Board of Education appoints Pamela Cirincione as Tax Collector for the 2019-20 school year at a stipend of \$2,500.
4. THAT the Board of Education appoints John Doemel as Internal Claims Auditor for the 2019-20 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 2019-20 school year at no additional compensation.
6. THAT the Board of Education appoints Johanna Maloney as Records Management Officer for the 2019-20 school year at no additional compensation.
7. THAT the Board of Education appoints James Stapleton as School Pesticide Representative for the 2019-20 school year at no additional compensation.
8. THAT the Board of Education appoints Stacy Mackey as Purchasing Agent for the 2019-20 school year at no additional compensation.
9. THAT the Board of Education appoints Jennifer Spring as Deputy Purchasing Agent for the 2019-20 school year at no additional compensation.
10. THAT the Board of Education appoints Stacy Mackey as School Lunch Appeals Officer for the 2019-20 school year at no additional compensation.

11. THAT the Board of Education appoints the Superintendent of Schools as Record Access Appeals Officer for the 2019-20 school year for Freedom of Information Law (FOIL) requests.
12. THAT the Board of Education appoints Deanna Kelly as Medicaid Compliance Officer for the 2019-20 school year at no additional compensation.
13. THAT the Board of Education appoints Stacy Mackey as Equal Opportunity (EO) Compliance Officer for the 2019-20 school year at no additional compensation.
14. THAT the Board of Education appoints James Stapleton as the Asbestos (LEA) Designee for the 2019-20 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 2019-20 school year at no additional compensation.
16. THAT the Board of Education appoints Stacy Mackey as Trustee to the New York State Public Schools Statewide Workers' Compensation Trust for the 2019-20 school year at no additional compensation.
17. THAT the Board of Education appoints Jennifer Spring as Alternate Trustee to the New York State Public Schools Statewide Workers' Compensation Trust for the 2019-20 school year at no additional compensation.
18. 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 2019-20 school year at no additional compensation.
19. THAT the Board of Education appoints Erin Hill to the position of Section 504 Compliance Officer for the 2019-20 school year at no additional compensation.
20. THAT the Board of Education appoints Peggy O'Shea as Educational Liaison for Students in Homeless Situations for the 2019-20 school year, at no additional compensation.
21. THAT the Board of Education appoints Katrina Hunt as Chief Information Officer for the 2019-20 school year.

22. THAT the Board of Education appoints Daniel Hytko as Attendance Officer for the 2019-20 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 2019-20 school year.

2. THAT the Board of Education designates the following dates for the regular monthly meetings of the Board of Education for the 2019-20 school year at the Cohoes Middle School at 6:00 PM in the Cohoes Middle School Library:

July 31, 2019	January 8 & 22, 2020
August 14 & 28, 2019	February 12 & 26, 2020
September 11 & 25, 2019	March 11 & 25, 2020
October 9 & 23, 2019	April 8 & 22, 2020
November 6 & 20, 2019	May 6 & 20, 2020
December 11, 2019	June 3 & 17, 2020

3. THAT the Board of Education designates the Times Union as the official newspaper of the District for the 2019-20 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 2019-20 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 2019-20 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 2019-20 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 2019-20 school year.
8. THAT the Board of Education authorizes the establishment of one (1) petty cash fund for the 2019-20 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 2019-20 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 2019-20 school year.
10. THAT the Board of Education designates R.G. Timbs Advisory Group with offices at 24 Sherman Oaks Drive, New Hartford, New York for long-range financial planning services and capital project planning for the 2019-20 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 2019-20 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 2019-20 school year as per attached Agreement.
13. THAT the Board of Education designates the firm of Marvin & Company CPA, PC to perform the 2019-20 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 2019-20 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 2019-20 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 2019-20 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 2019-20 school year.

18. THAT the Board of Education designates Axis as the student accident insurance carrier for Cohoes City School District for the 2019-20 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 2019-20 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 2019-20 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 2019-20 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 2019-20.
4. BE IT RESOLVED, that the Board of Education shall appoint a Committee on Special Education for the 2019-20 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) school physician, if specifically requested in writing by the parent or a school member;
- (7) additional parent member of a student with a disability, if specifically requested in writing by the parent, the student or a member of the CSE and
- (8) 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 2019-20 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) and
- (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 2019-20 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) and
- (6) school physician, if specifically requested in writing by the parent or a school member.

7. THAT the Board of Education authorizes the following Committees for the 2019-20 school year:

1. Audit *(TBD at next meeting)*
 2. Budget *(TBD at next meeting)*
 3. District Safety *(TBD at next meeting)*
 4. Policy *(TBD at next meeting)*
 5. Technology *(TBD at next meeting)*
 6. Wellness *(TBD at next meeting)*
8. THAT the Board of Education approves the 2019-20 Tax Warrant in the amount of \$15,654,871.
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 2019-20 school year.

PERSONNEL

10. THAT the Board of Education approves the 2019-20 salaries for the following positions:

Director of Facilities III.....	\$77,250
Treasurer	\$65,857
Secretary to the Superintendent & Assistant Superintendent	\$41,296*
District Clerk/Secretary to the School Business Official.....	\$42,927*
Personnel Secretary.....	\$51,024*

** Includes confidentiality stipend, per 9206 policy.*

11. THAT the Board of Education establishes the following rates of pay for the following positions for the 2019-20 school year:

Substitute Teacher – Retired from the Districtper 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 \$12.00
Years of service = 4 through 6	per hour \$12.25
Years of service = 7 through 11	per hour \$12.50
Years of service = 12 through 16	per hour \$12.75
Years of service = 17 plus	per hour \$13.00
Part-Time Security Guards	
Years of service = 1 through 3	per hour \$16.00
Years of service = 4 through 6	\$17.00
Years of service = 7 through 11	\$18.00
Years of service = 12 plus	\$19.00

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, 2019 Reorganization Meeting Agenda:

VI A (1-22), B (1-20), C (1-11) and VII A

Moved by: Mrs. Giller
All voted "Aye"

Seconded by: Mr. Pascale
Motion carried 5-0

VIII. COMMENTS FROM BOARD OF EDUCATION MEMBERS

IX. QUESTIONS AND STATEMENTS FROM AUDIENCE

X. ADJOURNMENT

MOTION: To adjourn the Reorganization Meeting at 6:14 p.m. and enter into the Regular Business Meeting.

Moved by: Mrs. Carey
All voted "Aye"

Seconded by: Mr. Pascale
Motion carried 5-0

District Clerk