

COHOES CITY SCHOOL DISTRICT

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

**Business Meeting
July 31, 2019
6:00 PM**

(The Board of Education may entertain a motion to enter into an executive session subject to Board approval.)

MINUTES

I. The Meeting was called to order at 6:04 p.m. by Board Vice President, Mrs. Giller.

ROLL CALL

Present: Mrs. Giller
Mr. Pascale
Mrs. Annely
Mr. Jackson
Mrs. Dion
Mrs. Carey

Excused: Mr. Nolin

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

MOTION: To accept the Minutes of the Board of Education Reorganization and Business Meetings of July 2, 2019

Moved by: Mrs. Annely
All voted "Aye"

Seconded by: Mr. Pascale
Motion carried 6-0

II. PRESIDENT'S REPORT

- A. School Climate Survey Results - Dr. Spring provided the Board with a presentation of the survey. The Board expressed a number of concerns: the survey was too general, too long and there was no space for write-in responses. Additionally, there were concerns expressed that parents had difficulty accessing the survey with their cell phones. Dr. Spring and Ms. O'Shea indicated they would work on addressing these issues. Principals and building leadership teams would be using the information from the survey to be included in their plans this year.
- B. District Comprehensive Improvement Plan (DCIP) - Dr. Spring and Ms. O'Shea provided the Board with a presentation on the 2019-20 DCIP to be approved by the Board at the August 14 meeting and submitted to NYSED thereafter. The DCIP focused on 4 SMART goals which supported the six tenets of the Diagnostic Tool for School District Effectiveness framework. The SMART goals seek improvements in the following areas: increased student achievement, improved student attendance and greater support of students' social and emotional needs. Dr. Spring and Ms.

O’Shea reviewed the collaborative process that engaged numerous stakeholders in the development of the DCIP. The committee reviewed root causes, data and action steps to address them. Some of the action steps included: an additional half day to allow for teacher collaboration for data analysis and reviewing attendance procedures with administrators and the District’s data coordinator. A discussion about the number of homeless students in the District followed. Dr. Spring and Ms. O’Shea stated there has been an increase in recent years and the average was roughly 70 students per year. A suggestion was made to create a brochure for new families or a welcome packet. The Board commented that it seemed like a lot to reach these goals by the end of the year. Dr. Spring agreed to update the Board periodically on the status.

- C. Students’ Handbooks – Dr. Spring announced that the code of conduct has been revised to reflect the comments made at the July 17 public hearing, and this updated version is on the website. Dr. Spring shared that this review had revealed a number of deficiencies in the process and asked the Board about next steps such as (1) scrap the current code of conduct and begin the process again or (2) involve stakeholders in the review of students’ handbooks. Discussions included: NYSSBA’s most recent code of conduct policy and the Board’s concern with the focus being on students’ handbooks rather than the code of conduct; and timing is too tight for any changes to students’ handbooks especially with sports beginning within the next two weeks. Dr. Spring reported that the code of conduct would appear on the August 28 agenda for approval.

The Board asked what needed to be changed in the students’ handbooks. It was suggested that some “tweaking” like lunch money and things that are no longer in place need to be updated. The Board agreed that the elementary schools can proceed with removing obsolete items. Dr. Spring replied that it is best to keep the code of conduct and the students’ handbooks separate. Members of the Board expressed concerns that there is not a lot of time before the school year begins and it needs to be right. The Board suggested keeping the current students’ handbooks in place and form committees made up of stakeholders to meet during this year to review students’ handbooks for the 2020-2021 school year. The BOE suggested that stakeholders include parents, secondary students, BOE members, teachers and non-instructional employees.

The Board stated for the record that they have not approved changing anything in the current wording of the 2019-20 students’ handbooks, specifically stating that the promotion guidelines remain exactly the same for the upcoming year. Dr. Spring stated for the record that she opposes the promotion guidelines in the current CMS students’ handbook.

III. SUPERINTENDENT'S REPORT

CURRICULUM AND INSTRUCTION

Ms. O’Shea provided the Board with a breakdown by building of enrollment for 2019/20. A question was asked about pre-kindergarten enrollment and why it was not included. Ms.

O’Shea responded that they were not ready because there is a maximum number of students who can enroll as set by the grant. The number of students who have enrolled will be shared the closer we get to the start of the school year. Handouts included K-5 enrollment as we are currently monitoring class sizes in these grade levels.

III. BOARD OF EDUCATION DISCUSSION OF AGENDA ITEMS

The Board inquired as to the status of a safety officer for the alternative program to be located at Holy Trinity. Dr. Spring replied that there was only one applicant and two have withdrawn.

V. COMMUNITY DISCUSSION OF AGENDA ITEMS

VI. OLD BUSINESS

VII. REPORT FROM MEMBERS OF THE BOARD OF EDUCATION

A. THAT the Board of Education accepts the Minutes of the Committee on Special Education for the following meeting dates: 2/14/19, 3/1/19, 3/29/19, 4/2/19, 4/8/19, 4/9/19, 4/11/19, 4/12/19, 4/18/19, 4/29/19, 4/30/19, 5/1/19, 5/6/19, 5/8/19, 5/14/19, 5/15/19, 5/21/19, 5/30/19, 6/3/19, 6/6/19, 6/7/19, 6/10/19, 6/14/19, 6/18/19 and 7/11/19.

B. THAT the Board of Education **amends** Item VII(C)11 of the July 2, 2019 Reorganization Minutes to read as follows:

Part-Time Security Guards Safety Officers	
Years of service = 1 through 3	per hour \$16.00 \$17.00
Years of service = 4 through 6	\$17.00 \$18.00
Years of service = 7 through 11	\$18.00 \$19.00
Years of service = 12 plus	\$19.00 \$20.00

C. THAT the Board of Education awards the Copy Paper Bid dated June 28, 2019 to WB Mason for \$29,504.89.

D. THAT the Board of Education awards the General Supplies Bid dated June 28, 2019 as follows:

WB Mason	\$10,376.82
Cascade School Supplies Inc.	\$7,581.41
National Art & School Supplies	\$2,325.64
Discount School Supply	\$51.48
S & S Worldwide	\$27.78

E. THAT the Board of Education awards the Pre-K Program Services Bid dated June 17, 2019 for three- and four-year old children to the Boys & Girls Clubs of the Capital Area, located at 21 Delaware Avenue, Albany, New York from 9/1/19 – 6/30/20 at a contractual fee for services not to exceed \$864,750 and in accordance to the terms

and conditions outlined therein (grant-funded).

- F. THAT the Board of Education approves the amended Final Contract for 2018-19 with the Capital Region Board of Cooperative Education Services (BOCES) in the amount of \$3,915,967.15
- G. THAT the Board of Education approves the amended Preliminary Contract for 2019-20 with the Capital Region Board of Cooperative Education Services (BOCES) in the amount of \$3,247,412.12
- H. THAT the Board of Education approves the contract with the Center for Disability Services d/b/a Langan School, 314 South Manning Boulevard, Albany, New York for as needed special education services during the 2019 Extended School Year (summer) at the rate of \$3,805.50 per student/per month for tuition and the 2019-20 School Year at the rate of \$4,566.60 per student/per month for tuition pending final NYSED rate setting.
- I. THAT the Board of Education approves a Lease Agreement between the Cohoes City School District and the Church of the Holy Trinity located at One St. Marie Lane, Cohoes, New York for the 2019-20 school year in accordance with the terms and conditions outlined therein.
- J. THAT the Board of Education approves a Consulting Agreement between Cohoes City School District and Needham Risk Management Resource Group LLC located at 573 Columbia Turnpike, East Greenbush, New York for health and safety consulting services for the period of 7/1/19 – 6/30/20 in accordance with the terms and conditions outlined therein.
- K. THAT the Board of Education approves a contract with Northeast Parent and Child Society located at 1821 Hamburg Street, Schenectady, New York for special education services during the period of July 8, 2019 through June 23, 2020 at rates subject to final approval by NYSED.
- L. THAT the Board of Education approves a contract with Parsons Child and Family Center located at 60 Academy Road, Albany, New York for special education services during the period of July 9, 2018 through June 21, 2019 at rates subject to final approval by NYSED.
- M. THAT the Board of Education approves the following contractual increases in the May 2019 CPI of 1.5%

Star & Strand Transportation Inc.

Contract E251274 – Annual Contract \$390,332

Contract E251278 – Annual Contract \$334,115

Contract E261172 – Trip: \$144.38, Aide: \$81.92

- N. THAT the Board of Education grants permission to the Cohoes High School to dispose of the following obsolete textbooks:

Integrated Mathematics Course 3 ISBN#0-87720-278-8 Qty - 13	Geometry ISBN#978-1-56765-595-7 Qty - 30
Integrated Mathematics Course 2 ISBN#0-87720-272-9 Qty - 5	Elementary Statistic Picturing the World ISBN#978-0-321-69362-4 Qty - 8
Integrated Mathematics Course 1 ISBN#0-87720-266-4 Qty - 2	Preparing for Regents Exam Geometry ISBN#978-1-56765-599-5 Qty - 10
HS Geometry...Review Workbook ISBN#0-937820-95-4 Qty - 26	

- O. THAT the Board of Education approves the following items to be removed from fixed asset inventory for surplus:

Wrestling Mat, Tag #5502030001, 1998, fully depreciated
Wrestling Mat, Tag #5502030002, 1998, fully depreciated
Wrestling Mat, Tag #5502030003, 1998, fully depreciated

VIII. RECOMMENDATIONS FROM THE SUPERINTENDENT – PERSONNEL

INSTRUCTIONAL

- A. THAT the Board of Education **amends** Item VIII (A) of the July 2, 2019 Minutes to read as follows:

THAT the Board of Education appoints the following teachers as per the CTA contract to the 2019 Secondary School Regents Review Classes effective July 25 - August 12, 2019 contingent upon enrollment:

English 11	Drake Galarneau
Algebra I	Catherine Lowerre
Algebra II	Nicole Lassone
Geometry	Nicole Lassone
Global Studies	Rob Santarcangelo
US History	Rob Santarcangelo
Earth Science	TBD Kristy Jarosz
Living Environment	Dawn Maddelena
Chemistry	Fiona Recchia

- B. THAT the Board of Education accepts the resignation of Brett Daley from his position as Elementary Teacher. (HHS)
Effective: July 9, 2019

- C. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District appoints Shannon Spollen to a four-year conditional term in the tenure area of English, effective September 1, 2019 and expiring on August 31, 2023 on an emergency conditional basis. Ms. Spollen holds initial certification in the areas of English 7-12 and ESOL (Pre-k – 12).

BE IT FURTHER RESOLVED THAT this appointment is made on an emergency conditional basis and subject to both a statement from Ms. Spollen regarding criminal conviction(s) or pending criminal charges and the receipt of criminal background clearance from the Commissioner of Education. Ms. Spollen’s continued employment is specifically contingent upon the District’s receipt of notice from the Commissioner of Education that she is fully cleared for employment.

Shannon Spollen

Position..... 1.0 FTE English Teacher
 Certification..... English 7-12
 Tenure Area..... English
 Effective Date..... September 1, 2019
 Tenure Date August 31, 2023
 Salary..... Step 3 of the current CTA Contract
 Reason Replaces Patricia Caputo who transferred
 Replaces Rachel Polaski

- D. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District appoints Jessica Hoffman to a four-year conditional term in the tenure area of Special Education effective September 1, 2019 and expiring on August 31, 2023 on an emergency conditional basis. Ms. Hoffman holds professional certification in the areas of Students with Disabilities Grades 1-6 and Childhood Education Grades 1-6.

BE IT FURTHER RESOLVED THAT this appointment is made on an emergency conditional basis and subject to both a statement from Ms. Hoffman regarding criminal conviction(s) or pending criminal charges and the receipt of criminal background clearance from the Commissioner of Education. Ms. Hoffman’s continued employment is specifically contingent upon the District’s receipt of notice from the Commissioner of Education that she is fully cleared for employment.

Jessica Hoffman

Position.....1.0 FTE Special Education Teacher
 Certification.....Students with Disabilities Grades 1-6
 Tenure Area.....Special Education
 Effective Date..... September 1, 2019
 Tenure Date August 31, 2023
 Salary..... Step 5 of the current CTA Contract
 ReasonReplaces Kristen Aiken

- E. Sarah Kubitz
 Position..... 0.25 FTE Music
 Certification.....Music
 Tenure Area.....Music
 Effective Date..... September 1, 2019
 Tenure DateN/A
 Salary..... Step 5 of the current CTA contract
 Reason Reappoint to same position

- F. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District appoints Jacquelyn Lanciotti to a four-year conditional term in the tenure area of Teacher Assistant effective September 1, 2019 and expiring on August 31, 2023 on an emergency conditional basis. Ms. Lanciotti holds initial certification in the area Childhood Education (Grades 1-6).

BE IT FURTHER RESOLVED THAT this appointment is made on an emergency conditional basis and subject to both a statement from Ms. Lanciotti regarding criminal conviction(s) or pending criminal charges and the receipt of criminal background clearance from the Commissioner of Education. Ms. Lanciotti’s continued employment is specifically contingent upon the District’s receipt of notice from the Commissioner of Education that she is fully cleared for employment.

- Jacquelyn Lanciotti
 Position.....1.0 Teacher Assistant
 Certification..... Childhood Education (Grades 1-6)
 Tenure Area..... Teacher Assistant
 Effective Date..... September 1, 2019
 Tenure Date August 31, 2023
 Salary..... Step 1 of the current CTA Contract
 Reason Replaces Michelle Kats

- G. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District appoints Angela Tommasini to a four-year conditional term in the tenure area of Social Worker effective September 1, 2019 and expiring on August 31, 2023 on an emergency conditional basis. Ms. Tommasini is in the process of applying for her Initial certification in the area of School Social Worker.

BE IT FURTHER RESOLVED THAT this appointment is made on an emergency conditional basis and subject to both a statement from Ms. Tommasini regarding criminal conviction(s) or pending criminal charges and the receipt of criminal background clearance from the Commissioner of Education. Ms. Tommasini’s continued employment is specifically contingent upon the District’s receipt of notice from the Commissioner of Education that she is fully cleared for employment.

Angela Tommasini

Position..... 1.0 FTE School Social Worker
Certification..... School Social Worker (in process)
Tenure Area..... Social Worker
Effective Date..... September 1, 2019
Tenure Date August 31, 2023
Salary..... Step 1 of the current CTA Contract
Reason Replaces Rebecca Leach

- H. THAT the Board of Education approves a salary increase due to additional teaching assignments for the following individuals for the 2019-2020 school year:

Amy Frost – 0.2 FTE as per CTA contract – French (1.2 FTE total) CHS
Alicia Ozols - 0.2 FTE as per CTA contract – Spanish (1.2 FTE total) CMS
Effective: September 1, 2019 through June 30, 2020

- I. THAT the Board of Education approves the following individuals for participation in necessary meetings of the Committee on Special Education during 2019 summer not to exceed five (5) hours each at the curriculum writing rate:

John Flanigan
William Sheldon
Colleen Duff
Sara Schwendinger

- J. THAT the Board of Education appoints the following teachers as 2019 Secondary Summer School Substitutes per the CTA contract:

Alicia Tommasino
Gabrielle White

NON-INSTRUCTIONAL

- K. THAT the Board of Education accepts the resignation for retirement purposes of Janice Marsett from her position of Teacher Aide (CMS).

Effective: September 30, 2019

- L. Sylvi Joseph
Position..... 1.0 FTE Director of Technology Operations (**PERMANENT** appt.)
Effective Date..... July 31, 2019
Probation Period..... N/A
Salary..... per CSEA contract
Reason received “Certification of Eligibles” from
..... Cohoes Municipal Civil Service Commission

- M. James Stapleton
Position..... 1.0 FTE Director of Facilities III (**PERMANENT** appt.)

Effective Date.....July 31, 2019
 Probation Period.....N/A
 Salary.....\$77,250
 Reason.....received “Certification of Eligibles” from
Cohoes Municipal Civil Service Commission

N. THAT the Board of Education authorizes days not to exceed five (5) at the per diem rate (per CSEA contract) for Pamela Krupski to provide summer secretarial support at Van Schaick Grade School.

Effective: August 1, 2019

O. THAT the Board of Education authorizes days not to exceed one (1) at the per diem rate (per CSEA contract) for Stacy Smith to assist with the collection of Journeys materials to be inventoried.

Effective: July 12, 2019

P. THAT the Board of Education appoints Mary Opalka as Part-Time Medicaid Clerk for the 2019-20 school year at an hourly rate of \$24.04.

Q. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District hereby appoints Robert Clark to the position of Cleaner subject to the rules of the Cohoes Civil Service Commission on an emergency conditional basis, in accordance with the Civil Service Rules, such appointment is a temporary appointment.

BE IT FURTHER RESOLVED THAT this appointment is made on an emergency conditional basis and subject to of both a statement from Mr. Clark regarding criminal conviction(s) or pending criminal charges and the receipt of criminal background clearance from the Commissioner of Education. Mr. Clark’s continued employment is specifically contingent upon the District’s receipt of notice from the Commissioner of Education that he is fully cleared for employment.

Robert Clark

Position.....1.0 FTE Cleaner
 Effective Date..... July 26, 2019
 Probation periodJanuary 25, 2020
 Salary.....per CSEA contract
 Reason..... Replaces Joshua Delude

R. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District hereby appoints the following individual to the Cleaner Substitute list subject to the rules of the Cohoes Civil Service Commission on an emergency conditional basis, in accordance with the Civil Service Rules, such appointments are a temporary appointment.

BE IT FURTHER RESOLVED THAT these appointments are made on an emergency conditional basis and subject to of both a statement from each individual

regarding criminal conviction(s) or pending criminal charges and the receipt of criminal background clearance from the Commissioner of Education. Each individual’s continued employment is specifically contingent upon the District’s receipt of notice from the Commissioner of Education that he/she is fully cleared for employment.

Devin Verdoni
Effective: July 31, 2019

- S. THAT the Board of Education accepts the resignation of Sarah Adkins from her position as Special Education Teacher. (HHS)

Effective: August 31, 2019

- T. Sarah Adkins

Position..... 1.0 FTE Elementary Teacher
Certification..... Childhood Education (Grades 1-6)
Tenure Area..... Elementary
Effective Date..... September 1, 2019
Tenure Date..... August 31, 2023
Salary..... Step 3 of the current CTA Contract
Reason.....Replaces Brett Daley

- U. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District hereby appoints Francisco Lebron-Rodriguez to the position of Custodian, subject to the rules of the Cohoes Civil Service Commission on an emergency conditional basis, in accordance with the Civil Service Rules, such appointment is a temporary appointment.

BE IT FURTHER RESOLVED THAT this appointment is made on an emergency conditional basis and subject to both a statement from Mr. Lebron-Rodriguez regarding criminal conviction(s) or pending criminal charges and the receipt of criminal background clearance from the Commissioner of Education. Mr. Lebron-Rodriguez’s continued employment is specifically contingent upon the District’s receipt of notice from the Commissioner of Education that he is fully cleared for employment.

Francisco Lebron-Rodriguez

Position..... 1.0 FTE Custodian (AL)
Effective Date..... August 2, 2019
Probation Period..... February 1, 2020
Salary..... per CSEA contract
Reason..... Replaces James Rizzo who transferred to replace Jeff Foster
.....& received “Certification of Eligibles”
..... from Cohoes Municipal Civil Service Commission

IX. RECOMMENDATIONS FROM THE SUPERINTENDENT - BUSINESS/FINANCE

X. FINANCIAL REPORTS (Recommended by the Superintendent)

- A. I recommend that the following reports be accepted by the Board of Education:
1. Warrants – June 2019
 2. Budget Transfers – June 2019
 3. Budget Status Reports – June 2019
 4. Bank Reconciliation Report – June 2019
 5. Extracurricular Activity Report – N/A
 6. Internal Claims Audit Report – June & July 2019

BOARD ACTION ON CONSENT AGENDA

MOTION: THAT the Board of Education adopts the following resolutions of the July 31, 2019 Agenda:

VII (A-O); VIII (A-U) and X (A)

Moved by: Mr. Pascale
All voted “Aye”

Seconded by: Mrs. Annely
Motion carried 6-0

XI. INFORMATION AND CONSIDERATION

THAT the Board of Education acknowledges receipt of a donation from Friends of the Pine Bush Community in the amount of \$400 to be used to cover transportation at Abram Lansing Elementary School.

XII. COMMENTS FROM BOARD OF EDUCATION MEMBERS

- A. Mrs. Giller expressed concern that now the weather has been so hot, the city pool is getting crowded and perhaps we could help identify our students by providing IDs. The response from Dr. Spring and Ms. O’Shea was that they would work with the school attorney to see what can be done in area of student photos/ID because we must follow student privacy laws.
- B. The Board requested that Dr. Spring send them the AP scores.

XIII. QUESTIONS AND STATEMENTS FROM AUDIENCE

Anita Murphy, Capital Region BOCES District Superintendent, introduced herself as a Cohoes resident. She addressed the differences between the code of conduct and the students’ handbooks and the roles and responsibilities of the Board and the Superintendent with regard to developing these items.

XIV. BOARD POLICY REVIEW

XV. DATES FOR FUTURE MEETINGS

August 14, 2019, Cohoes Middle School Library at 6:00 p.m.
August 28, 2019, Cohoes Middle School Library at 6:00 p.m.

MOTION: THAT the Board of Education enters into Executive Session at 7:50 p.m. to discuss the employment of a particular person.

Moved by: Mrs. Carey
All voted "Aye"

Seconded by: Mrs. Annely
Motion carried 6-0

EXECUTIVE SESSION: TIME: 8:10 PM

Present: Mrs. Giller
Mr. Pascale
Mrs. Annely
Mr. Jackson
Mrs. Dion
Mrs. Carey

Excused: Mr. Nolin

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

DISCUSSION

XVI. ADJOURNMENT

MOTION: To adjourn at 8:30 p.m.

Moved by: Mrs. Annely
All voted "Aye"

Seconded by: Mrs. Carey
Motion carried 6-0

District Clerk