

COHOES CITY SCHOOL DISTRICT

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

**Business Meeting
August 28, 2019
5:00 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 5:04 p.m. by Board President, Mr. Nolin.

ROLL CALL

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

Excused: Mrs. Annely

Also Present: Dr. Jennifer Spring, Superintendent
Ms. Peggy O’Shea, Assistant Superintendent for Education Services
Mrs. Stacy Mackey, School Business Official

MOTION: To accept the Minutes of the Board of Education Meeting of August 14, 2019

Moved by: Mrs. Giller
All voted “Aye”

Seconded by: Mrs. Dion
Motion carried 6-0

II. PRESIDENT'S REPORT

A. Cohoes High School Principal, Bryan Wood; Assistant Principal, Laura Tarlo and Athletic Director, Jeff Huneau, reviewed extra-curricular activities, athletics and student eligibility with the Board.

B. Superintendent, Dr. Jennifer Spring announced the following upcoming events.
COMMUNITY CAFÉS

Will be held monthly, rotating to each school in the district to encourage dialogue with both parents and community members. The cafés will be held from 7 am - 9 am at the entrance to the buildings on the following dates and at the following locations:

- 9/24 - Cohoes High School
- 10/1 - Harmony Hill
- 11/6 - Abram Lansing
- 11/12 - Cohoes Middle School
- 12/3 - Van Schaick Grade School

STOP THE BLEED KITS

Each school in the district received a kit from the Albany County Sheriff's Department, free of charge! We are the first district to have received these kits. The only requirement is that all staff must be trained in Stop the Bleed.

SEPTEMBER 3: BUILDING WALKTHROUGHS

Will be held at each school building to review summer projects and assess building conditions for the opening of school.

- 8 am Cohoes Middle School
- 9 am Cohoes High School
- 9:45 am Harmony Hill School
- 10:30 am Abram Lansing School
- 11:15 am Van Schaick Grade School

III. SUPERINTENDENT'S REPORT**A. CURRICULUM AND INSTRUCTION**

Ms. O'Shea discussed the Teacher Leader Professional Development and Planning meeting which took place on August 27 and the New Professionals Academy which took place on August 28.

B. BUSINESS AND OPERATIONS

Mrs. Mackey announced:

- the required renewal of the application for enhanced Star Program and enrollment in the Income Verification Program for taxpayers 65+ years of age
- Marvin & Company started their financial work the week of August 19 and will return on September 16 to complete Title I
- We have had the same audit firm for decades, the process will take longer and four prior period adjustments are required as follows:
 - bond refunding (debt service) investments appear overstated
 - compensated absences – update to financial notes to include teachers and administrators
 - ERS/TRS deferred outflows and inflows – update to financial notes auditor calculation missed last year
 - audit manager will meet with audit committee to discuss in detail
 - ESSA report deadline is 8/30 by end of business
 - ST-3 reporting – prepared following audit in September

IV. BOARD OF EDUCATION DISCUSSION OF AGENDA ITEMS

A. Item VII C – 2019-20 Comprehensive School Counseling Plan was discussed at great length.

B. The National Clearinghouse report was discussed and it was recommended that the report serve as an important resource for informing the plan. Another point of discussion related to the guidance from NYSED on providing students K-5 access to a certified school counselor. Dr. Spring explained that this was a local decision on how to address unmet student needs. She added that the secondary school counselors were involved in the development of the elementary plan. She reported that elementary teachers will be working on developing, enhancing and embedding career education learning experiences into the curriculum. Additionally, Dr. Spring said that

the district has strengthened its partnership with Junior Achievement to provide career education experiences K-5 across the district. Also included in the plan is Second Step, a social emotional curriculum, which is being implemented in grades K-2 this year. The Board requested the district to consider adding an elementary guidance counselor to help meet the new requirements.

- C. Item XI A – Mr. Nolin and the Board thanked Mr. and Mrs. Jeremy McDonald for their donation to enable the purchase of iPads to be used in the Functional Skills class at VSGS.
- D. The Board also thanked tonight’s presenters for assisting in the change of format.

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: 12/7/18, 3/28/19, 4/12/19, 5/2/19, 5/7/19, 5/8/19, 5/9/19, 5/10/19, 5/13/19, 5/15/19, 5/16/19, 5/20/19, 6/6/19, 6/10/19, 6/11/19, 6/14/19, 6/19/19, 6/21/19, 7/18/19 and 8/8/19.

B. THAT the Board of Education **amends** Item VII (M) of the August 14, 2019 Minutes to read as follows:

THAT the Board of Education establishes the following prices for meals for the 2019-20 school year:

FOOD SERVICES PRICING			
	Student Full Price	Student Reduced Price	Adult Price (sales tax to be added)
Full Breakfast	\$1.40	\$0.25 \$0	\$2.40
Full Lunch	\$3.00	\$0.25 \$0	\$3.93

À la carte items as per bid specifications

- C. THAT the Board of Education approves the 2019-20 Comprehensive School Counseling Plan.
- D. THAT the Board of Education approves the 2019-20 District Code of Conduct.
- E. THAT the Board of Education approves the 2019-20 Universal Pre-Kindergarten Plan.
- F. THAT the Board of Education approves the 2019-20 Student Handbook for the elementary schools.

- G. THAT the Board of Education approves the 2019-20 Student Handbook for the middle school.
- H. THAT the Board of Education approves the 2019-20 Student Handbook for the high school.
- I. THAT the Board of Education grants permission to dispose of the following obsolete textbooks at Van Schaick Grade School:

JOURNEYS	
ISBN#978-0-547-88547-6 Qty 32	ISBN#978-0-547-88548-3 Qty 28
ISBN#978-0-547-88549-0 Qty 26	ISBN#978-0-547-88551-3 Qty 31
ISBN#978-0-547-88545-2 Qty 26	ISBN#978-0-547-88542-1 Qty 24
ISBN#978-0-547-88538-4 Qty 29	ISBN#978-0-547-88541-4 Qty 29
ISBN#978-0-547-88539-1 Qty 4	ISBN#978-0-547-88537-7 Qty 28
ISBN#978-0-547-88552-0 Qty 29	ISBN#978-0-547-88553-7 Qty 35
ISBN#978-0-547-97568-9 Qty 2	ISBN#978-0-547-97569-6 Qty 3
ISBN#978-0-547-97572-6 Qty 2	ISBN#978-0-547-97571-9 Qty 2
ISBN#978-0-547-97575-7 Qty 2	ISBN#978-0-547-86650-5 Qty 2
ISBN#978-0-547-97581-8 Qty 1	ISBN#978-0-547-97580-1 Qty 1
ISBN#978-0-547-97579-5 Qty 1	ISBN#978-0-547-97576-4 Qty 1
ISBN#978-0-547-97577-1 Qty 1	ISBN#978-0-547-86651-2 Qty 1
ISBN#978-0-547-97578-8 Qty 1	ISBN#978-0-547-97570-2 Qty 1
ISBN#978-0-547-97535-1 Qty 3	ISBN#978-0-547-97536-8 Qty 3
ISBN#978-0-547-86645-1 Qty 1	ISBN#978-0-547-97509-2 Qty 3
ISBN#978-0-547-97538-2 Qty 3	ISBN#978-0-547-97510-8 Qty 3
ISBN#978-0-547-97539-9 Qty 3	ISBN#978-0-547-86645-1 Qty 1
HARCOURT	
ISBN#0-15-312046-0 Qty 27	ISBN#0-15-312047-9 Qty 26

VIII. RECOMMENDATIONS FROM THE SUPERINTENDENT – PERSONNEL

INSTRUCTIONAL

- A. THAT the Board of Education **amends** Item VIII (I) of the July 31, 2019 Minutes to read as follows:

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

~~John Flanigan~~ **Matthew Flannery**
 William Sheldon
Colleen Duff
~~Sara Schwendinger~~

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

THAT the Board of Education appoints the following nurses to perform work for Athletics during the summer of 2019 as follows:

Samantha McCullough- ~~7.5~~ hours **12.5 hours (for Family ID work)**
 Cheryl Barber- 2.5 hours
 Patricia Scott- 10 hours

- C. THAT the Board of Education **amends** item VIII (F) of the June 19, 2019 Minutes to read as follows:

BE IT RESOLVED THAT the Board of Education of the Cohoes City School District appoints the following individual to the Long-Term Substitute Teacher list on an emergency conditional basis.

BE IT FURTHER RESOLVED THAT this appointment is made on an emergency conditional basis and subject to both a statement from the individual regarding criminal conviction(s) or pending criminal charges and the receipt of criminal background clearance from the Commissioner of Education. The individual’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:

Sandra Sheeley
 Position.....Long-Term Substitute Teacher
 Tenure Area..... Foreign Language
 Effective Date..... September ~~14~~ **9**, 2019 through June 30, 2020
 Salary.....Step 1 of the current CTA contract
 Reason... Replaces Kerry Bottenfield

D. THAT the Board of Education accepts the resignation of William DeCerce from his position as Science Teacher. (CHS)
Effective: September 1, 2019

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

Judy Kubik– 0.2 FTE as per CTA contract – Science (1.2 FTE total) CMS
Courtney Valente – 0.2 FTE as per CTA contract – Special Education (1.2 FTE total) CMS
Effective: September 1, 2019 through June 30, 2020

F. BE IT RESOLVED THAT the Board of Education accepts the recommendation of the Superintendent of Schools to appoint Jeffrey Huneau as (.6 FTE) Athletic Director and (.4 FTE) Dean of Students for the Cohoes City School District for the 2019-2020 school year. The effective date shall be September 1, 2019 and terminating no later than June 30, 2020, unless further extended by the Board of Education. This assignment shall be wholly within the Elementary Education tenure area and all time spent as Athletic Director and Dean of Students shall be credited as time in the Elementary Education tenure area. In consideration of such duties, Mr. Huneau shall receive a stipend of \$6,500 which shall be paid in addition to Mr. Huneau's teacher salary.

G. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District appoints the following individual to the Long-Term Substitute Teacher list on an emergency conditional basis.

BE IT FURTHER RESOLVED THAT this appointment is made on an emergency conditional basis and subject to both a statement from the individual regarding criminal conviction(s) or pending criminal charges and the receipt of criminal background clearance from the Commissioner of Education. The individual'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:

Sondra Harris
Position..... Long-Term Substitute Teacher
Tenure Area..... Science
Effective Date.....September 1, 2019 through January 30, 2020
Salary.....\$100 per day
Reason Replaces William DeCerce

H. THAT the Board of Education appoints the following individuals as a 2019-2020 SAT Prep Teachers:
Nicole Lassone
Heather Ball

- I. THAT the Board of Education appoints the following individuals as Advisors to the clubs and activities listed for the 2019-2020 school year, contingent upon acceptable program enrollment:

CMS

Clubs and Activities	Name	FTE
JR. NATIONAL HONOR SOCIETY	Fallon Jennings	1.0
8 th GRADE ACTIVITIES CLUB	Fallon Jennings Jill Havens	0.5 0.5
“MAKE THE RIGHT MOVES” CARD CLUB	TBD	1.0
INTRAMURALS 1 & 3	Dan Gibson	1.0/EA
INTRAMURALS 2	Terry Gendron	1.0
STUDENT COUNCIL	Elaine Briceland	1.0
TECHNOLOGY CLUB	TBD	1.0
ROBOTICS	Colleen Duff	1.0
ADVANCED ROBOTICS	TBD	1.0
UKULELE CLUB	TBD	1.0

CHS

Clubs and Activities	Name	FTE
ACADEMIC RESOURCE CENTER	Lydia Cappadonia	1.0
ACTIVITIES CLUB	Sean Dollard	1.0
CHARACTER ED. CLUB	Andrea DeStefano	1.0
COMMUNITY SERVICE CLUB	Rob Santarcangelo	1.0
COOKING CLUB	Andrea DeStefano	1.0
DRAWING AND PAINTING CLUB	Meg Brownell	1.0
ENVIRONMENTAL SCIENCE CLUB	TBD	1.0
FOREIGN LANGUAGE CLUB	Jackie Calabrese Andrea DeStefano	0.5 0.5
GSA	Ellen Alexeew Laura Murawski	0.5 0.5
INTRAMURALS 1	Andrea DeStefano	1.0
INTRAMURALS 2 & 3	Robert Santarcangelo	1.0/EA
JOURNALISM CLUB	Aaron Cagwin	1.0
MOCK TRIAL	Tom Mullins	1.0
NATIONAL HONOR SOCIETY	Terrin Griffin	1.0
PLAY – ART DIRECTOR	TBD	1.0
PLAY – ASSISTANT DIRECTOR	Courtney Mentzer	1.0
PLAY DIRECTOR	TBD	1.0
SELECT CHOIR	Carrie Briggs	1.0
SKI CLUB	Karin Lackmann, Gabrielle White	0.5 0.5
STUDENT COUNCIL	Jackie Calabrese Amanda Gebur	0.5 0.5
UNIFIED SPORTS (ADVISOR)	Meg Brownell	1.0
UNIFIED SPORTS (COACH)	Nick Foglia	1.0

Clubs and Activities	Name	FTE
YEARBOOK	Scott Ciarlone	0.5
	Caryn Dollard	0.5
DEAN – CLASS OF 2020	Erin Abbott	0.5
	Alicia Ozols	0.5
DEAN - CLASS OF 2021	Gabrielle White	0.5
	Caryn Dollard	0.5
DEAN - CLASS OF 2022	Meg Brownell	0.5
	Lydia Cappadonia	0.5
DEAN - CLASS OF 2023	Matt Corwin	0.5
	Brian Smith	0.5

NON-INSTRUCTIONAL

- J. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District hereby appoints Kathleen Kuhn to the position of Part-Time School Safety Officer 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 Ms. Kuhn regarding criminal conviction(s) or pending criminal charges and the receipt of criminal background clearance from the Commissioner of Education. Her continued employment is specifically contingent upon the District’s receipt of notice from the Commissioner of Education that she is fully cleared for employment.

Kathleen Kuhn

Position..... Part-Time School Safety Officer
 Effective Date.....September 1, 2019 through June 30, 2020
 Salary..... \$17 per hour
 Reason BOE newly created

- K. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District hereby appoints Andrew Hewitt to the position of Full-Time Teacher Aide 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 probationary appointment.

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

Andrew Hewitt

Position..... 1.0 FTE Teacher Aide (CHS)
Effective Date..... September 1, 2019
Probation period February 29, 2020
Salary..... Entry level per current CSEA contract
Reason Replaces Laura Bagley

- L. THAT the Board of Education authorizes days not to exceed two (2) at the per diem rate (per CSEA contract) for Sherri Dan to assist with the new student placements.
Effective: August 19, 2019

- M. Riane Flanigan-Clairmont

Position..... Part-Time Teacher Aide (HH)
Effective Date.....September 1, 2019 through June 30, 2020
Salary..... \$12 per hour
ReasonReplaces Quinaisa Johnson

ADDENDA

- N. BE IT RESOLVED that the Board of Education of the Cohoes City School District hereby **amends** the employment agreement of Dr. Jennifer Spring dated February 4, 2015 and addenda hereto, and authorizes the Board President to execute said addendum and authorizes payment(s) in accordance therewith.

- O. Ronette Miorin

Position..... 1.0 FTE Teacher Aide (VSGS)
Effective Date..... September 1, 2019
Probation Period.....February 29, 2020
Salary..... Entry level per current CSEA contract
ReasonReplaces Melody Morris-Barrett who transferred

- P. THAT the Board of Education **amends** Item VIII (K) of the June 5, 2019 Minutes to read as follows:

THAT the Board of Education approves days per diem, not to exceed ~~twenty-five (25)~~ **twenty-seven (27)**, for Jeffrey Huneau, Teacher on Special Assignment for the summer of 2019.

- Q. THAT the Board of Education accepts the resignation of Amanda Powers from her position as Science Teacher. (CHS)
Effective August 28, 2019

- R. BE IT RESOLVED THAT the Board of Education of the Cohoes City School District appoints Kerry Winters, Jr. to a four-year conditional term in the tenure area of Science effective September 1, 2019 and expiring on August 31, 2023 on an emergency conditional basis. Mr. Winters holds Initial Certification in the areas of Earth Science and General Science 7-12.

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

Kerry Winters, Jr.

Position.....1.0 FTE Science
Certification.....Earth Science and General Science 7-12
Tenure Area.....Science
Effective Date.....September 1, 2019
Tenure Date.....August 31, 2023
Salary.....Step 4 of the current CTA Contract
Reason..... Replaces Amanda Powers

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 – July 2019
 - 2. Budget Transfers – July 2019
 - 3. Budget Status Reports – July 2019
 - 4. Bank Reconciliation Report – N/A
 - 5. Extracurricular Activity Report – N/A
 - 6. Internal Claims Audit Report – N/A

BOARD ACTION ON CONSENT AGENDA

MOTION: THAT the Board of Education adopts the following resolutions of the August 28, 2019 Agenda:

VII (A-J); VIII (A-R) and X (A)

Moved by: Mrs. Carey
All voted “Aye”

Seconded by: Mrs. Dion
Motion carried 6-0

XI. INFORMATION AND CONSIDERATION

- A. THAT the Board of Education is aware of a donation in the amount of \$2,000 from Jeremy & Colleen McDonald to purchase three (3) iPads to be used in the Functional Skills class at Van Schaick Grade School.
- B. THAT the Board of Education be aware of the Leave of Absence request of Kerry Bottenfield (September 9, 2019 through June 30, 2020), 12 weeks of which are pursuant to the Family Medical Leave Act (FMLA). Eight (8) months and four (4) days of which will be unpaid. The unpaid dates of her leave are October 28, 2019 through June 30, 2020.

XII. COMMENTS FROM BOARD OF EDUCATION MEMBERS

Mrs. Dion inquired about a building use request. Mrs. Mackey responded.

XIII. QUESTIONS AND STATEMENTS FROM AUDIENCE

XIV. BOARD POLICY REVIEW

XV. DATES FOR FUTURE MEETINGS

September 11, 2019, Cohoes Middle School Library at 5:00 p.m.

September 25, 2019, Cohoes Middle School Library at 5:00 p.m.

MOTION: THAT the Board of Education enters into Executive Session at 8:07 p.m. to discuss collective bargaining with the Cohoes Teachers’ Association.

Moved by: Mrs. Giller
All voted “Aye”

Seconded by: Mrs. Carey
Motion carried 6-0

EXECUTIVE SESSION: TIME: 8:12 PM

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

Excused: Mrs. Annely

Also Present: Dr. Jennifer Spring, Superintendent
Ms. Peggy O’Shea, Assistant Superintendent for Education Services
Mrs. Stacy Mackey, School Business Official

DISCUSSION

XVI. ADJOURNMENT

MOTION: To adjourn at 8:17 p.m.

Moved by: Mrs. Carey
All voted “Aye”

Seconded by: Mr. Pascale
Motion carried 6-0

District Clerk