

# COHOES CITY SCHOOL DISTRICT

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

**Business Meeting  
November 20, 2019  
6:00 PM**

(The Board of Education anticipates entering into executive session at 5 PM and returning for public session at 6 PM)

## MINUTES

I. The Meeting was called to order at 5:09 p.m. by Board President, Mr. Nolin.

### ROLL CALL

Present: Mrs. Giller  
Mr. Pascale (*arrived at 6 p.m.*)  
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:** THAT the Board of Education enters into Executive Session to discuss the appointment of a potential firm.

Moved by: Mrs. Carey  
All voted "Aye"

Seconded by: Mrs. Giller  
Motion carried 5-0

### **EXECUTIVE SESSION: TIME: 5:16 PM**

Present: Mrs. Giller  
Mr. Pascale (*arrived at 6 p.m.*)  
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**

**MOTION:** To adjourn Executive Session and re-enter Open Session at 5:56 p.m.

Moved by: Mr. Nolin  
All voted "Aye"

Seconded by: Mrs. Giller  
Motion carried 5-0

**OPEN SESSION: TIME: 6:03 PM**

### 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 November 6, 2019

Moved by: Mrs. Dion  
All voted "Aye"

Seconded by: Mrs. Carey  
Motion carried 6-0

## **II. PRESIDENT'S REPORT**

- A. Dr. Spring will be scheduling the annual budget meeting with City officials, including the new mayor, to discuss PILOTS - new and possible retiring, tax certioris, estimated assessment roles for the coming year and any opportunities for shared services. A tentative scheduling for this meeting will be in January. The Board President, Matt Nolin, will be attending along with Stacy Mackey, Pam Cirincione and Dr. Spring. This meeting is very important as it helps to inform the budget process.
- B. Dr. Spring proudly announced that two of our outstanding STEM teachers are participating in the NYS Master Teacher Program. Middle school science teacher, Jill Havens, was inducted in 2015 and high school science teacher, Laura Marowski, will join the newest cohort of 228 NYS teachers in which 11 are from capital district schools. Dr. Spring stated that the program began in 2013 as a way to strengthen our nation's K-12 STEM education in partnership with the State University of New York. Now, there are over 1,200 outstanding public school teachers throughout the state who have the privilege of calling themselves a Master Teacher. Dr. Spring introduced both Jill Havens and Laura Marowski to tell the Board about the program.

They described the process to become a Master Teacher and its impact both inside and outside the classroom. The Board expressed their gratitude to these teachers for their dedication and inspiration to our students.

### III. SUPERINTENDENT'S REPORT

#### A. CURRICULUM AND INSTRUCTION

- The CMS Building Leadership presented their commitments, priorities and steps to assure success for the 2019-20 school year. The Board thanked the team for their fortitude and commitment.
- Ms. O'Shea announced:
  - Contacts for Collaborative Proactive Solutions through Lives in the Balance for professional development with middle school staff and with school social workers, funded through the School Improvement Grant, will be on the next BOE agenda.
  - We are planning for our December 5 & 10 secondary staff development. December 10 will be focused on trauma responsiveness and on serving students' mental health needs.
  - Teachers are receiving the third round of Into Reading Coaching. Grade-level meetings have been started to discuss, along with other items, determining our next Smithsonian Science Kit, career connections throughout the curriculum and Into Reading.

#### B. BUSINESS AND OPERATIONS

Reserve Plan - Ms. Mackey provided the Board with a detailed description of the purpose and balance of funds for worker's compensation, unemployment insurance, capital fund, tax certiori, debt service, retirement contribution, TRS sub-fund and employee benefit accrued liability reserve funds. It is anticipated that the Board will accept the plan at the next meeting. The Board inquired about the budget impact due to the TRS contribution increase for next school year. Mrs. Mackey replied that she will provide that figure at the next meeting.

Financial Plan – The Board should be prepared to discuss assumptions regarding budget % increase and tax levy. The Board asked if we have any projected figures for the next school year, and Mrs. Mackey responded they would be provided at the next meeting.

Tax Cap – An estimate of the tax cap will be prepared for discussion. These are preliminary discussions only as the final figure will change (due to OSC on 3/1).

Capital Initiatives – Architect interviews were held on November 18, and a finalist is anticipated for January 1. Notification was received that our BCS will be due 2021. Voter referendum is anticipated for May 2021.

CMS Roof Project Update – Pre-bid conference was held on 11/12 and four contractors participated. Bid is due November 26 by 1 p.m. A question was asked by the Board regarding the timeline for the CMS roof project. Mrs. Mackey replied that construction is expected to be completed during the summer of 2020.

### IV. BOARD OF EDUCATION DISCUSSION OF AGENDA ITEMS

Regarding items VIII C & F on the agenda, questions were asked by the Board concerning:

coach and advisor selections pertaining to what is our current process, what are the contractual obligations and past practice if no CTA member has applied, where are these posted and for how long, and do we have a current policy. Dr. Spring responded that she will update the Board.

V. COMMUNITY DISCUSSION OF AGENDA ITEMS

VI. OLD BUSINESS

- A. A question was asked regarding the status of the remaining open positions for wrestling and cheerleading coaches. Dr. Spring replied that she will follow up with the Athletic Director.
- B. The Board also inquired on the status of the metrics and a timeline for goals. Dr. Spring replied that she is continuing to work on it and will provide a draft on Friday.
- C. The Board inquired on the progress of the afterschool STEM enrichment at the elementary level, and Dr. Spring replied that the Tech Trep program is not available through Capital Region BOCES. Ms. O’Shea replied that she will research some other options.
- D. Dr. Spring informed the Board that she met with CDTA, and they were receptive to working with us to provide mandatory reporter training for their drivers.

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: 9/19/19, 9/27/19, 10/7/19, 10/11/19, 10/17/19, 10/22/19, 10/24/19, 10/28/19, 11/4/19 and 11/6/19.
- B. THAT the Board of Education adopts the following policies:
  - 0000, Mission Statement & Vision
  - 1230, Public Participation at Board Meetings
  - 2342, Agenda Preparation & Dissemination
  - 2350, Board Meeting Procedures
  - 2352, Rules of Order
  - 5152, Admission of Non-Resident Students
  - 5420, Student Health Services
  - 5605, Voter Registration for Students
  - 9620, Child Abuse in an Educational Setting
- C. THAT the Board of Education approves a Memorandum of Understanding between the Commission on Economic Opportunity, Inc. - Capital District Foster Grandparent Program and the Cohoes City School District as a volunteer station in accordance with the terms and conditions outlined therein.

VIII. RECOMMENDATIONS FROM THE SUPERINTENDENT – PERSONNEL

INSTRUCTIONAL

- A. THAT the Board of Education appoints the following individuals to the Substitute Teacher and Tutor list:

Goodwill-Rogers, James  
Hartig, Ada  
Korzeniewski, Erika  
Laprade, Gabrielle

Leavens, Lauren  
Philips, Benjamin  
Salik, Serap  
Watson, Meghan

- B. THAT the Board of Education **amends** Item VIII (G) of the August 28, 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.

Sondra Harris

Position..... Long-Term Substitute Teacher  
Tenure Area..... Science  
Effective Date.....September 1, 2019 through January 30, 2020  
Salary..... \$100 per day **to start**  
.....**after 30 business days, Step 1 of the current CTA contract**  
..... **retroactive to start date**  
Reason ..... Replaces William DeCerce

- C. THAT the Board of Education **amends** Item VIII (L) (CHS only) of the October 9, 2019 Minutes to read as follows:

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:

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	<del>TBD</del> <b>Michelle Cipriano</b>	1.0

Clubs and Activities	Name	FTE
FOREIGN LANGUAGE CLUB	Jackie Calabrese	0.5
	Andrea DeStefano	0.5
GSA	Ellen Alexeew	0.5
	Laura Murawski	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	Nikki Reed	1.0
PLAY – ASSISTANT DIRECTOR	Courtney Mentzer	1.0
PLAY DIRECTOR	Tara Judd	1.0
<b>PLAY MUSIC DIRECTOR</b>	<b>Lynette McGovern</b>	<b>1.0</b>
SELECT CHOIR	Carrie Briggs	1.0
SKI CLUB	Karin Lackmann	0.5
	Gabrielle White	0.5
STUDENT COUNCIL	Jackie Calabrese	0.5
	Amanda Gebur	0.5
UNIFIED SPORTS (ADVISOR)	Meg Brownell	1.0
UNIFIED SPORTS (COACH)	Nick Foglia	1.0
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

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

Katya Kats – 0.2 FTE (CMS) as per CTA contract – ESL (1.2 FTE total)  
Effective: October 15, 2019 through June 30, 2020

- E. THAT the Board of Education approves the following student teacher placement from the following school:

SUNY CORTLAND

October 21, 2019-December 13, 2019

Erin Carley with Teresa Gendron at Cohoes Middle School

**NON-INSTRUCTIONAL**

- F. THAT the Board of Education **amends** Item VIII (B) of November 6, 2019 Minutes to read as follows:

THAT the Board of Education appoints the following individuals to the Coaching positions listed below for the 2019-2020 school year, contingent upon acceptable program enrollment:

<b>CO-CURRICULAR ACTIVITY</b>	<b>NAME</b>	<b>FTE</b>
Basketball - Boys Varsity	Aaron Boudreau	1.0
Basketball - Boys JV	Nick Izzo	1.0
Basketball - Boys Modified	Nick Foglia	1.0
Basketball - Girls Varsity	Morgan Blizinski	1.0
Basketball – UNPAID Varsity	Bailei Tetrault	0.0
Basketball - Girls JV	Bill Smith	1.0
<b>Basketball – UNPAID</b>	<b>Kerry Bottenfield</b>	<b>0.0</b>
Basketball - Girls Modified	<del>TBD</del> <b>Kaylin Dawson</b>	1.0
Bowling – Boys & Girls	Pamela Bertrand	1.0
Cheerleading - Varsity (Basketball)	TBD	1.0
Cheerleading - Modified	TBD	1.0
Indoor Track – Boys	Kirsten Dunn	1.0
Indoor Track - Girls	Fiona Recchia	1.0
Indoor Track – UNPAID	Kerry Winters	0.0
<b>Indoor Track – UNPAID</b>	<b>Matthew Corwin</b>	<b>0.0</b>
Wrestling - Varsity	TBD	1.0
Wrestling – Varsity Assistant	TBD	1.0
Wrestling - Modified	TBD	1.0

- G. THAT the Board of Education accepts the resignation of Leslie O’Brien from her position as Assistant Cook. (CHS)  
Effective: October 23, 2019

- H. Leslie O’Brien  
Position..... Head Cook  
Effective Date..... October 24, 2019

Probation Period..... N/A  
Salary.....per CSEA contract  
Reason ..... Replaces Elizabeth Jacques

I. THAT the Board of Education approves the holiday pay for the following part-time employees for the 2019-2020 school year:

Kathy Baez	225.00	Maureen Finnen	225.00
Lisa Buck	225.00	Evelyn Wagner	225.00
Audrey Carter	202.50	Gail Friedman	229.69
Maria DeLaPiedra	90.00	MaryBeth Galarneau	225.00
Sheila Farrigan	229.69	Carol Gaudette	225.00
Bernadette Glynn	243.75	Lori LaMere	225.00
Rebecca Perry	225.00	Cathy Rogowski	239.06
Patricia Spain	243.75	Kathy Valente	243.75
Caitlin Bellenoit	225.00	Meriam VanSleet	225.00
Stacy Clement	225.00	Brian Wallingford	202.50

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 – October 2019
  2. Budget Transfer – October 2019
  3. Budget Status Reports – October 2019
  4. Bank Reconciliation Report – July through September 2019
  5. Extracurricular Activity Report – July through October 2019
  6. Internal Claims Audit Report – N/A

**MOTION:** THAT the Board of Education adopts the following resolutions of the November 20, 2019 Agenda:

**VII (A-C); VIII (A-I) and X (A)**

Moved by: Mrs. Giller  
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 \$1,000 donation from the Cohoes Waterford Lodge of Elks to be used for PSAT & SAT exams.
- B. Conference Report – Laura Murawski – 10/11/17

XII. COMMENTS FROM BOARD OF EDUCATION MEMBERS

XIII. QUESTIONS AND STATEMENTS FROM AUDIENCE



**XIV. BOARD POLICY REVIEW**

**Second Reading**

0000, Mission Statement & Vision  
1230, Public Participation at Board Meetings  
2342, Agenda Preparation & Dissemination  
2350, Board Meeting Procedures  
2352, Rules of Order  
5152, Admission of Non-Resident Students  
5420, Student Health Services  
5605, Voter Registration for Students  
9620, Child Abuse in an Educational Setting

**XV. DATES FOR FUTURE MEETINGS**

**December 11, 2019**, Cohoes Middle School Library at 6:00 p.m.

**MOTION:** THAT the Board of Education re-enters into Executive Session at 7:14 p.m. to discuss employment contracts of particular persons.

Moved by: Mrs. Carey  
All voted "Aye"

Seconded by: Mrs. Dion  
Motion carried 6-0

**EXECUTIVE SESSION: TIME: 7:22 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 8:30 p.m.

Moved by: Mr. Nolin  
All voted "Aye"

Seconded by: Mrs. Giller  
Motion carried 6-0

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District Clerk