



**City School District**

# **Employee Handbook**

## **2023-2024**

*A Guide for Our Employees*

**Cohoes City School District**  
Office of Administration  
21 Page Avenue, Cohoes, NY 12047  
[www.cohoes.org](http://www.cohoes.org)



Dear members of our Cohoes team,

I want to take this opportunity to thank you for being such an essential part of the Cohoes City School District. Each of you contributes greatly in providing the necessary support to our students, families, faculty and staff in meeting our district's mission.

*The mission of the district, a partnership of schools, parents and the community, is to prepare its students for success in tomorrow's world.*

This handbook was developed to help familiarize you with various policies, procedures, and benefits and to describe the expectations for all of our employees. Please review this handbook and refer to it as necessary.

We welcome you to our wonderful school community and hope your experience with us will be rewarding and enjoyable.

Sincerely,

*Peggy O'Shea*

Peggy O'Shea  
Superintendent of Schools

**OUR MISSION:**

The mission of the Cohoes City School District, a partnership of schools, parents/guardians and the community, is to prepare its students for success in tomorrow's world.

**OUR VISION:**

A PURPOSE AND A PLAN FOR ALL!

**BELIEFS & COMMITMENTS:**

The Board of Education and district administration established the following beliefs and commitments to fulfill the district's mission and vision. Each year, district leadership, including the superintendent, assistant superintendent, building principals, building leadership teams and teacher leaders, work together to identify annual priorities to meet these commitments.

**WE BELIEVE IN HIGH EXPECTATIONS FOR ALL!**

**COMMITMENT:** All students will be prepared for success and supported through personal growth, academic achievement and comprehensive career education with clearly defined individual plans.

**WE BELIEVE IN A POSITIVE SCHOOL CULTURE AND CLIMATE!**

**COMMITMENT:** All students, staff and families will be engaged in an environment that promotes caring relationships, open communication, cooperation, wellness and safety.

**WE BELIEVE IN FUTURE-READY KNOWLEDGE AND SKILLS**

**COMMITMENT:** All students will be immersed in learning to become creative thinkers, life-long learners, effective problem solvers, communicators and collaborators.

**WE BELIEVE IN THE EFFICIENCY AND EQUITY OF RESOURCES**

**COMMITMENT:** The district will be innovative in maximizing the efficiency and equity of resources.

**INTRODUCTION TO OUR DISTRICT**

Located in the heart of New York State's "Capital District", we are a small city school district with a great deal to offer. We are part of a small, tight knit community with big opportunities for learning and connecting with our roots. Many of nature's beautiful resources figure prominently in our town - the Cohoes Falls, the merging of the Hudson and Mohawk rivers, and sites of the Erie Canal. Our deep historic roots include a significant role in America's Industrial Revolution with nineteenth century textile mills (such as Harmony Mills), beautiful architecture (such as the VanSchaick Mansion and City Hall) and the "Cohoes" mastodon. Opportunities for relaxation and culture feature in seasonal events such the Cohoes Music Hall, "Rock the Block" summer concert series, the Cohoes Turkey Trot, and stores and restaurants along historic Remsen Street. The District is fortunate to be interwoven with this colorful tapestry.

## OUR SCHOOLS

The district's three (3) elementary schools have an educational program that allows every student to grow and succeed, meeting both their academic and social emotional learning needs. Cohoes Middle School strives to promote academic achievement while fostering students' social and emotional growth through a team-teaching approach combined with strong counseling and support. Cohoes High School ensures students become well-rounded individuals who are college and career ready with many advanced placement and dual credit opportunities, a broad fine arts curriculum, more than twenty (20) clubs/ activities and a variety of athletic opportunities.

**Abram Lansing School** (Elementary - UPK-5) Cliff Bird, Principal

**Harmony Hill School** (Elementary - UPK-5) Mark Perry, Principal

**Van Schaick Grade School** (Elementary - UPK-5) Jacqueline DeChiaro, Principal

**Cohoes Middle School** (Grades 6-8) Kyle McFarland, Principal

Deanna Kelly, Assistant Principal

**Cohoes High School** (Grades 9-12) Laura Tarlo, Principal

Heather Bradt, Assistant Principal

## DEPARTMENTS

### SPECIAL PROGRAMS:

The Office of Special Programs offers a comprehensive array of special education programs for students with disabilities. Through needs-based programming, students are prepared to reach their potential and become independent young adults. Curricula are aligned to the New York State Next Generation Learning Standards, while providing tailored instruction as outlined in students' Individualized Education Plans (IEPS). Enriched educational experiences are provided through a complement of school and community based experiences. The Office of Special Programs also offers extensive support services, consultation services and staff development. The Office can be reached at 518-237-0990.

### INFORMATION TECHNOLOGY SERVICES:

Information Technology (IT) Services facilitates and supports our existing technologies and the implementation of new technologies for students and district staff. They ensure that our network runs smoothly, evaluate and install hardware and educational software, provide professional development, and monitor district compliance with local, state, and federal regulations and requirements.

The Cohoes City School District has a dedicated IT team assigned to handle all tech requests throughout the organization. The goal is to provide staff timely, efficient assistance when needed by the collective knowledge of a well-trained team. Please click on the following link [Staff Resources](#) where you will find links for [Cohoes IT Tickets](#), [TECH Help for Staff](#) and [Cohoes Network Password Reset](#). If you need technical assistance please submit an IT ticket.

If you need assistance learning how to use our Instructional platforms (listed under Student Resources and Staff Resources on the webpage [www.cohoes.org](http://www.cohoes.org)) please contact our Instructional Technology Specialist, Jennifer Sangiacomo at [jsangiac@cohoes.org](mailto:jsangiac@cohoes.org). If necessary, please submit an IT ticket.

### **HUMAN RESOURCES:**

The Office of Human Resources recruits and hires employees and provides assistance to employees in employee services, such as benefits, retirement, separation and contract administration. The Department can be reached at 518-237-0100 ext. 2359.

### **BUSINESS:**

The Business Office manages all accounting & financial operations of the district including billing, budgeting, facilities, food services, payroll, purchasing and treasury functions for the district. The Department can be reached at 518-237-0100, at the following extensions:

Purchasing, 2363

Accounts Payable, 2365

Payroll, 2366

### **BUILDING AND GROUNDS:**

The Department of Buildings and Grounds is responsible for the operation and maintenance of all facilities, grounds and physical environments of our district. Facilities Services is committed to maintaining a clean, safe, comfortable and aesthetically pleasing environment for all staff, students and visitors to our district. The Department can be reached at 518-237-0100 ext. 2358.

### **FOOD SERVICES:**

The district believes that one of the most important ways we can help our children to perform academically is to provide them with the nutrition necessary for the healthy growth of minds and bodies. The Food Services Department is responsible for providing healthy & nutritious meals to our students & staff each day. The Community Eligibility Program (CEP) allows all students to receive lunch and breakfast and milk at no charge regardless of household income. The Department can be reached at 518-237-9100 ext. 1412.

## **SECTION 1: WELCOME!**

### **Cohoes City School District**

#### **BOARD OF EDUCATION**

#### [Cohoes City School District Board of Education](#)

A seven-member Board of Education, elected by residents of the Cohoes City School District for three-year terms, is responsible for policies and regulations governing public education in the district. Each member serves without pay. The superintendent of school is the chief executive officer of the board.

Board meetings are open to the public and are typically scheduled for 6:00 pm on the second and fourth Wednesday of the month. Special meetings are called when necessary.

Nadia Carey  
Margaret Giller  
Richard Jackson  
Renee Snyder  
Marianne Gendron  
Susan Paradis  
David Jarosz

#### **DISTRICT LEADERSHIP**

#### **Superintendent of Schools**

Peggy O'Shea

#### **Assistant Superintendent for Educational Services**

Dan Martinelli

#### **School Business Official**

Stacy Mackey

#### **Director of Special Programs**

Erin Hill

**Director of Multi-Tiered Systems of Support**

Raychel Marcil

**Director of Facilities**

Jim Stapleton

**Network Administrator**

PJ Mahoney

**Director of Food Service**

Brian Nolan

**ASSOCIATION OFFICERS**

Many of the district's employees are represented by collective bargaining units; these include:

**COHOES PRINCIPALS' ASSOCIATION**

President	Deanna Kelly	Middle School
Vice President	Laura Tarlo	High School

**COHOES TEACHERS' ASSOCIATION**

President	Scott Ciarlone	High School
Vice President	Matthew Flannery	High School
Secretary	Kim Angus	Harmony Hill
Treasurer	Elaine Flatow	Middle School

Building representatives are located in each building

**CIVIL SERVICE EMPLOYEES' ASSOCIATION**

President	Michelle Perry	Harmony Hill
Vice President	Diane Paul	Middle School
Treasurer	Stacey Nolan	Middle School

Building representatives are located in each building

**PURPOSE OF THIS HANDBOOK:**

The Cohoes City School District values all of our employees and believes that employee engagement is crucial to our students' success. This handbook will familiarize you with the benefits and resources available to you as well as the responsibilities and expectations of being an employee in the Cohoes City School District.

This handbook also summarizes our employment policies and practices. Please read this handbook carefully as it is a valuable reference for understanding the district's expectations. For detailed information, employees may contact their immediate supervisor, the Human Resources office, and/or review the Board of Education policies which are located on the district website.

Throughout the year circumstances may change. As a result, we may have to revise, rescind or supplement certain policies from time-to-time. Nothing in this handbook is a contract or a promise. The Cohoes City School District reserves the right to change, delete or amend any statement made in this handbook unilaterally and with or without notice. The Cohoes City School District is the owner of this handbook and responsible for making changes. The most current version of this handbook will be maintained on the district's website.

We always seek ways in which to improve communications with our valued employees. If you have a suggestion for ways to improve this handbook or employee relations in general, please feel free to contact the Human Resources office at 518-237-0100 ext. 2359.

**BE SURE TO CHECK OUR WEBSITE**

Important information about the Cohoes City School District is posted on our website [www.cohoes.org](http://www.cohoes.org).

The Staff Resources section of our website contains information on a variety of topics important to you as an employee. Under Staff Resources the link to Internal Google Forms provides a number of forms you may need throughout the year. These can also be found in the shared google drive "Internal Forms". Please visit the website periodically to check for updates.

**CALENDARS**

The school calendar is maintained on the district website and updated to reflect meetings and events as well as Board of Education meeting dates and times, District event, individual school events, and community events. Please refer to the district calendar on our website at [www.cohoes.org](http://www.cohoes.org) regularly as meetings, functions, events, etc. are subject to change.

## **SECTION 2: EMPLOYMENT PRACTICES**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education, its officers and employees, will not discriminate in its programs and activities on the basis of legally protected classes, such as, but not limited to: race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, national origin, creed, religion (including religious practices), marital status, sex (including pregnancy, childbirth, or related medical condition), gender identity and expression (i.e., actual or perceived gender-related identity, appearance, behavior, expression, or other gender-related characteristic regardless of the sex assigned to that person at birth, including but not limited to the status of being transgender), age, sexual orientation, disability (physical or mental), predisposing genetic characteristic, military work or status, domestic violence victim status, or use of a guide dog, hearing dog, or service dog, as applicable. The district will provide notice of this policy in accordance with federal and state law and regulation.

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings and student activities as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

Nothing in this policy will be construed to prohibit a denial of admission into, or exclusion from, a course of instruction or activity based on a person's gender that would be permissible under the law, or to prohibit, as discrimination based on disability, actions that would be permissible under the law.

Questions about this nondiscrimination policy may be directed to Equal Opportunity Compliance Officers Stacy Mackey or Dan Martinelli at the Cohoes City School District Administrative Offices, 21 Page Ave, Cohoes, NY 12047, 237-0100.

### **PROHIBITING DISCRIMINATION AND HARASSMENT**

Each member of the Cohoes City School District administration team is responsible for providing equal educational and employment opportunities in an environment which is free from discrimination, including harassment and intimidation. Furthermore, employees are responsible for respecting the rights of their co-workers. If you experience any job-related discrimination or harassment by employees (including the Superintendent, Board of Education members and contractors), volunteers and students, as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the Cohoes City School District, promptly report the incident to your supervisor. If you believe you have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, promptly report the incident to your supervisor. Discrimination or harassment may be based on your actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation. If you believe it would be inappropriate to discuss the matter with your supervisor, immediately please contact one of the Equal Opportunity Compliance Officers Stacy Mackey or Dan Martinelli at the Cohoes City School District Administrative Offices, 21 Page Ave, Cohoes, NY 12047, 237-0100.

Once made aware of your complaint, the Cohoes City School District is committed to commence an immediate, thorough investigation of the allegations.

Complaints brought to the attention of the district will be handled in a confidential fashion, and to the extent possible and practicable, will be investigated thoroughly and resolutions will be recommended. An employee should contact the district without fear of retaliation regarding his or her employment status. However, frivolous or fraudulent complaints will not be entertained and may result in disciplinary action. Cohoes City School District Employees are encouraged to read and refer to Board Policy 0110 [Sexual Harassment](#) and Board Policy 0100 [Nondiscrimination and Equal Opportunity](#)

## **STAFF CONDUCT**

Staff members have a responsibility to know and abide by all applicable federal and state laws that affect their work, the policies and goals of the Board of Education, and the regulations designed to implement them.

Employees are expected to conduct themselves in a professional manner in their relationships with students, staff, parents, patrons, other educators from other organizations, and the community. All employees are expected to maintain a personal standard of conduct that will contribute to high morale and demonstrate respect for the educational profession, and the district. Employees are expected to serve as proper role models for students at all times.

In addition the following specific professional responsibilities are required:

- Attend work in a prompt and timely manner each day
- Support, respect and enforce the policies and goals of the Board of Education and district and school regulations
- Perform duties and professional responsibilities in an ethical, reasonable and prudent manner with integrity
- Perform job duties in a diligent, accurate and timely manner;
- Demonstrate concern for the safety and welfare of student and employees
- Observe confidentiality requirements with respect to student and staff information
- Respect and accept the diversity in our schools and workforce
- Dress in a professional manner appropriate to the job classification and in a manner that projects pride in one's self and work
- Treat coworkers and colleagues with patience, respect and consideration,
  - refraining from rude, offensive or outrageous behavior,
  - being courteous and helpful to others,
  - communicating openly with supervisors, managers and coworkers.

Unprofessional conduct will be addressed in a manner consistent with applicable policies and procedures.

## HEALTH, SAFETY, AND SECURITY

As concern for safety is a prime consideration of the district, a safe and healthful environment will be maintained for all staff, students, and visitors. The district will fully comply with all applicable safety standards and laws, including notifications that are required by state and federal law regarding the following topics:

- Asbestos Management Plan: Plans are on file in each Principal's office and collectively at the office of the LEA Designee
- Fire Inspection Report: The annual fire inspection report is available by calling the office of the Facilities Director at (518) 237-0100 Ext. 2358 for inspection by all interested persons
- Pesticides: The Cohoes City School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications
- Lead/Water Sampling Results

Basic responsibility for safety and health rests with the individual employee. It is a condition of employment for all employees to work and act in a safe manner at all times. Employees are responsible for:

- Following all established safety rules and regulations;
- Reporting hazards to supervisors;
- Reporting all injuries, no matter how minor; and
- Attending safety training sessions

Employees located at all Cohoes City School District facilities should become familiar with the health, safety and security contacts and procedures for the building(s) where they are located. All employees should visit the [2023-2024 District Wide Safety Plan](#) for more information.

- **EMERGENCY PROTOCOLS**

Employees located at all Cohoes City School District Facilities must review and implement the building-level emergency response plan for the building(s) they are located. Emergency response plans include general guidelines to be followed, major responsibilities during an emergency and the staff designated to carry out those responsibilities.

Practice drills for evacuation, lockdowns and critical incidents will be conducted periodically. School-based staff should remind students of the importance of each of these drills and explain why Cohoes utilizes these school practices (drills) for emergency situations.

In the event of an emergency, all Cohoes City School District facilities will use "911" to contact emergency responders. If the safety of people in the building is in jeopardy (e.g., armed intruder, fire, etc.) the first step is to call 911 and initiate the District's emergency communications protocol when it is safe to do so.

In the event of a bomb threat received as a phone call, written note, email/social media or suspicious package, all Cohoes City School District employees should reference the [New York State Trooper's](#)

[Bomb Threat Checklist](#) and respond in an orderly and controlled manner. Bomb threats should be taken seriously until proven otherwise. Act quickly but remain calm and obtain as much information as possible.

Employees should visit the following Safety and Security pages found on the District website to find important information regarding workplace safety:

District Wide Safety Plan for the 2023-2024 SY  
 District Code of Conduct  
 Dignity for All Students Act

- **SCHOOL SAFETY PLANS AND TEAMS**

All Cohoes City School District buildings have a safety team who is charged with keeping current the emergency response plan, which addresses violence prevention, crisis intervention, and emergency response and management. Taken together, the Cohoes District-wide and building level plans provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans are designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the Cohoes City School District coordination with local, county, and state resources. The plans also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents that may occur at Cohoes facilities.

- **SECURITY MEASURES**

All school and Cohoes related equipment should be placed in secure, locked storage areas within each building. Teachers are asked to be sure that each room is locked during lunch, specials and prior to leaving for the day. All ground floor windows must be closed and locked when the rooms are unoccupied. Exit doors are to be closed and locked at all times to prevent unauthorized people from entering school buildings.

- **IDENTIFICATION BADGES**

The safety and well-being of students and staff is of paramount importance. All staff members are required to wear the district-issued photo ID badge during normal business hours. Employees are encouraged to carry ID badges in the event of the need to travel to other Cohoes City School District buildings. Contact the Office of Human Resources for information for new employees, current employees, temporary badges, non-employees, and extended hours door access. ID badges are the property of the Cohoes City School District and must be returned upon separation of employment. Visitors are required to sign in at the main entrance and if cleared receive a visitor's pass.

## ● **SAFE SCHOOLS TRAINING**

Cohoes City School District employees are mandated by New York State to complete compliance training on an annual basis in addition to various organization-wide trainings that support workplace conduct, professional expectations and internet security. The district utilizes Vector Solutions, an online platform for training. Depending on your assignment, the modules requirements will vary and will include a combination of the following courses:

- Blood-borne Pathogen Exposure Prevention (designated staff only)
- Bullying and the Dignity for All Students Act (instructional only)
- Child Abuse: Identification and Intervention (instructional only)
- Cohoes City School District Emergency Response Training
- Education Law 2d
- Sexual Harassment: Staff-to-Staff
- Sexual Misconduct: Staff-to-Student
- Hazardous Communication
- SAVE Violence Prevention
- Mental Health

## **EMPLOYEE COMMUNICATION**

Communicating openly with supervisors and coworkers is an important aspect of professional workplace conduct. Employees who have questions or concerns are expected to bring them in an appropriate manner to their immediate supervisor for resolution. Appropriate chain of command should be exhausted prior to sharing, communicating or seeking resolution from the next level of administration.

## **EMPLOYMENT OPPORTUNITIES**

The Cohoes City School District believes in internal staff development and promotion whenever practicable and appropriate. Through standard recruiting and hiring procedures, the Superintendent will ensure that candidates for district employment meet all the qualifications set for the position sought. The district will comply with all of the requirements of New York State Education and Civil Service laws, including any fingerprinting requirements. The Superintendent will recommend individuals for employment in the school district to the Board for approval. Available vacancies will be announced through internal postings throughout the district and placed under the Employment section on the Cohoes City School District website. In order to be considered for a position, employees must apply prior to the application deadline as specified on the announcement.

## **CERTIFICATION STATUS**

For staff holding a position which requires either a New York State administrator, teacher, or teaching assistant certificate or an occupational license, it is the responsibility of the staff member to ensure they possess a current and valid certificate/license. Each employee shall have met all requirements for such certificate/license for as long as they occupy a position mandating such requirements and shall inform the Human Resources Office of any change in the status of their certificate/license. Teachers are reminded to review and utilize the NYSED TEACH system for certification and personal profile updates as necessary.

## CONTACT WITH THE MEDIA

The Cohoes City School District Board of Education and Superintendent of Schools will make every reasonable effort to cooperate with the media by providing accurate information about District operations, to the extent permitted by statute and regulation. Only the District Superintendent or their designee may speak with representatives of the media.

## SEPARATION FROM SERVICE

- **RESIGNATION**

In the event of a resignation, employees are requested to provide formal written notice (signed) with an effective date of resignation to the attention of the Superintendent, copying their direct supervisor and the Human Resources Office. When the decision has been made to resign from employment with the Cohoes City School District, employees are encouraged to notify the Human Resources Office as soon as practicable, as there are a number of close-out items to be addressed. Please contact the Human Resources Office, (Tara Garceau) at [tgarceau@cohoes.org](mailto:tgarceau@cohoes.org) or by calling (518) 237-0100 Ext. 2359.

Certified Staff (administrators, teachers) are required to give thirty (30) days' notice of their separation date as required under Education Law, Section 3019-A. The Cohoes City School District requests that all other staff provide at least two (2) weeks' notice of their resignation date. Ten-month staff shall make every effort to sever employment at the end of the school year. Employees *are* encouraged to review their Collective Bargaining Agreement for additional information.

- **RETIREMENT**

All employees who intend to retire are required to provide formal written notification to the attention of the Superintendent with an effective date and signature. Members of the New York State, (NYS), and Local Retirement System (ERS) or the New York State Teachers' Retirement System (TRS) are advised to see a representative of their system *at least 90 days before the intended retirement date*. The respective NYS representative will assist employees in the retirement process, completing required forms and determining approximate retirement allowance.

- **EXIT PROCESS**

When your employment with the Cohoes City School District ends, we expect you to return all District property. All employees upon separation of employment from the Cohoes City School District will be required to complete an Employee Exit Checklist form with their supervisor. All District materials and equipment in the possession of the employee are to be returned prior to the effective date of separation. The Cohoes City School District reserves the right to take any lawful action to recover or protect District property.

- **EXIT INTERVIEWS**

Upon separation of employment, the Human Resources Office will reach out to the departing employee

to schedule an Exit Interview. Exit interviews will give employees the opportunity to provide candid comments and suggestions that help make the Cohoes City School District a stronger organization. Through this process, the district seeks to get a better understanding of employee morale, satisfaction, and engagement. This feedback will be used to improve the effectiveness and efficiency of our systems and to address concerns that might affect employee morale and job satisfaction. Employee comments will be reviewed confidentially with the District Superintendent. Should you have any questions, contact Tara Garceau at [tgarceau@cohoes.org](mailto:tgarceau@cohoes.org) or (518) 237-0100 Ext. 2359.

- **SEPARATION BENEFITS**

When a benefits-eligible employee resigns or is terminated from/by the Cohoes City School District, they have the right to continue health, dental and vision coverage for themselves and/or for their dependents for a total of eighteen (18) months. Individuals will receive a packet from Amsure, the district's third party carrier, which explains COBRA (Consolidated Omnibus Budget Reconciliation Act) rights, responsibilities and enrollment procedures. For additional information and/or questions pertaining to COBRA (Consolidated Omnibus Budget Reconciliation Act) Coverage when the separation of employment occurs, please contact Tara Garceau at [tgarceau@cohoes.org](mailto:tgarceau@cohoes.org) or (518) 237-0100 Ext. 2359.

Employees have sixty (60) days from the date their normal coverage terminates, or from the date of their COBRA (Consolidated Omnibus Budget Reconciliation Act) notice letter, to email the Office of Human Resources at [tgarceau@cohoes.org](mailto:tgarceau@cohoes.org) of their wish to enroll in COBRA coverage. The initial payment will always be applied retroactively to maintain continuation of coverage. There can be no break in coverage before or during COBRA enrollment.

## **STAFF EVALUATION**

All employees will be evaluated annually in accordance with applicable statute, regulation and collective bargaining contracts and the Cohoes Annual Professional Performance Review Plan (APPR Plan). Evaluations will be conducted by administrators and/or the employee's direct supervisor(s) and sent to the Office of Human Resources to be placed in the employee's personnel file. For clarification, employees should consult with their supervisor or building principal with questions regarding their annual evaluation. Further, employees are encouraged to view Board Policy 0330, Evaluation of Professional Staff and Board Policy 0340, Evaluation of Support Staff under [DISTRICT POLICIES - PHILOSOPHY, GOALS & OBJECTIVES](#).

Further information can be found by viewing the District's [APPR Plan](#)

## **UPDATING YOUR PERSONAL INFORMATION**

It is good practice to review your personal information periodically and make changes if necessary. If you need to make a change to your personal information including name, address, or dependents, please contact the Office of Human Resources through email at [tgarceau@cohoes.org](mailto:tgarceau@cohoes.org) to notify the District of the change. The [Change of Information Form](#)

## **USE OF COHOES CITY SCHOOL DISTRICT MATERIALS**

Employees may use Cohoes City School District-owned equipment and resources (e.g. email, etc.) including, but not limited to, laptop computers, electronic communication devices, audio-visual equipment and landline telephones for Cohoes City School District-related purposes. Employees are expected to use assigned equipment appropriately and take reasonable care of such equipment.

Cohoes City School District property, supplies, equipment and tools may not be borrowed or used for personal projects or private gain.

## **WEATHER/EMERGENCY CLOSINGS**

In the event of a closure due to inclement weather or other emergency conditions, Cohoes City School District notifies all employees through its automated notification system. Employees are responsible for keeping contact information up-to-date in the system to ensure that the automated call is received. Additionally, employees are expected to review their collective bargaining agreement provisions related to weather and emergency closings.

Employees should follow the weather/emergency closing procedure for the location(s) they are assigned. Questions regarding assigned location or proper procedure should be directed to the employee's immediate supervisor. Employees paid by the hour are only compensated for the hours that they work, regardless of closure.

## **SECTION 3: BENEFITS**

### **EMPLOYEE BENEFIT PROGRAM**

Full-time regular employees may be eligible for various group benefit plans in the areas of: Health, Dental and Vision. The Cohoes City School District pays a portion of the premiums for the group benefits, with the employee sharing the balance of the cost via bi-weekly payroll deductions. Employees also have an option to waive health insurance by providing proof of insurance.

Benefits are determined in accordance with the Collective Bargaining Agreements of each collective bargaining unit in the Cohoes City School District. Individual, 2-person, or family plans are available for the eligible employee and eligible dependent(s). Proof of the dependents' identity is required for enrollment in any 2-person or family plan. Specific waiting periods and coverage provisions may apply by the Plan Administrator for any of the above-mentioned programs.

A new employee has twenty (20) days from their start date to enroll in health benefits coverage. Coverage becomes effective the first day of employment. The Human Resources Office will meet with the new employee on benefit options and assist the employee in the enrollment process. If new hires do not enroll within the specified timeframe, they may not participate until the next open enrollment period.

Open Enrollment is an annual timeframe each year that benefit-eligible employees may change their benefit plan choices and re-enroll in a different plan. Changes to benefit plans may not be made at any other time unless there is a “qualifying event”. Examples of qualifying events include marriage, the birth or adoption of a child, loss of coverage or death.

### **FLEXIBLE SPENDING PLAN**

The Cohoes City School District provides employees the option of a Flexible Spending Arrangement, or “FSA”, as outlined in IRS regulation section 125, (referred to as “Section 125 plans”). *These plans allow eligible employees to defer funds on a pre-tax basis to pay for eligible out-of-pocket medical and dependent day care expenses. The amount each employee may contribute to such accounts is limited by IRS regulations, and is subject to “use it or lose it” provisions.* The Flexible Spending Plans have an open enrollment period which falls at the beginning of the school year, usually in September. The Human Resources Office communicates open enrollment information. For more information, please contact Tara Garceau at [tgarceau@cohoes.org](mailto:tgarceau@cohoes.org) or (518) 237-0100 Ext. 2359. Forms and information are available on the district website [CCSD Internal Forms/Payroll](#).

### **RETIREMENT PENSION PLANS**

The Cohoes City School District is a participant in the Career Retirement Plan of the State of New York. Your position in the district will determine which system you are in. All full-time, 10 month & 12-month employees are required to become members of their pension plan. Part-time employees may elect not to join.

- Certified employees are eligible to join the New York State Teachers’ Retirement System (NYSTRS). Members can be an administrator, teacher, teaching assistant, social worker, school counselor, (anyone who is required to be “certified” for their position). Visit the [New York State Teachers’ Retirement System website](#) for information about membership and benefits.
- Civil Service appointees are eligible to join the New York State & Local Retirement System (NYSLRS) (commonly known as NYS Employees’ Retirement System). These are non-certified staff in positions such as custodian, secretarial/clerical, teacher aide, among other titles. Visit the [New York State & Local Retirement System website](#) for information about membership and benefits.

### **WORKERS’ COMPENSATION**

Workers’ Compensation covers employees who are injured while performing their duties. Employees should report the incident immediately or if not practicable, as soon as possible to their direct supervisor and/or contact the Office of Human Resources within twenty-four (24) hours. Please complete the Cohoes City School District form, “Employee Accident/Injury/Illness Report Form”, [Employee Accident/Injury Report Form](#) within 24 hours of the incident and submit to the Office of Human Resources so that the claim may be processed. The employee is responsible for completing and submitting the accident report.

Days allowed for absence due to injuries suffered on school district premises or in the performance of assigned duties, subject to certification by a duly qualified physician as to duration of the disability shall not be deducted from sick leave allowance in accordance with their Collective Bargaining Association (CBA). In compensation cases resulting from injuries received in the performance of assigned duties or disease

contracted from contact with an infected individual the employee will suffer no loss of pay or sick leave. ***Cohoes City School District employees should not use their health plans to pay any workers compensation medical or prescription bills.*** Until a workers compensation case number is issued, bills should be forwarded to [tgarceau@cohoes.org](mailto:tgarceau@cohoes.org) in the Office of Human Resources.

## **HOLIDAYS**

The Cohoes City School District recognizes all holidays as outlined in each Collective Bargaining Agreement. *When a holiday falls on a weekend, the Cohoes City School District may designate the Friday preceding or Monday following as the observed holiday at its discretion.* Cohoes employees are paid for the stated holidays as outlined in the collective bargaining agreement for each unit. Please refer to your respective Collective Bargaining Agreement for a comprehensive listing of holidays and building specific closures for the school year.

## **SICK DAYS**

The Cohoes City School District may provide paid sick time based on the information provided in each unit's collective bargaining agreement. Sick days may only be used for reasons defined in each collective bargaining agreement.

Employees should use their personal days or vacation days for non-illness related time off. Sick days may be accumulated and carried over from year to year based on the terms of each collective bargaining agreement.

## **PERSONAL DAYS**

Cohoes City School District employees may be entitled to personal time based on the information contained in each collective bargaining agreement. Personal days may only be used for reasons defined in each collective bargaining agreement and requests are expected to be submitted in advance of your respective absence. Personal days are not to be used for vacation time.

## **RELIGIOUS HOLIDAYS**

Cohoes City School District employees may be entitled to religious holiday leave days based on the information contained in each collective bargaining agreement. Religious days may only be used for reasons defined in each collective bargaining agreement and are expected to be submitted in advance according to your respective absence.

## **VACATION**

Full-time employees with benefits are entitled to vacation days in accordance with the Collective Bargaining Agreement of each unit.

## **JURY DUTY**

The Cohoes City School District supports employees called to fulfill their civic duty to serve jury duty. Employees must follow the attendance reporting procedures and provide their immediate supervisor with a copy of the jury summons upon receipt of such summons. Adequate proof of service must be provided in order to receive a regular salary during an absence for jury duty. Upon returning to work, employees must

provide their immediate supervisor with verification from the court of the number of days served on the jury and any additional information related to this absence.

### **BEREAVEMENT LEAVE**

Cohoes employees may be entitled to bereavement time based on the information contained in their specific Collective Bargaining Agreement. Employees must document the time off according to their collective bargaining agreement.

### **CANCER SCREENING**

The Cohoes City School District allows an excused leave for up to 4 hours annually for the purpose of cancer screenings. The time off will be considered paid time and will not be deducted from sick, personal or other accrued time off. Completion of the Employee Absence form is required along with the submission of the completed Employee Request for [Excused Medical Absence Form](#). Please use the Employee Absence form [Employee Absence Form](#). Please follow the procedure for submitting a leave request form in accordance with the Office of Human Resources. Questions regarding the appropriate use of this time should be directed to Tara Garceau, Office of Human Resources.

### **COVID-19 VACCINATIONS – 4 HOUR PAID LEAVE- EXPIRES DECEMBER 31, 2023**

Governor Andrew M. Cuomo signed legislation (S.2588-A/A.3354-B) granting public and private employees time off to receive the COVID-19 vaccination. Under this new law, employees will be granted up to **four hours of excused leave per injection, (including booster)**, that will not be charged against any other leave the employee has earned or accrued. Completion of the Employee Absence form is required along with the submission of the completed [Excused Medical Absence Form](#). For more information about this legislation, please contact the Office of Human Resources.

### **FAMILY & MEDICAL LEAVE ACT (FMLA)**

The Family Medical Leave Act of 1993 (FMLA) allows eligible employees to take up to 12 weeks of unpaid, job-protected time off for a qualifying situation. Eligible employees must have been employed by the Cohoes City School District for at least twelve (12) months and have worked at least 1,250 hours in the prior 12 months.

FMLA leave shall be granted for the following reasons:

1. The birth and care of a newborn child of the employee;
2. The adoption or foster placement of a child;
3. To care for an employee's spouse, domestic partner, parent, or son or daughter with a serious health condition;
4. Due to a serious health condition that makes the employee unable to perform the essential functions of the employee's job;
5. For a qualifying exigency as defined in law and regulation, arising out of the fact that the spouse, domestic partner, son, daughter, or parent of the employee is on active duty.

Employees may find additional information by viewing Board Policy 9520.2 [Family and Medical Leave](#) on the District's website. If you are experiencing a qualifying situation and considering FMLA Leave, it is recommended that you schedule a meeting with the Office of Human Resources (518) 237-0100 Ext. 2359 to discuss the FMLA process and options available to you.

### **LEAVE OF ABSENCE**

Employees may request a leave of absence without pay and are expected to review their Collective Bargaining Agreements for specific details related to requests for approved leaves. Reasons for a leave of absence may include illness or injury, child rearing, extended personal leave, and sabbatical. If you are considering a leave of absence, it is recommended that you schedule a meeting with a representative from the Human Resources Office to discuss the process and the options that are available to you.

### **MILITARY LEAVE**

Military leaves, governed by federal and state law, will be treated in accordance with applicable regulations, and must be granted. Where reasonably possible, employees must give advance notice that they will be taking a military leave of absence. Employees must document the time off according to their collective bargaining agreement.

### **FOR ADDITIONAL INFORMATION ON BENEFITS**

Please see the [FAQ on Employee Benefits](#)

## **SECTION 4: PAY PRACTICES**

### **DIRECT DEPOSIT**

Employees are encouraged to participate in direct deposit of their paycheck. Direct deposit is a convenient and secure way to quickly access your pay. Employees wishing to utilize this option should contact the Payroll Office for the form and instructions for completion. All questions concerning authorization to set up or cancel direct deposit should be directed to the Payroll Office. To contact the Payroll Office call (518) 237-0100 Ext. 2366.

### **PAYROLL PERIOD**

Employees are paid by check every two weeks. If a regular payday falls on a holiday, paychecks will be mailed. Employees are encouraged to participate in the Direct Deposit program for ease and convenience of timely paycheck receipt. Questions regarding payroll should be directed to the Business Office (518) 237-0100 Ext. 2366

### **SALARY DEDUCTIONS**

Two types of deductions are made from your paycheck: mandatory and voluntary. Mandatory deductions are made in accordance with federal and state income tax laws. Mandatory deductions include taxes, retirement contributions, social security, Medicare, and dues for bargaining units (as applicable). Voluntary deductions are optional and may include health insurance premiums, Flex Spending Account Program, and 403(b) Tax Sheltered Savings.

## SECTION 5: CONDUCT & POLICIES

### ATTENDANCE AND ABSENCE MANAGEMENT

The district provides paid absences to employee groups in accordance with their respective collective bargaining agreements (which may include bereavement days, family illness days, personal days, personal illness days, jury duty, and vacation days). An employee should inform their supervisor as soon as is practicable that they are going to be absent. Attendance is an important part of each employee's job performance. Please understand the importance of demonstrating positive attendance and the role it plays in providing quality educational programs and services to meet our students needs.

The Cohoes City School District views attendance as an important part of the employee's evaluation. Employees are expected to arrive at work by their start time and be at their assigned work location productively engaged in Cohoes business by the scheduled start time. Questions regarding work schedule or assigned location should be directed to the employee's immediate supervisor.

### ABSENCE AND REPORTING SYSTEMS

All employees are expected to report and record their absences; however, please be advised these systems are not the formal record of time and accrual use.

- Teachers, TAs, and Support Staff (and all 12-month staff) will report their respective absences using the **SmartFindExpress System**. All employees will receive their access ID and password from Capital Region BOCES. Please call Tara Garceau at (518) 237-0100 Ext. 2359 if you need further information or have any questions.

- All Administrators will fill out a District form and submit the document to Peggy O'Shea at [poshea@cohoes.org](mailto:poshea@cohoes.org) and cc: Mary Rumsey at [mrumsey@cohoes.org](mailto:mrumsey@cohoes.org).

Please log into <https://crboces.eschoolsolutions.com> to report your absence.

If you have difficulty, you may call the help desk at:

518-464-3917

518-464-3918

518-464-3925

518-464-3927

518-464-5127

### ACCIDENT REPORTING

Safety is a priority in the Cohoes City School District. Employees who witness a student being injured on school property or during a school activity are expected to notify their supervisor and/or the school nurse immediately.

Cohoes employees who are injured on the job should report the injury to their supervisor, their school nurse and to the Office Human Resources Office at [tgarceau@cohoes.org](mailto:tgarceau@cohoes.org) or by calling (518) 237-0100 Ext. 2359. *(Please reference the Workers Compensation section for more information.)*

### **AFTER HOURS FACILITIES PROBLEMS**

If there is an urgent facilities-related issue that becomes evident after normal business hours (loss of building heat, vandalism, flooding) and a custodian is not available, please contact your building principal or supervisor immediately.

### **ALCOHOL-FREE AND DRUG-FREE WORKPLACE**

The Cohoes City School District realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and students. Cohoes is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

The Cohoes Board of Education Policy 9320 [Drug Free Workplace](#) prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or use of any controlled substances on Cohoes grounds or at Cohoes-sponsored events, or any place in which an employee is working within the scope of his/her employment or duties. The Board has taken this step in a continued commitment to protect the rights and safety of students.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on school district premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

No person shall knowingly have in his/her possession, upon any premises to which the rules apply any alcoholic beverages or illegal or non-prescribed "controlled" substances. ("Controlled" substances as defined by Penal Law Section 220.00) Smoking and tobacco use are prohibited in school buildings and on school grounds

### **SMOKING/VAPING**

The Cohoes City School District strives to provide a healthy environment for all employees, students, staff and faculty members. Therefore, Cohoes prohibits smoking and all other tobacco use in all Cohoes buildings, on Cohoes grounds, and in any vehicle used to transport children or personnel. Additionally, smoking is not allowed at any school sponsored activity or event held outside of the normal school hours. This prohibition applies to everyone, including faculty, staff, students and visitors. The Cohoes City School District extends this restriction to include the use of any vaping products. Please refer to [Public Conduct on School Property](#) on the District's website and the for more detailed information.

## **CODE OF CONDUCT**

The Cohoes City School District Board of Education endeavors to provide a safe and orderly school environment that supports high quality education without disruption or interference. Responsible behavior by students, teachers, other Cohoes/district personnel, parents and other visitors is essential to achieving this goal. The [Code of Conduct](#) defines the expectations for acceptable conduct on school property and at school events and identifies the possible consequences of unacceptable conduct, ensuring that discipline, when necessary, is administered promptly and fairly

## **COMPUTER USE IN INSTRUCTION REGULATION**

Cohoes City School District Board of Education Policy 4526 [Computer Use in Instruction \(Acceptable Use\)](#) and policy 4526.1 [Internet Safety](#) govern the use of computerized information resources in the District. These policies include acceptable use, the conduct of staff and students and prohibited activity of staff/students on the Cohoes District Computer System.

## **CONFERENCES AND PROFESSIONAL DEVELOPMENT**

Cohoes City School District administration recognizes the importance of balancing employee needs for professional growth and the needs to maintain quality educational programs and services. Consequently, Cohoes supports employee attendance at approved meetings, workshops, seminars, and conferences outside Cohoes both during and after school hours. The Superintendent shall determine, in the first instance, whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy.

As advance approval is required, employees must submit requests to attend workshops to their supervisor or building principal well in advance of the requested conference for their review and approval. Please complete the Frontline approval process online or, if the conference is not available on Frontline, the Cohoes City School [Conference Request Form](#). Please report your absence utilizing the SmartFindExpress system.

## **DRESS CODE**

All Cohoes City School District employees should use professional discretion in wearing attire that is appropriate for the workplace and student interaction. Cohoes employees are expected to dress neatly and practice good grooming and hygiene. Furthermore, members of the Cohoes City School District staff are encouraged to exemplify and reinforce appropriate student dress.

## **FINGERPRINTING**

All new employees to the Cohoes City School District must be fingerprinted in accordance with Education Law. Fingerprinting information is available through the Office Human Resources Office at [tgarceau@cohoes.org](mailto:tgarceau@cohoes.org) or by calling (518) 237-0100 Ext. 2359 during the application process for new hires. Candidates recommended for employment may not begin without full fingerprint clearance, which may sometimes take several weeks.

## **HOUSEKEEPING AND MAINTENANCE REQUESTS**

All employees are expected to monitor the condition of their workspace. It is each employee's responsibility to report any damage to his or her direct supervisor immediately. Maintenance requests should be completed and submitted in accordance with current building/department procedures. At the end of each workday, each employee is expected to check that windows are closed and locked, lights are turned off and doors locked. Employees are responsible for maintaining the common areas at each campus location and keeping it in an orderly fashion.

### **KEYS**

Employees will be issued keys for their classrooms as well as any areas for which they have responsibilities as necessary. Each door lock is uniquely keyed limiting access to staff with required access. All staff members are responsible for keeping their assigned keys secure at all times. Keys are not to be loaned to anyone and may not be duplicated. Building key concerns or related problems should be referred to each building administrator. Building/Grounds/Maintenance employees should contact the Director of Facilities at 518-237-0100 ext. 2358.

### **PERSONNEL FILES ACCESS AND REVIEW**

All official employee personnel files are kept in the Office of Human Resources located at the District Office, 21 Page Ave, Cohoes, NY 12047. The files typically contain information collected at the time of employment and include resumes and transcripts, copies of teacher licenses, and any noteworthy memos and letters. Employees may review their file by contacting the Office of Human Resources. Original personnel files are the property of the Cohoes City School District and are retained by Cohoes even after an employee leaves the District. Employees should refer to their bargaining agreement for additional information.

### **COPYRIGHTED MATERIALS**

It is the intent of the Board of Education to abide by the provisions of the United States Copyright Law (Title 17 United States Code Section 101 et seq.). Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Unauthorized reproduction or use of copyrighted materials by Cohoes employees or students is illegal and unethical. Violations of the copyright law may result in criminal penalties, civil suits and/or disciplinary action. Individuals violating provisions of the copyright law assume all liability for the action.

### **PURCHASING**

The Cohoes City School District Purchasing Department assists staff with the purchasing process and secure the best prices available for materials, supplies and services. Vendor/contract information for frequently used contracts for catering, supplies, equipment, library materials, and travel can be found by contacting the Purchasing Agent, Shelley Dame at [sdame@cohoes.org](mailto:sdame@cohoes.org) or at (518) 237-0100 Ext. 2363. For additional information please refer to the District's [CCSD Purchasing Manual](#)

### **RECORDS REQUESTS**

The Cohoes City School District is in possession of records pertaining to employees, students, and general operations of Cohoes. Under the New York State Freedom of Information Law, certain records may be made

available to members of the public upon the proper presentation of a Freedom of Information (FOIL) request. Please contact Mary Rumsey the District clerk at 518-0100 ext. 2350.

Cohoes City School District employees should realize that applicable records include any information kept, held, filed, produced or reproduced by, with or for the District in any physical form whatsoever. Employees are required to keep records for the established retention period.

### **RELEASE OF EMPLOYMENT INFORMATION**

Individuals seeking employment verifications and references should email the Office of Human Resources at [tgarceau@cohoes.org](mailto:tgarceau@cohoes.org) or by calling (518) 237-0100 Ext. 2359. Upon proper authorization, only factual, quantitative, job-related information on current and former employees shall be released to individuals seeking verifications and references.

### **SALES REPRESENTATIVES/SOLICITORS**

Sales representatives are unable to approach staff members during the school day unless they have been cleared through the Superintendent of Schools. In such circumstances, arrangements are usually made in advance and coordinated through District administration.

### **SOCIAL NETWORKING**

To accommodate new communication paradigms and tools and remain at the forefront of preparing students for the future, Cohoes staff, educators and school districts must explore new and emerging technologies to supplement the range of services they currently offer. Among the newest tools available are social networking sites (SNS). SNS have great potential to connect people across the globe and enhance communication; however, they are also more informal, less structured and still emerging. Cohoes employees shall conduct themselves in the “virtual” or online world of SNS just as they would in all face-to-face human interaction. Namely, Cohoes personnel shall treat others with dignity and respect and observe all other District policies and/or established standards of professional conduct.

### **STAFF MAIL**

Employees are expected to check mailboxes (if provided) through for important information. Due to confidentiality, students should not be sent to pick up anything from a staff member’s mailbox. Additionally, staff members are expected to review Cohoes email regularly. Email continues to be the primary method of communication throughout the Cohoes City School District. [Cohoes Gmail](#) is accessible on the District website through the Cohoes City School District log on page for employees to access during off hours if desired.

### **STAFF MEETINGS**

Permission must be obtained in advance from the appropriate building principal or supervisor if an employee is unable to attend a staff meeting.

### **STUDENT PRIVACY**

As an employee of the Cohoes City School District, you may have access to confidential student information. This means any information that is not generally known to or accessible by the public. Employees are hereby informed that access to, use of, and dissemination of confidential information is governed by federal and state law, as well as Cohoes policy. Eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. Staff members may not complete any outside paperwork regarding requests for student information without approval from the building principal. If a parent/guardian requests information from a staff member, it is important to bring such information to your supervisor or your building principal immediately.

Much of student performance in the school setting (academic or behavioral in nature) should be considered confidential and not communicated in public forums. Use caution when having conversations in hallways, faculty rooms, cafeteria, etc. where conversations can be overheard. Information contained in Individualized Educational Plans (IEP), permanent folders, grade books, custody papers, etc., should be shared cautiously and only with individuals who have a need to know. As professionals, employees must respect that certain information is confidential and should not be used in frivolous conversation. Employees should always consult their direct supervisor with questions or concerns regarding confidentiality. Please see Board Policy 5550 [Student Privacy](#) for more information.

#### **SUSPECTED CHILD ABUSE AND MALTREATMENT /MANDATORY REPORTING**

The Board of Education recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused or maltreated children and refer them for treatment and protection. The Board further recognizes the specific dictates of law which require school officials to report suspected instances of child abuse, maltreatment (which includes neglect) in a domestic setting.

Please read Board Policy 5460 [Suspected Child Abuse and Maltreatment](#) for more information.

**CENTRAL OFFICE PERSONNEL**

Peggy O'Shea, **Superintendent**, 237-0100, ext. 2353

Mary Rumsey, **Secretary/District Clerk**, 237-0100, ext. 2350

Dan Martinelli, **Assistant Superintendent for Educational Services**, 237-0100, ext. 2351

Sara Burwell, **Secretary**, 237-0100, ext. 2362

Stacy Mackey, **School Business Official**, 237-0100, ext. 2360

Michael Cone **District Treasurer**, 237-0100, ext. 2364

Shelley Dame, **Purchasing Agent**, 237-0100 ext. 2363

Amber Oliver, **Payroll**, 237-0100, ext. 2366

Karyn Gumprecht, **Accounts Payable** 237-0100, ext. 2365

Erin Hill, **Director of Special Programs**, 237-0990, ext. 6226

Dina Dupuis, **Secretary**, 237-0990, ext. 6223

Karen Ronesi, **Assistant Director of Special Programs**, 237-0990 ext. 6221

Heidi Clementi, **Secretary**, 237-0990, ext. 6224

Raychel Marcil, **Director of Multi-Tiered Systems of Supports**, 237-0100 ext. 2320

James Stapleton, **Supervisor of Buildings & Grounds**, 237-0100, ext. 2361

Colleen McDonald, **Secretary to Supervisor of Buildings and**

**Grounds and Facility Use Coordinator** 237-0100 ext. 2358

PJ Mahoney, **Network Administrator**, 237-0100 ext 3172

Brian Nolan, **Food Service Manager**, 237-9100, ext. 1411

Laura Manzer, **Secretary**, 237-9100, ext. 1412

Katrina Hunt, **District Data Coordinator**, 237-9100 ext 1408

Mayra Thomas, **McKinney-Vento Homeless Liaison**, 237-4131 ext 2230

Alena Savaria, **Registrar**, 237-0100, ext. 2299

Marybeth Galarneau, **Communications Specialist**, 237-0100, ext 2356

Jacqueline DeChiaro, **ENL Coordinator**, 237-2828 ext 4110

Jacqueline DeChiaro, **UPK District Liaison** 237-2828 ext 4110

Daniel Martinelli, **Data Protection Officer** 237-0100 ext 2351

Dan Martinell, **Equal Opportunity Compliance Officer**, 237-0100, ext. 2360

Stacy Mackey, **Equal Opportunity Compliance Officer**, 237-0100, ext. 2351

***To reach any of the above from within a school building, dial 101 plus the four-digit extension number, for example, ext. 2350 would be 1012350.***

## WHO TO CONTACT

Purchase Requisitions: – **your school secretary**

Purchases Orders, Inventory Report – **Karyn Gumprecht**

Conference Registration Requests and Conference Reports – **signed by building principal and then sent to Mary Rumsey**

Claim for Conference Reimbursement, School Personnel Claim Form, Accounts Payable –  
**Karyn Gumprecht**

Facilities Request Form – Non-District Organization and District Organization –ML Schedule (a web based program which can be found on our website - [www.cohoes.org](http://www.cohoes.org)) **Colleen McDonald**

Change of address, family status – **Tara Garceau**

Graduate/In-service credit hour application –**signed by building principal then sent to Sara Burwell**

Graduate/In-service credit hour authorization – **Sara Burwell**

Co-curricular stipends – **Tara Garceau**

Tax sheltered annuities, TRS loans, teachers' credit union,  
Teachers' retirement, payroll forms – **Amber Oliver**

Direct Deposit - **Amber Oliver**

Health Insurance, Vision Insurance, Dental Insurance – **Tara Garceau**

Health Insurance is offered by the school district through your collective bargaining agreement. The district provides coverage from the following vendors:

- a. Highmark
- b. Capital District Physicians Health Plan

The district is a founding member of the Capital Area Schools Health Insurance Consortium.

CTA, Sick Leave Bank – **Stacy Mackey, Dan Martinelli**

Report of Employee Accident/Injury - **School secretary then to Tara Garceau**

Report of Employee Absence - **School secretary**

**\*Most forms can be found on [www.cohoes.org](http://www.cohoes.org), under "Staff Resources" [Internal Forms on Google Drive](#).**



### EMPLOYEE HANDBOOK: ACKNOWLEDGEMENT FORM

This employee handbook has been prepared for your information and understanding of the policies, philosophies and practices of the Cohoes City School District. Please read it carefully. Upon completion of your review of this handbook, please sign the statement below, and return to your building or department secretary.

I have familiarized myself with the contents of this handbook which outlines the goals, policies, benefits, and expectations of the Cohoes City School District, as well as my responsibilities as an employee.

By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me in print or electronic format by the Cohoes City School District. I understand this handbook is not intended to cover every situation that may arise during my employment; it is simply a general guide to the goals, policies, practices, benefits and expectations of the Cohoes City School District.

I understand that the Cohoes City School District Employee Handbook is not a contract of employment and should not be deemed as such. Furthermore, I understand that updates to this handbook may take place at any time throughout my employment and the most current version will reside on the [Cohoes City School District Website](#).

---

(Employee Name – Printed)

---

(Employee Signature)

---

(Date)