

COHOES CITY SCHOOL DISTRICT

**Board of Education
Cohoes, New York
High School LGI Room**

**Reorganization Meeting
July 10, 2024
6:00 pm**

MINUTES

I. The Meeting was called to order at 6:05 pm by Mrs. Carey

ROLL CALL

Mrs. Giller
Mr. Jackson
Mrs. Carey
Mrs. Snyder
Mrs. Gendron – excused
Mrs. Paradis
Mr. Jarosz

Also present: Ms. Peggy O’Shea, Superintendent
Mrs. Stacy Mackey, School Business Official

II. ELECTIONS OF OFFICERS/OATHS OF OFFICE

A. President of the Board of Education

MOTION: To open the Floor for nominations for the Office of President of the Board of Education for the 2024-2025 school year.

Moved by: Mrs. Snyder
All voted “Aye”

Seconded by: Mrs. Gendron
Motion carried: 7-0

Mrs. Giller nominated Mrs. Carey – A roll call was taken to elect Mrs. Carey to the Office of President of the Board of Education. The vote 7 “Aye”.

MOTION: To close the floor of nominations for the Office of President of the Board of Education for the 2024-2025 school year.

Moved by: Mr. Jarosz
All voted “Aye”

Seconded by: Mrs. Gendron
Motion carried: 7-0

MOTION: THAT Mrs. Carey is elected President of the Board of Education for the 2024-2025 school year.

Moved by: Mr. Jarosz
All voted “Aye”

Seconded by: Mrs. Gendron
Motion carried: 7-0

There was no further discussion and the motion passed. With the motion moved and seconded to nominate Mrs. Carey as President above, all board members present voted “Aye” with a voice vote. Mrs. Carey was elected as President and Congratulations were given.

The Oath of *Faithful Performance in Office (President)* was administered to Mrs. Carey by the District Clerk.

B. Vice President of the Board of Education

MOTION: To open the Floor for nominations for the Office of Vice President of the Board of Education for the 2024-2025 school year.

Moved by: Mr. Jarosz
All voted “Aye”

Seconded by: Mrs. Gendron
Motion carried: 7-0

Mrs. Gendron and Mrs. Carey nominated Mrs. Giller – A role call was taken to elect Mrs. Giller to the Office of Vice President of the Board of Education. The vote was 7 “Aye”

MOTION: To close the floor for nominations for the Office of Vice President of the Board of Education for the 2024-2025 school year.

Moved by: Mr. Jarosz
All voted “Aye”

Seconded by: Mrs. Gendron
Motion carried: 7-0

MOTION: THAT Mrs. Giller is elected Vice President of the Board of Education for the 2024-2025 school year.

Moved by: Mrs. Snyder
All voted “Aye”

Seconded by: Mr. Jarosz
Motion carried: 6-0

There was no further discussion and the motion passed. With the motion moved and seconded to nominate Mrs. Giller as Vice President above, all board members present voted “Aye” with a voice vote. Mrs. Giller was elected as Vice President and Congratulations were given.

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

III. APPOINTMENT OF THE DISTRICT CLERK

MOTION: THAT the Board of Education appoints Mary Rumsey to the position of District Clerk/Secretary to the Board of Education for the 2024-20205 school year.

Moved by: Mrs. Giller
All voted “Aye”

Seconded by: Mrs. Gendron
Motion carried: 7-0

The Oath of the *Faithful Performance of Office (District Clerk)* was administered to Mary Rumsey by Mrs. Carey, Board of Education President

IV. BOARD OF EDUCATION DISCUSSION OF AGENDA ITEMS – None

V. COMMUNITY DISCUSSION OF AGENDA ITEMS – None

VI. ACTION ITEMS

A. APPOINTMENTS

1. THAT the Board of Education appoints Michael Cone as Treasurer for the 2024-25 school year.
2. THAT the Board of Education appoints Shelley Dame as Deputy Treasurer for the 2024-2025 school year.
3. THAT the Board of Education appoints Michael Cone as Central Treasurer for Clubs and Activities for the 2024-25 school year at no additional compensation.
4. THAT the Board of Education appoints Shelley Dame as Deputy Central Treasurer for Clubs and Activities for the 2024-2025 school year at no additional compensation.
5. THAT the Board of Education appoints Michael Cone as Tax Collector for the 2024-2025 school year at a stipend of \$2,500 per collection period.
6. THAT the Board of Education appoints Cindy Muzio as Internal Claims Auditor for the 2024-2025 school year at an hourly rate of \$30 per hour.
7. THAT the Board of Education appoints Mary Rumsey as Records Access Officer for the 2024-2025 school year at no additional compensation.
8. THAT the Board of Education appoints Mary Rumsey as Records Management Officer for the 2024-2025 school year at no additional compensation.
9. THAT the Board of Education appoints Stacy Mackey as School Pesticide Representative for the 2024-2025 school year at no additional compensation.

10. THAT the Board of Education appoints Shelley Dame as Purchasing Agent for the 2024-2025 school year.
11. THAT the Board of Education appoints Stacy Mackey as Deputy Purchasing Agent for the 2024-2025 school year at no additional compensation.
12. THAT the Board of Education appoints Stacy Mackey as School Lunch Appeals Officer for the 2024-2025 school year at no additional compensation.
13. THAT the Board of Education appoints the Superintendent of Schools as Record Access Appeals Officer for the 2024-2025 school year for Freedom of Information Law (FOIL) requests.
14. THAT the Board of Education appoints Deanna Kelly as Medicaid Compliance Officer for the 2024-2025 school year at no additional compensation.
15. THAT the Board of Education appoints Stacy Mackey as Equal Opportunity (EO) Compliance Officer for the 2024-2025 school year at no additional compensation.
16. THAT the Board of Education appoints Stacy Mackey as the Asbestos (LEA) Designee for the 2024-2025 school year at no additional compensation.
17. THAT the Board of Education appoints Heather Bradt, Deanna Kelly, Cliff Bird, Mark Perry and Jacqueline DeChiaro as the Dignity Act Coordinators for the 2024-2025 school year at no additional compensation.
18. THAT the Board of Education appoints Stacy Mackey as Trustee to the New York State Public Schools Statewide Workers' Compensation Trust for the 2024-2025 school year at no additional compensation.
19. THAT the Board of Education appoints Peggy O'Shea as Alternate Trustee to the New York State Public Schools Statewide Workers' Compensation Trust for the 2024-2025 school year at no additional compensation.
20. THAT the Board of Education appoints Stacy Mackey as Trustee and Peggy O'Shea as Alternate Trustee to the Capital Area Schools Health Insurance Consortium (CASHIC) for the 2024-2025 school year at no additional compensation.
21. THAT the Board of Education appoints Erin Hill to the position of Section 504 Compliance Officer for the 2024-2025 school year at no additional compensation.

22. THAT the Board of Education appoints Mayra Thomas as McKinney-Vento Parent Liaison for the 2024-2025 school year.
23. THAT the Board of Education appoints Peggy O'Shea as Data Protection Officer for the 2024-2025 school year at no additional compensation.
24. THAT the Board of Education appoints Katrina Hunt as Chief Information Officer for the 2024-2025 school year.

B. DESIGNATIONS

1. THAT the Board of Education designates JP Morgan Chase Bank, Key Bank and Bank of New York and Greene County Commercial Bank as the official banks of the District for the 2024-2025 school year.
2. THAT the Board of Education designates the Times Union as the official newspaper of the District for the 2024-2025 school year.
3. THAT the Board of Education authorizes the Superintendent of Schools to certify all payrolls in conformance with Section 170.2(b) of the Commissioner's Regulations for the 2024-2025 school year.
4. THAT the Board of Education authorizes the Superintendent of Schools, in conformance with Section 170.2(l) of the Commissioner's Regulations to make transfers between and within functional unit appropriations for teachers' salaries and ordinary contingent expenses for the 2024-2025 school year.
5. THAT the Board of Education authorizes the Superintendent of Schools to approve conference requests as per the appropriations in the annual budget, in conformance with Section 77(B) of the General Municipal Law for the 2024-2025 school year.
6. THAT the Board of Education authorizes the Superintendent of Schools to apply for all State and Federal Grants in Aid for the 2024-2025 school year.
7. THAT the Board of Education authorizes the establishment of one (1) petty cash fund for the 2024-2025 school year as follows:

Location	Amount	Responsible Party
District Office	\$100	School District Treasurer

8. THAT the Board of Education authorizes the use of the magnetic media signature of the Treasurer on District checks for the 2024-2025 school year as per Education Law 2523. In the event of the Treasurer's absence or inability, the Board authorizes the use of the magnetic media signature of the Deputy Treasurer on District checks for the 2024-2025 school year.
9. THAT the Board of Education designates R.G. Timbs Advisory Group with offices at 24 Sherman Oaks Drive, New Hartford, New York for long-range financial planning services and capital project planning for the 2024-2025 school year.
10. THAT the Board of Education designates the law firm of Hiscock Barclay, LLP with offices at 50 Beaver St., Albany, NY 12207 as bond counsel to the School District for the 2024-2025 school year.
11. THAT the Board of Education designates the law firm of Girvin & Ferlazzo, PC as legal and labor relations counsel for the School District for the 2024-2025 school year in accordance to the terms and conditions outlined in the Agreement.
12. THAT the Board of Education designates the firm of MMB and Company CPA, PC to perform the 2024-2025 external audit.
13. THAT the Board of Education designates the Utica National as the property & casualty insurance carrier for Cohoes City School District for the 2024-2025 school year.
14. THAT the Board of Education designates Capital Area Schools Health Insurance Consortium (CASHIC) as the health and prescription drug insurances provider for Cohoes City School District for the 2024-2025 school year.
15. THAT the Board of Education designates New York State Insurance Fund (NYSIF) as the disability carrier for Cohoes City School District for the 2024-2025 school year.
16. THAT the Board of Education designates Axis as the student accident insurance carrier for Cohoes City School District for the 2024-2025 school year.
17. THAT the Board of Education designates New York State Public Schools Statewide Workers' Compensation Trust as the workers' compensation administrator for Cohoes City School District for the 2024-2025 school year.
18. THAT the Board of Education designates New York Benefits for Education and Students Trust (OMNI) as the 403(b) Administrator for Cohoes City School District for the 2024-2025 school year.

C. OTHER ITEMS

1. THAT the Board of Education re-adopts all existing policies and the Code of Ethics (Policy 2160) in effect during the previous year for the 2024-2025 school year.
2. BE IT RESOLVED that the Board of Education of the Cohoes City School District hereby authorizes and directs the Superintendent or their designee, in the event a special education impartial hearing is requested, to make a selection from the approved list of Impartial Hearing Officers (IHOs) on a rotational basis beginning with the first name appearing after the IHO who last served. The Superintendent or their designee shall inform the prospective IHO of District policy on compensation and reimbursement of expenses for hearing-related activities. Should the IHO decline appointment, or if no affirmative commitment to serve is forthcoming after at least two attempts to contact said IHO have been documented within a twenty-four-hour period, the Superintendent or their designee shall proceed through said list offering appointment to each successive hearing officer whose name next appears on the list until such appointment, pursuant to the terms of the District's compensation and expense reimbursement policy attendant thereto, is accepted. The appointment of the specific individual who agrees to serve as IHO shall be ratified by the Board of Education, by public resolution, at the next public meeting prior to the date of the hearing.
3. THAT all District employees not covered by contract for authorized car travel be reimbursed at the IRS recommended mileage rate for 2024-2025 school year.
4. BE IT RESOLVED, that the Board of Education shall appoint a Committee on Special Education for the 2024-2025 school year in accordance with the provisions of Education Law, section §4402.

The membership of the committee shall include, but not to be limited to:

- (1) parents/guardian of the student;
- (2) one general education teacher;
- (3) special education teacher or provider;
- (4) LEA representative (special education administrator, school psychologist/building principal);
- (5) school psychologist;
- (6) school physician, if specifically requested in writing by the parent or a school member;
- (7) additional parent member of a student with a disability, if specifically requested in writing by the parent, the student or a member of the CSE; and
- (8) student if appropriate.

5. BE IT RESOLVED, that the Board of Education upon the recommendation of the Committee on Special Education shall appoint a Subcommittee on Special Education for the 2024-25 school year in accordance with the provisions of Education Law, section §4402, to ensure timely evaluation and placement of students with disabilities.

The membership of the subcommittee shall include, but not to be limited to:

- (9) parents/guardian of the student;
- (10) one general education teacher;
- (11) special education teacher or provider;
- (12) LEA representative, (special education administrator, school psychologist/building principal); and
- (13) student if appropriate.

A psychologist will be a member whenever a new psychological evaluation is received or a change to a more intensive program is recommended.

6. BE IT RESOLVED, that the Board of Education shall appoint a Committee on Preschool Special Education for the 2024-2025 school year in accordance with the provisions of Education Law, Section §4402.

The membership of the committee shall include, but not to be limited to:

- (1) parents/guardian of the student;
- (2) LEA representative (chairperson);
- (3) county representative;
- (4) service provider(s);
- (5) evaluator(s); and
- (6) school physician, if specifically requested in writing by the parent or a school member.

7. THAT the Board of Education adopts the Free and Reduced Price Meal Policy Statement and Family Income Eligibility Criteria as required by State and Federal Regulations for participation in the School Breakfast and Lunch Program for the 2024-2025 school year.

PERSONNEL

8. THAT the Board of Education hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State Local Employees’ Retirement System based on the timekeeping system records or the record of activities maintained and submitted by these officials to the Clerk of this body for the 2024-2025 school year.

<u>TITLE</u>	<u>NAME</u>	<u>WORK DAY</u>
Director of Facilities	TBD	7
Treasurer	Michael Cone	6.5
Purchasing Agent	Shelley Dame	6.5
Network Administrator	Peter Mahoney	6.5

Secretary to Superintendent & District Clerk	Mary Rumsey	6.5
Secretary to Assistant Superintendent	TBD	6.5
Personnel Secretary	Tara Garceau	6.5

9. THAT the Board of Education approves the 2024-2025 salaries for the following positions:

Director of Facilities III.....	\$ TBD
Treasurer.....	\$ 61,800
Purchasing Agent.....	\$ 48,410
Network Administrator.....	\$ 83,276
Secretary to the Superintendent	*\$ 49,017
Secretary to the Assistant Superintendent	*\$ TBD
Personnel Secretary.....	*\$ 60,623

** Includes confidentiality stipend, per 9206 policy.*

10. THAT the Board of Education establishes the following rates of pay for the following positions for the 2024-2025 school year:

Substitute Teacher – Retired from the Districtper diem @ \$125

Substitute Teacher – Four-year degree or teacher certification

.....per diem @ \$120

or, upon completion of 30 consecutive days’ service for the same individual, teacher compensation to be established at Step 1 of the CTA contract, per diem, retroactive to the first day of continuous service. For service beginning on or after May 15, compensation to be established at Step 1, per diem, at the discretion of the Superintendent of Schools.

Substitute Teacher – Two-year degree or a matriculating college Junior

or Senior.....per diem @ \$100

Substitute Maintenance Mechanic per hour \$19.50

Substitute Cleaner per hour \$ 16.00

Part-Time Teacher Aides

Years of service = 1 through 10..... per hour \$15.50

Years of service = 11 plus.....per hour \$ 16.25

Part-Time Safety Officers

Years of service = 1 through 5..... per hour \$ 21.00

Years of service = 6 plus.....per hour \$ 24.00

VII. OFFICIAL UNDERTAKINGS (BONDS)

- A. THAT the Board of Education bonds employees through the use of a Faithful Performance Blanket Bond per Commissioner’s Regulation 170.2

MOTION: THAT the Board of Education adopts the following resolutions of the July 10, 2024 Reorganization Agenda:

VI –A (1-24), B (1-18), C (1-10) and VII –A

Moved by: Mr. Jarosz
All voted “Aye”

Seconded by: Mrs. Gendron
Motion carried: 7-0

VIII. COMMENTS FROM BOARD OF EDUCATION MEMBERS - None

IX. QUESTIONS AND STATEMENTS FROM THE AUDIENCE – None

X. ADJOURNMENT

MOTION: To adjourn the Reorganization Meeting at 6:14 pm and enter into the Business Meeting.

Moved by: Mrs. Snyder
All voted “Aye”

Seconded by: Mrs. Gendron
Motion carried: 7-0

District Clerk

(The July 10, 2024 Reorganization meeting of the Cohoes City School District Board of Education can be viewed in its entirety on our website)