



**THE ENLARGED CITY SCHOOL DISTRICT OF TROY, NY**

**BOARD OF EDUCATION**

Date of Meeting: October 17, 2012  
Type of Meeting: **WORKSHOP**  
Location: School 1

**MINUTES**

At 4:45 pm Board members and administrators attended "Lunch for Dinner" in Troy High School's cafeteria. Every year the Board of Education samples food which is served to Troy students. Lunch was prepared by Doug Wolfe and his staff at Sodexo.

**I. MEETING CALLED TO ORDER**

At 6:00 pm Mrs. Wager-Rounds, President, called the meeting to order.

**II. ROLL CALL**

Members Present: Mrs. Anne Wager-Rounds, President  
Ms. Ilene Clinton  
Ms. Elizabeth Denio  
Mr. Tom Mayo  
Mr. Jason Schofield  
Mr. Michael Tuttmann

Members Absent: Mr. Bill Strang, Vice President  
Mrs. Carol Harvin  
Ms. Martha Walsh

Also Present: Dr. Brian Howard, Interim Superintendent  
Mr. John Carmello, Assistant Superintendent  
of Curriculum and Instruction  
Mr. Frank Tedesco, Interim Human Resources Director  
Ms. Kathy Ahearn, School Attorney

**III. EXECUTIVE SESSION**

At 6:00 pm Mrs. Wager-Rounds made a motion to move to Executive Session to discuss a personnel matter. The motion was seconded by Mr. Mayo and carried 6-0. Also invited in were Dr. Howard, Mr. Carmello, Mr. Tedesco and Ms. Ahearn.

#### IV. PUBLIC SESSION

At 6:20 pm the public session was called to order with the Pledge of Allegiance.

#### V. DISTRICT ANNOUNCEMENT

Middle School Nurse Ani Mooney was nominated as "Game Changer" in MVP contest. Nominee with most votes receives cash prize; please vote for Mrs. Mooney who will donate prize money to help THS student Zack Johnson.

#### VI. PUBLIC COMMENT

Olivia Van Epps (THS Senior) - Would like to know the status of THS musical. Mr. Carmello responded that they will know the location next week. District will absorb costs of transportation if any are incurred.

### **NON-ACTION ITEMS**

#### VII. SUPERINTENDENT'S REPORT

Dr. Howard reported that the District will be making a request to have several special needs students return to the District.

Dr. Howard attended a fundraiser for "Blessings in Backpacks" for PS2 students. He was very impressed with attendance and we are grateful to Lindsay Stein who volunteers her time each week for this program. Approximately \$2000 was raised.

Dr. Howard has challenged our administrators to run in this year's Turkey Trot.

##### 1. JIT Update

Middle School Principal Brian Dunn gave a report on the progress of the Joint Intervention Team (JIT) and DMS's Comprehensive Education Plan (CEP). He reported that JIT has re-shaped the building and improved the structure of instruction. Middle School is focused on teaching and learning using benchmark data analysis to support targeted instruction. It is the second year of ELA double-block instruction. Master schedule has been improved with common planning time for both core and complementary teachers.

Mr. Dunn has set up a Building Leadership Team as a clearinghouse for data and initiatives in support of CEP and District goals. There is a continuous feedback loop between the principal and faculty. There is a master Professional Development schedule on the calendar and literacy is a constant theme across the District.

Mr. Dunn introduced Assistant Principals Ron Smith and Virginia DonVito-MacPhee. He thanked the Board and administration for their support.

##### 2. Student Achievement Data

Assistant Superintendent John Carmello reported on NYS assessment results for Grades 3-8. Last year New York State asked for and was granted a ESEA (NCLB) waiver by the US Department of Education. This has resulted in a new accountability system and new designations such as Priority Schools, Focus Schools and Focus Districts.

School 2 has been designated as a Priority School based on combined performance in ELA and Math. DMS has been designated as a Focus School based on number of non-proficient students. Any school district with a "Focus School" automatically becomes a "Focus District". As a Focus District, Troy is required to offer "School Choice" to students attending Title I schools with a Priority or Focus designation. 59 students have opted for School Choice transferring from PS 2 and now attend PS14, PS16 or PS18.

Mr. Carmello compared assessment results and performance indexes for 2011-12 to 2010-11 for each elementary school and DMS in ELA and Math. DMS and PS14 have shown improvement. He is confident we will see academic improvement across the District next year.

## VIII. BUSINESS FINANCE REPORT

### •Treasurer's Report

Kathleen Cietek, Treasurer, reported on September financial statements. The majority of budget transfers are salary-related due to movement of staff and also code changes. The District prepared 270 payments totaling \$3.9 million.

General Fund has encumbered payment expenses as well as payroll to ensure all staff is coded properly.

District has changed food service provider to Sodexo in July 2012. We have also changed our Point of Sale software and working with Neric to compile reports and input on Finance Manager. This report does not reflect the September cash receipts totaling \$29,361.16 as being recorded. Deposits have been verified at the bank and all totals reconcile. There is a n increase in revenue for Lunch Program due to Chartwell's rebate settlement received for \$309,307. There are 5 grants currently approved and 7 grants under review.

In the Treasurer's Report, Ms. Cietek indicated all accounts have been reconciled.

## IX. REVIEW POLICIES

The Board made an initial review of the following policies:

### 1. School Involvement in Political Activities 1310

An issue was raised last year when an employee was approached to support a BOE candidate on school property. Attorney Kathy Ahearn confirmed this would not be appropriate.

Draft Absentee Ballot was distributed. Kathy Ahearn will research election law on designating someone to pickup ballot. This form is adequate but further discussion will be needed.

### 2. Voting Procedures 2120.2

Policy will be combined with 2020. Mr. Tuttmann recommended voters go to polling location where their children attend school. This will not always be possible because some families have students in different schools ex. special education.

### 3. Agenda Format 2341

Titles should be "Superintendent and Board Officers".

### 4. Consent Agenda 2341.1 (combine w/ 2341)

No changes.

### 5. Agenda Preparation and Dissemination 2342 (new)

No changes.

### 6. Organization of Instruction 4100

This will be revised due to Board approval to transfer 6th Grade into Middle School. Needs to be noted that policy would become effective July 1, 2013.

- 7. Online Course Credit 4765 (new)  
Mr. Carmello stated that School 1 is piloting on course "APEX". College courses are taught online but unions need to be involved in discussion of new regulation. Kathy Ahearn should review policy. *Policy will be tabled.*
- 8. Eligibility for Cocurricular and Extracurricular Activities 5205  
Mr. Carmello will get a clarification on GPA requirements.  
Mr. Tuttman asked if there should be protection on certain clubs based on political or religious affiliation. Board approves the creation of new clubs based on educational value. *This procedure will be provided to Board.*
- 9. Interscholastic Sports 5280  
No changes.
- 10. Student Records 5500  
Policy refers to student social security number. Kathy Ahearn will look over policy.
- 11. School Building Safety 8110  
Dr. Howard stated it is a good idea to have a Health and Safety Committee in place. This will fall under the role of the new Director of Facilities.

**ACTION ITEMS**

X. SUPERINTENDENT'S RECOMMENDATIONS - HUMAN RESOURCES

A. Staff Matters - Unclassified (Reviewed by J. Carmello)

**Mrs. Wager-Rounds made a motion to approve Items 1-3 as a Consent Agenda.**  
**Second: Mr. Schofield**  
**Discussion: Virginia DonVito-MacPhee was welcomed as Middle School's new assistant principal. DMS "team" was all present at meeting with Mr. Dunn, Mr. Smith and Mrs. Don-Vito MacPhee.**  
**Carried: 6-0**

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy, NY, hereby accepts the recommendation of the Superintendent to approve the following unclassified personnel actions:

1. Unclassified Employee - Resignations

<u>NAME</u>	<u>TENURE AREA</u>	<u>% SERVICE</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
a. Jared Heiner	Assistant Principal	100%	DMS	10/10/12

2. Unclassified Employee - Probationary Appointments

<u>NAME</u>	<u>TENURE AREA</u>	<u>% SERVICE</u>	<u>ASSIGN</u>	<u>PROB APPT START DATE</u>	<u>PROB APPT END DATE</u>	<u>CERT STATUS</u>	<u>SALARY RATE</u>
a. Ronald Smith (Resign J.Heiner)	Asst. Principal (Middle School)	100%	DMS	10/18/12	10/17/15	SBL, Initial	\$96,184 (S-4 prorated)
b. Virginia DonVito-MacPhee	Asst. Principal (Middle School)	100%	DMS (Retire J. Emma)	12/1/12	11/30/15	SBL, Initial	\$92,255 (S-1 prorated)

3. Unclassified Employees - 2012-13 Substitutes

ADMINISTRATORS (\$400.00 / day)  
Virginia DonVito-MacPhee

B. Staff Matters - Classified (Reviewed by F. Tedesco)

**Mrs. Wager-Rounds made a motion to approve Items 1-3 as a Consent Agenda.**

**Second: Mr. Schofield**

**Carried: 6-0**

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy, NY, hereby accepts the recommendation of the Superintendent to approve the following classified personnel actions:

1. Classified Employee - Provisional Appointments

<u>NAME</u>	<u>POSITION TITLE</u>	<u>% SERVICE</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>SALARY RATE</u>
a. Kristen Miaski	Human Resource Director	100%	District	11/5/12	\$80,000
b. Christopher Smith	Computer Systems Engineer	100%	District	11/5/12	\$75,040 (S-5, Gr 34A)

2. Classified Employee - Temporary Appointments

<u>NAME</u>	<u>POSITION TITLE</u>	<u>% SERVICE</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATES</u>	<u>SALARY RATE</u>
a. Erik Carucci (R. Theilemann)	Sr. Custodian	100%	CHS	10/18/12 - until further notice	\$40,223 (S-6, Grade 14)

3. Classified Employee - 2012-13 THS 'Evening School' Sunset Program

<u>NAME</u>	<u>POSITION TITLE</u>	<u>SALARY RATE</u>
a. Karen Dale	School Monitor	\$18.12 / hour @ 4 hours / day up to 4 days max

C. Staff Matters - Classified (Reviewed by F. Tedesco)

**Mrs. Wager-Rounds made a motion to approve Items 1-2 as a Consent Agenda.**

**Second: Mr. Schofield**

**Carried: 6-0**

1. Amended Contract - Management Confidential

BE IT RESOLVED, That the Board of Education, upon the recommendation of the Superintendent, hereby adopts the amended employment agreement for Management Confidential employees, effective July 1, 2012.

2. Amended Contract - Confidential Secretaries

BE IT RESOLVED, That the Board of Education, upon the recommendation of the Superintendent, hereby adopts the amended employment agreement for Confidential Secretaries, effective July 1, 2012.

XI. SUPERINTENDENT'S RECOMMENDATIONS - PROGRAMS (Reviewed by J. Carmello)

**Mrs. Wager-Rounds made a motion to approve Items 1-6 as a Consent Agenda.**

**Second: Mr. Mayo**

**Carried: 6-0**

1. Approval to Participate in Consortium and Implement Federal Project (Addendum I)

Grant Title: Questar III BOCES Race to the Top – District Consortium: Connecting Students, Parents and Educators through Personalized Learning

RESOLVED, upon recommendation of the Superintendent, the Board of Education authorizes the President of the BOE and Superintendent to enter into an agreement with Questar III BOCES to participate in a consortium for a federal race to the Top Competitive grant “*Questar III BOCES RTT-D Consortium: Connecting Students, Parents and Educators through Personalized Learning*” for purposes of applying as a consortium of local educational agencies under the Race to the Top – District competitive grant program by the U.S. Department of Education and, in the event of approval of such grant application, authorizes the district to implement the project to: 1. enrich the professional development offerings of staff in the districts on the Race to the Top initiatives including the implementation of the Common Core, P-20 data system, and educators’ evaluation system, 2. To participate in the planning, development, and implementation of personalized learning environments for our district students and support their learning through latest technology such as the iPad mini, and 3. To increase the engagement of parents through the activities outlined in the grant.

2. Contract - Capital Area School Development Association (CASDA) (Addendum II)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve a contract with Capital Area School Development Association for CEP rollout training at School 2 for the period of August 1, 2012 through September 5, 2012 in the amount of \$2,500.00 to be paid from general funds.

3. Contract - Capital Area School Development Association (CASDA) (Addendum III)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve a contract with Capital Area School Development Association for Building Leadership Team training at Carroll Hill School for the period of September 19, 2012 through September 28, 2012 in the amount of \$2,750.00 to be paid from general funds.

4. Contract - Northeast Parent and Child Society (summer) (Addendum IV)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve a contract with Northeast Parent and Child Society for special education services for the period of July 1, 2012 through August 31, 2012 in the amount of \$5,468.00 for one student to be paid from special education funds.

5. Contract - Northeast Parent and Child Society (2012-13) (Addendum V)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve a contract with Northeast Parent and Child Society for special education services for the period of September 1, 2012 through June 30, 2013 in the amount of \$32,972.00 for one student to be paid from special education funds.

6. Annual Professional Performance Review (APPR) Plan (Addendum VI)

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy hereby approves the District's adoption of the 2012-2013 Annual Professional Performance Review (APPR) Plan as submitted by the Superintendent of Schools and authorizes and/or ratifies execution of the APPR Plan documents by the Superintendent and the President of the Board of Education for submission to the Commissioner of Education pursuant to Education Law Section 3012-c.

XII. SUPERINTENDENT'S RECOMMENDATIONS - BUSINESS FINANCE (Reviewed by M. O'Neill)

**Mrs. Wager-Rounds made a motion to approve Item 1 as a Consent Agenda.**

**Second: Mr. Mayo**

**Discussion: Mr. Schofield would like the positive Audit to be publicized.**

**Carried: 6-0**

1. 2011-12 Audit (Addendum VII)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby approves the 2011-12 external audit from Cusack and Company.

XIII. BOARD RESOLUTIONS

**Mrs. Wager-Rounds made a motion to pull Item 1.**

**Second: Mr. Mayo**

**Carried: 6-0**

1. TTA Memorandum of Agreement for APPR (Addendum VIII) **PULLED**

BE IT RESOLVED, that the Board of Education of the Enlarged City School District of Troy hereby approves the Memorandum of Agreement between the District and the Troy Teachers' Association regarding the Annual Professional Performance Review (APPR) Plan and modification of the parties' Collective Bargaining Agreement.

**Mrs. Wager-Rounds made a motion to approve Item 2.**

**Second: Mr. Schofield**

**Carried: 6-0**

2. Settlement Agreement (green sheet)

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Enlarged City School District of Troy hereby approves the settlement of the disciplinary action brought against the tenured employee identified on confidential schedule "A" pursuant to Education Law section 3020-a on the terms and conditions set forth in the Settlement Agreement and Release between the parties thereto.

XIV. FUTURE MEETINGS

1. November 7, 2012 at 7:00 pm (CHS) - Business Meeting
2. November 19, 2012 at 6:00 pm (PS 1) - Workshop Meeting (Monday)

Five Board members, Dr. Howard and Mr. Carmello will attend NYSSBA Convention on October 25-27, 2012 in Rochester.

XV. DISCUSSION

Mrs. Wager-Rounds stated that a lot of parents are not aware that the Board approved the transfer of Sixth Grade to the Middle School effective next year. Mr. Dunn will be hosting Town Hall meetings to discuss this with parents.

Dr. Howard has formed a building use committee for the best use of facilities for 2013-14. He would like committee to make 3 recommendations. Meetings will be public.

XVI. ADJOURN

At 8:15 pm Mrs. Wager-Rounds made a motion to adjourn the meeting. This was seconded by Mr. Mayo and carried 9-0.

Respectfully submitted by,

Mary Beth Bruno  
Board Clerk