



THE ENLARGED CITY SCHOOL DISTRICT OF TROY, NY

BOARD OF EDUCATION

Date of Meeting: July 3, 2012
Type of Meeting: **RE-ORGANIZATION MEETING**
Location: School 1

MINUTES

I. MEETING CALLED TO ORDER

At 6:00 pm Mrs. Bruno, Board Clerk, called the re-organization meeting to order per Counsel's instructions.

II. ROLL CALL

Members Present: Ms. Ilene Clinton
Ms. Elizabeth Denio
Mrs. Carol Harvin
Mr. Tom Mayo
Mr. Jason Schofield
Mr. Bill Strang
Mr. Michael Tuttman
Mrs. Anne Wager-Rounds
Ms. Martha Walsh

Also Present: Dr. Brian Howard, Interim Superintendent
Mr. John Carmello, Assistant Superintendent
of Curriculum and Instruction
Ms. Mary O'Neill, Assistant Superintendent for Business
Ms. Kathy Culligan, Director of Human Resources

PART I

III. ADMINISTRATION OF OATH - NEWLY ELECTED BOARD MEMBERS

Mrs. Bruno administered the Oath to the following Board members who also signed an Oath of Office.

- Elizabeth Denio (Term July 1, 2012 - June 30, 2015)
- Jason Schofield (Term July 1, 2012 - June 30, 2015)
- Martha Walsh (Term July 1, 2012 - June 30, 2015)

IV. ELECTION OF BOARD OF EDUCATION PRESIDENT - Fiscal 2012-13 (Education Law 2504, 2563)

- Mrs. Bruno called for nominations for Board President.

Mr. Mayo nominated Mrs. Wager-Rounds.

Second: Mr. Schofield

Mr. Strang nominated Ms. Clinton.

Second: Ms. Walsh

Mr. Schofield made a motion to close nominations.

Second: Mr. Tuttmann

Ms. Clinton asked to make a statement.

Mrs. Wager-Rounds asked if this was normal procedure.

Ms. Ahearn stated there are no provisions which preclude a statement by the nominee.

Mrs. Wager-Rounds stated she has been the Board President for one year and another year would be beneficial since there are many outstanding district issues. She has served the district diligently and wholeheartedly, making students the priority.

Ms. Clinton stated that she would like to Board to consider her for President. On the agenda there are three resolutions for district mission, vision and goals. These all focus on improving student achievement. She would draw from her experience as an administrator for 35 years, former teacher and Board member for 5 years.

Poll vote was taken for Mrs. Wager-Rounds:

Carried: 5-4 (No: Ms. Clinton, Ms. Denio, Mrs. Harvin, Mr. Strang)

Poll vote was taken for Ms. Clinton

Defeated: 4-5 (No: Mr. Mayo, Mr. Schofield, Mr. Tuttmann, Mrs. Wager-Rounds, Ms. Walsh)

Mrs. Bruno stated Mrs. Wager-Rounds was elected Board President.

V. OATH OF OFFICE TO NEWLY-ELECTED PRESIDENT (Public Officer's Law 5, 10, 30)

Mrs. Bruno administered the oath to Mrs. Wager-Rounds.

Mrs. Wager-Rounds presided over the remainder of the meeting.

VI. ELECTION OF BOARD OF EDUCATION VICE PRESIDENT - Fiscal 2012-13
(Education Law 2504, 2563)

- Mrs. Wager-Rounds called for nominations for Vice President.

Ms. Walsh nominated Ms. Clinton.

Second: Mr. Strang

Ms. Wager-Rounds nominated Mr. Mayo.

Second: Mr. Schofield

Mrs. Harvin nominated herself.

Second: Mr. Tuttmann

Mrs. Wager-Rounds made to close nominations.

Second: Mr. Schofield

A poll vote was taken for Ms. Clinton.

Defeated: 4-5 (No: Mrs. Harvin, Mr. Mayo, Mr. Schofield, Mr. Tuttmann, Mrs. Rounds)

A poll vote was taken for Mr. Mayo.

Defeated: 4-5 (No: Ms. Clinton, Mrs. Harvin, Ms. Denio, Mr. Strang, Ms. Walsh)

A poll vote was taken for Mrs. Harvin.

Defeated: 3-6 (No: Ms. Clinton, Ms. Denio, Mr. Mayo, Mr. Strang, Mrs. Wager-Rounds, Ms. Walsh)

Discussion: Mr. Schofield stated all three resolutions have been defeated due to tie. He suggested that VP not be decided until all members can work together and would like the vote to be tabled. Ms. Ahearn stated there is no provision which requires the Board to elected Vice President at the re-organization meeting.

Mrs. Wager-Rounds made a motion to table the vote for Vice President.

Second: Mr. Schofield

Defeated: 3-6 (No: Ms. Clinton, Mrs. Harvin, Ms. Denio, Mr. Mayo, Mr. Strang, Ms. Walsh)

Mr. Tuttmann made a motion to call for nominations for Vice President.

Second: Mrs. Wager-Rounds

Mrs. Harvin nominated herself.

Second: Mr. Schofield

Ms. Wager-Rounds nominated Mr. Mayo.

Second: Mr. Schofield

Ms. Walsh nominated Ms. Clinton.

Second: Mr. Strang

Mr. Schofield nominated Mr. Strang.

Second: Mr. Mayo

Mr. Mayo requested his nomination for Vice President be withdrawn.

Second: Mrs. Wager-Rounds

A poll vote was taken for Mrs. Harvin.

Defeated: 3-6 (No: Ms. Clinton, Ms. Denio, Mr. Mayo, Mr. Strang, Mrs. Rounds, Ms. Walsh)

A poll vote was taken for Ms. Clinton.

Defeated: 4-5 (No: Mrs. Harvin, Mr. Mayo, Mr. Schofield, Mr. Tuttmann, Mrs. Rounds)

A poll vote was taken for Mr. Strang.

Carried: 7-2 (No: Ms. Clinton, Mrs. Harvin)

Mrs. Bruno stated Mr. Strang was elected Vice President.

VII. OATH OF OFFICE TO NEWLY-ELECTED VICE PRESIDENT

(Public Officer's Law 5, 10, 30)

Mrs. Bruno administered the oath to Mr. Strang.

VIII. APPOINTMENT OF PARLIAMENTARIAN

Mr. Schofield nominated Mr. Mayo to be Parliamentarian.

Second: Mrs. Wager-Rounds

Mrs. Harvin nominated herself.

Second: Mr. Tuttmann

Ms. Clinton nominated Mr. Tuttmann to be Parliamentarian.

Mr. Tuttmann declined the nomination.

Mrs. Wager-Rounds made a motion for the following resolution:

Second: Mr. Schofield

A poll vote was taken for Mr. Mayo.

Carried: 8-1 (No: Mrs. Harvin)

A poll vote was taken for Mrs. Harvin.

Defeated: 3-6 (No: Mrs. Clinton, Ms. Denio, Mr. Mayo, Mr. Schofield, Mr. Strang, Mrs. Rounds.)

BE IT RESOLVED, that the Board of Education appoint Board Member **Tom Mayo** to serve as Board Parliamentarian for fiscal year 2012-13.

IX. APPOINTMENT OF FOIL APPEALS OFFICER

(Public Officer's Law 89 (a)(4))

Mrs. Wager-Rounds nominated Mr. Tuttmann to be FOIL Appeal Officer.

Second: Mr. Schofield

Discussion: Mr. Tuttmann held this position last year.

Mrs. Wager-Rounds made a motion for the following resolution:

Second: Mr. Mayo

Carried: 9-0

BE IT RESOLVED, that the Board of Education appoint Board Member **Michael Tuttmann** as Appeals Officer for Freedom of Information Requests (such appointment being allowed by Paragraph {a} of Subdivision 4 of Section 89 of the Public Officers Law).

PART II

X. BOARD OF EDUCATION APPOINTMENTS (effective July 1, 2012 - June 30, 2013)

- a. Clerk to the Board of Education
(Education Law 2503, Commissioner's Regulation 170.2)

Mrs. Wager-Rounds made a motion for the following resolution:

Second: Mr. Mayo

Carried: 9-0

BE IT RESOLVED, that the Board of Education, appoints **Mary Beth Bruno** to serve as Board Clerk to the Board of Education for fiscal year 2012-2013.

- b. Oath of Office to the Clerk to the Board of Education 2011-2012
(administered by President of the Board of Education)
Mrs. Wager-Rounds administered the oath to Mrs. Bruno.

Mrs. Wager-Rounds made a motion for the following agenda:

Second: Mr. Schofield

Carried: 9-0

- c. Internal Claims Auditor (Education Law 2526, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint **Gerald Tysiak** as Internal Claims Auditor for fiscal year July 1, 2012 through June 30, 2013.

Mrs. Wager-Rounds made a motion for Consent Agenda for Items (d) through (p).

Second: Mr. Mayo

Carried: 9-0

- d. Independent Auditor (Education Law 2116-a and 8 NYCRR 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint **Cusack & Co.** as Independent Auditor for fiscal year July 1, 2012 through June 30, 2013.

e. School Attorney

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint the law firm of **Guercio & Guercio, LLP** as School Attorney for the purpose of general and labor counsel for fiscal year July 1, 2012 through June 30, 2013.

f. Records Access Officer (8 NYCRR Section 185.2(a)(1))

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint **Mary Beth Bruno** as Records Access Officer for fiscal year July 1, 2012 through June 30, 2013.

g. Tax Collector (Education Law 2506, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint **Maureen Hernick** as Tax Collector and also as the individual who will continue to assume the duties of Tax Collector for fiscal year July 1, 2012 through June 30, 2013.

h. School District Treasurer (Education Law 2503, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appointment of **Kathleen Cietek** to serve as School District Treasurer for fiscal year 2012-2013.

i. Purchasing Agent (8 NYCRR 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appointment of **Paul Apicella** to serve as Purchasing Agent until December 31, 2012.

j. District's Title IX Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint **Kathleen Culligan** as the District's Title IX Compliance Officer for the school year 2012-2013.

k. Section 504 Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint **John Carmello** as the Section 504 Compliance Officer, effective July 1, 2012 until through June 30, 2013.

l. District School Medical Officers (Commissioner's Regulations 136.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint the following as School District Medical Officers for 2012-13 school year:

Dr. Isaac Racela
Dr. John O'Bryan

Riverview Pediatrics
Dr. Andrew Gunther (football games only)

m. Medicaid Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint **John Carmello** as Medicaid Compliance Officer for 2012-13 school year.

n. Central Treasurer for Extra-Curricular Classroom Activity Accounts (Education Law 2503)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint **Giovanna Driscoll** as Central Treasurer for Extra-Curricular Classroom Activities Accounts, for the period July 1, 2012 through June 30, 2013.

o. Determiner of Residency and Homeless Liaison

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint **Talia Gamble** as Determiner of Residency and Homeless Liaison for the period July 1, 2012 through June 30, 2013.

p. Attendance Officer (Education Law 3213)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint **Barbara Paulsen** as Attendance Officer for the period July 1, 2012 through June 30, 2013.

Mrs. Bruno administered the oath to Kathleen Cietek, School District Treasurer.

q. Oath to Appointed Officers (Public Officer's Law 5, 10, 30)

- Attendance Officer
- Internal Claims Auditor
- Tax Collector
- School District Treasurer

XI. BOARD OF EDUCATION DESIGNATIONS (effective July 1, 2012 - June 30, 2013)

Mrs. Wager-Rounds made a motion for Consent Agenda for Items (a) through (c):

Second: Mr. Mayo

Discussion: Mr. Tuttmann asked about the times for BOE meetings. The business meeting will be at 7:00 pm and workshops will begin at 6:00 pm.

Carried: 9-0

a. Official Bank Depository - All Funds

BE IT RESOLVED, the Board of Education, upon the recommendation of the Superintendent, designate the following bank as depositories of the District funds for the 2012-13 school year:

First Niagara Bank:	Trust & Agency Fund - Checking	Student Activities Fund - Checking
	General Fund - Checking	Payroll - Checking
	Special Aid Fund - Checking	General Fund - Money Market
	School Lunch Fund - Checking	Capital Fund - Checking
		Tax Account - Money Market

- b. Regular Monthly Meetings (Education Law 2504) (scheduled attached)

BE IT RESOLVED, that the Board of Education will hold business meeting on the first Wednesday each month at 7:00 pm and third Wednesday at 6:00 pm as workshop meeting effective July 3, 2012.

FURTHER RESOLVED, that if such meeting is cancelled, an alternate date is to be scheduled.

- c. Official Newspaper (Education Law 2004)

BE IT RESOLVED, that the Board of Education designate *The Record* as the Troy City School District's official newspaper for the 2012-13 fiscal year. The Interim Superintendent of Schools shall be the Spokesperson for the District relating to media matters.

XII. BOARD OF EDUCATION AUTHORIZATIONS (effective July 1, 2012 - June 30, 2013)

Mrs. Wager-Rounds made a motion for Consent Agenda for Items (a) through (f):

Second: Mr. Mayo

Carried: 9-0

- a. Chief School Officer to Certify Payrolls
(Education Law 2523, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education authorize the Chief School Officer to certify payrolls. Chief School Officer shall be the Interim Superintendent of Schools; in his absence it shall be the Assistant Superintendent for Curriculum and Instruction.

- b. Attendance at Conferences, Conventions and Workshops, etc. (Municipal Law 77-b)

BE IT RESOLVED, that the Board of Education authorize the Superintendent to approve staff attendance at conferences, conventions, workshops, etc. with expense during fiscal year 2012-2013.

- c. Authorization to Establish Petty Cash Funds
(Education Law 1709-39, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, establish for the 2012-2013 school year, petty cash in the amount of \$75 each as follows:

The Custodian of each of the \$75. Petty Cash Funds shall be:

Linda Martin	Principal, PS2	Brian Dunn	Principal, Doyle Middle School
Karen Cloutier	Principal, PS14	Joseph Mariano	Principal, Troy High School
Tracy Ford	Principal, PS16	Mary Beth Bruno	Board of Education
Cynthia Kilgallon	Principal, PS18	Paul Apicella	Central Business Office
Casey Parker	Principal, Carroll Hill	Donald Kearns	Stock Room

d. Designation of Authorized Signatures of Checks (Education Law 2523)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve the signature of the Business Administrator - **Mary O'Neill** and approve the signature of the District Treasurer, **Kathleen Cietek**, each individually, as authorization for checks, and be it

FURTHER RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve checks to be signed with the facsimile signature of the Business Administrator or District Treasurer, as reproduced on the check signer.

e. Authorization for the Treasurer to Invest Funds (Education Law 2503)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, authorize the Treasurer to invest funds as they become available into Certificates of Deposit, Time Deposit Accounts, Treasury Bills and Repurchase Agreements on Treasury Bills with New York State Banks in accordance with legal provisions, and

FURTHER RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, request that the Treasurer report such investments at the next regular Board meeting following the investment action.

f. Chief School Officer to Make Transfer of Funds (Education Law 2523)

BE IT RESOLVED, that the Board of Education authorizes the Chief School Officer to approve Budget Transfers of less than \$10,000. within major budget categories and that all transfers be reported to the Board on a monthly basis.

XIII. DIGNITY FOR ALL STUDENTS ACT (DASA) COORDINATORS

Mrs. Wager-Rounds made a motion to approve the following resolution:

Second: Mr. Mayo

Discussion: Mr. Carmello stated that school counselors have been designated as coordinators in each building in response to the new Act which became effective July 1, 2012.

Carried: 9-0

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints the following individuals as Dignity for All Students Act Coordinators for the school year 2012-2013:

Ashley Grande – School 1

Qiana Young – CHS

Immaculine Jolivert – School 2

TBD - School 18

Lauren Reynolds – School 14

Sonya Shaw – DMS

Laura Stukenborg – School 16

Christine Dauphinais – THS and District Coordinator

XIV. DESIGNEE TO APPOINT IMPARTIAL HEARING OFFICERS (IHO)

Mrs. Wager-Rounds made a motion to approve the following resolution:

Second: Mr. Mayo

Carried: 9-0

BE IT RESOLVED, that the Board of Education hereby designates the Interim Superintendent of Schools to appoint Impartial Hearing Officers when necessary to comply with the due process requirements of the IDEA and 8 NYCRR Section 200.5.

XV. LETTER OF INTENT AUTHORIZATION

Mrs. Wager-Rounds made a motion to approve the following resolution:

Second: Mr. Mayo

Carried: 9-0

BE IT RESOLVED, that the Board of Education hereby authorizes the Interim Superintendent of Schools to extend on its behalf offer(s) of employment with the District in the form of a letter of intent to qualified candidate(s), said employment and terms and conditions thereof to be subject to and contingent upon final approval by the Board of Education pursuant to Board resolution, and said Superintendent's authority as stated herein effective through June 30, 2013.

XVI. BONDING OF PERSONNEL

Mrs. Wager-Rounds made a motion to approve the following resolution:

Second: Mr. Mayo

Discussion: Dr. Howard explained that it is necessary for certain personnel to be bonded so they are not personally held responsible.

Carried: 9-0

a. District Treasurer, Tax Collector, Central Treasurer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, provide with the bonding for the following positions in the amounts stated:

All employees covered by a \$200,000. blanket bond:

Superintendent of Schools
Assistant Superintendents
Tax Collector
District Treasurer (covered by a \$1,000,000. excess policy)
Business Administrator
Courier
Central Treasurer for Student Activities Accounts

XVII. BOARD OF EDUCATION RE-ADOPTION OF ALL POLICIES AND CODE OF ETHICS IN EFFECT 2012-2013 SCHOOL YEAR (Education Law 2503)

Mrs. Wager-Rounds made a motion to approve the following resolution:

Second: Mr. Schofield

Carried: 9-0

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, adopt the Policies and Code of Ethics as they appear in the Board of Education's E-Policy Manual as of July 3, 2012.

(Board members and cabinet members signed Code of Ethics)

XVIII. CELLULAR PHONE ASSIGNMENTS

Mrs. Wager-Rounds made a motion to amend the following resolution to include the position of Energy Management Supervisor and remove Interpreter.

Second: Mr. Schofield
Carried: 9-0

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent and in accordance with District Telephones Regulation (8332-R), acknowledge the following positions which have been assigned a cell phone provided through state contract:

Superintendent	Principal School 2
Business Administrator	Principal School 14
Coordinator of Student Transportation	Principal School 16
Director of Physical Education	Principal School 18
Extended School Day Facilitator	Principal Carroll Hill
21st Century Program Director	Principal Doyle Middle School
Central Registration and Attendance (shared phone)	Principal Troy High School
LEA Designee	Add:
Director of School Facilities and Operations	Energy Management Supervisor
Night Custodial Supervisor	Remove:
Boiler Room (shared phone)	Interpreter

XIX. MILEAGE REIMBURSEMENT RATE

Mrs. Wager-Rounds made a motion to approve the following resolution.

Second: Mr. Mayo

Discussion: Mrs. Harvin stated the District should set the mileage reimbursement rate to coincide with the government's rate because gas prices fluctuate. Dr. Howard concurred.

Mr. Schofield made a motion to amend the following resolution to have the District adopt the government's mileage reimbursement rate.

Second: Mr. Mayo
Carried: 9-0

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby adopts the mileage reimbursement rate set by the Internal Revenue Service for 2012-13 school year.

XX. 2012-13 BOARD MEETING SCHEDULE

The May 22, 2013 workshop meeting conflicted with THS Class Night. Dr. Howard recommended that the Board meet prior to Class Night to certify the Budget Vote of May 21st. This would eliminate the need to meet a second time that week. Workshop meeting will be at 6:00 pm at Troy High School prior to Class Night.

XXI. ADJOURN RE-ORGANIZATION MEETING

At 6:40 pm, Mrs. Wager-Rounds made a motion to adjourn the Re-Organization Meeting. This was seconded by Mr. Mayo and carried 9-0.

Respectfully submitted by,

Mary Beth Bruno
Board Clerk