

COOPERSTOWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES

DATE: September 19, 2018

KIND OF MEETING: Regular

PLACE: Library, Junior/Senior High School

MEMBERS PRESENT: Marcy Birch, Mary Leonard, Matthew Schuermann, Gillian Spencer, Marielle Ainsworth, and Anthony Scalici

MEMBER ABSENT: Timothy Hayes

OTHERS PRESENT: William T. Crankshaw, Superintendent of Schools
Amy B. Kukenberger, Business Administrator
Jim Brophy, Interim Junior-Senior High School Principal
Ann Meccariello, Elementary Principal
Kristin Butler, Director of Curriculum Development & Assessment

President Birch called the meeting to order at 7:00 PM. There were no public comments.

Motion by Mrs. Birch, seconded by Mrs. Leonard. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby approve the consent agenda items A-B as presented: Meeting minutes of September 5, 2018, and Monthly Treasurer's reports for the period August 1-31, 2018.

Ayes 6 Noes 0 Motion carried.

Mr. Scalici announced the next Operations, Grounds & Audit Committee meeting is August 23, 2018 at 8:30 am.

Motion by Mrs. Birch, seconded by Mrs. Spencer. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby approve the consent agenda items A-H as presented:

- A: Meeting minutes of August 15, 2018
- B: Warrants May 2018 and Claims Auditor Report for the period May 1-31, 2018
- C: Warrants June 2018 and Claims Auditor Report for the period June 1-30, 2018
- D: Monthly Treasurer's Reports for the period May 1-31, 2018
- E: Monthly Treasurer's Reports for the period June 1-30, 2018
- F: Monthly Treasurer's Reports for the period July 1-31, 2018
- G: Quarterly Extracurricular Reports for the period April 1-30, 2018 – June 30, 2018
- H: Annual Financial Statement of Extraclassroom Activity Fund for the period July 1, 2017 through June 30, 2018

Ayes 6 Noes 0 Motion carried.

Mr. Scalici gave a report of the Operations, Grounds & Audit Committee meeting of September 12, 2018. The next Committee meeting is September 26, 2018 at 8:30 am.

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Motion by Mrs. Leonard, seconded by Ms. Ainsworth. Mr. Scalici gave a report of the Operations, Grounds & Audit Committee meeting of August 23, 2018. The next Committee meeting is September 12, 2018 at 8:30 am.

Motion by Mrs. Birch, seconded by Mrs. Leonard. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby accept amendments to Policy 7222: Diploma/Credential Option for Students with Disabilities, for first reading.

Ayes 6 Noes 0 Motion carried.

Motion by Mrs. Leonard, seconded by Mrs. Spencer. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby accept amendments to Policy 7222: Diploma/Credential Option for Students with Disabilities, for first reading.

Ayes 6 Noes 0 Motion carried.

Motion by Mrs. Birch, seconded by Ms. Ainsworth. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby accept Policy 7110: Comprehensive Student Attendance, for second reading and adoption.

Ayes 6 Noes 0 Motion carried.

Ms. Ainsworth gave a report of the Policy Committee meeting of September 13, 2018. She stated the next Policy Committee meeting is October 11, 2018 at 7:30 am.

Motion by Mrs. Birch, seconded by Ms. Ainsworth. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby approve the Personnel Memo dated September 14, 2018, as presented:

RESIGNATIONS			
Name	Position	Effective	Compensation
Rebekah Phillips	Cook	9/30/2018	N/A
Justin Hobbie	Modified Girls' Soccer Coach	9/5/2018	N/A
MENTOR APPOINTMENTS			
Name	Position	Effective	Compensation
Angela Aiello	Mentor to Brittney Toapha (Reading Teacher)	9/1/2018	\$1,000
Susan Clark	Mentor to Nina Burke (Grade 4 Teacher)	9/1/2018	\$1,000
Bridget Bertram	Mentor to Nicole Carey (Grade 3 Teacher)	9/1/2018	\$1,000

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Bud Lippitt	Mentor to Matthew Hulbert (PE Teacher)	9/1/2018	\$1,000
Amy Parr	Mentor to Ginette Day (Earth Science Teacher)	9/1/2018	\$1,000
Joe Powers	Mentor to Thomas Parker (Chemistry Teacher)	9/1/2018	\$1,000
Meaghan Whiteman	Mentor to Chloe Bellcourt (Grade K Teacher)	9/1/2018	\$1,000

PROFESSIONAL SERVICES APPOINTMENTS

Name	Position	Effective	Compensation
Katie Lambert	Special Education Department Chairperson	9/1/2018	\$2,894
Chalya Pudlewski	9 th Grade Advisor	9/1/2018	\$1,381 Base + \$231 Experience = \$1,612

EXTRACURRICULAR ADVISEMENT APPOINTMENTS

Name	Position	Effective	Compensation
Chloe Bellcourt	Red Hot Ropers Co-Advisor	10/1/2018	\$3,130 Base /2 = \$1,565
Nicole Carey	Red Hot Ropers Co-Advisor	10/1/2018	\$3,130 Base /2 = \$1,565
Lisa Lippitt	Elementary Assistant Prevention Educator	9/1/2018	\$730 Base + \$462 Experience = \$1,192
Katie Talbot	Football Videographer	9/1/2018	\$60/game
Peter Daum	Musical Instrumental Director	9/1/2018	\$1,568 Base + \$1,540 Experience = \$3,031

MISCELLANEOUS APPOINTMENTS

Name	Position	Effective	Compensation
Randy Hoose	Substitute Bus Driver (Regular Run)	9/1/2018	\$26/Trip
Carl Bennett	Substitute Bus Driver (Regular Run)	9/1/2018	\$26/Trip
Bonnie Snyder	Substitute Food Service Worker	9/1/2018	\$10.40/Hour
Lori Wrench	Substitute CSE Office Support	9/20/2018	\$10.40/Hour

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COACHING APPOINTMENTS			
Name	Position	Effective	Compensation
Sherri France	Modified Girls' Soccer Coach	9/6/2018	\$3,126 Base
Josie Rusk	Unpaid Cross-Country Coach	9/20/2018	N/A
* Note: Appointments are contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project Save and/or meeting all certification/licensing requirements as per NYSED.			

Ayes 6

Noes 0

Motion carried.

Motion by Mrs. Birch, seconded by Mrs. Spencer. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby establish six and one-half (6.5) hours as a standard full-time workday for Licensed Teaching Assistant, Teacher Aide, and School Monitor positions, effective September 5, 2018.

Ayes 6

Noes 0

Motion carried.

Motion by Mrs. Leonard, seconded by Ms. Ainsworth. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby approve additional time to the regular workday for the support staff listed below, in order to meet the instructional needs and supervising needs of students for the 2018-2019 school year:

The following employees will receive an additional fifteen (15) minutes per day worked in financial compensation for the purpose of supervision of students:

Joey Caporali
Alicia Robinson
Margaret Leslie
Tammi Kelly
Brayden Dorsey
Mary Boland
Pam Key

The following employees will receive an additional thirty (30) minutes per day worked in financial compensation for the purpose of supervision of students:

Denise Anastasio
Kris Potrikus (Tuesdays and Thursdays only)

Ayes 6

Noes 0

Motion carried.

Ms. Ainsworth gave a report of the Personnel Committee meeting of September 7, 2018. The next Committee meeting is September 7, 2018 at 8:00 am and then again September 27, 2018 at 8:30 am.

Mrs. Spencer gave a report of the Curriculum and Instructional Committee meeting of September 6, 2018. The next Committee meeting is October 4, 2018 at 8:30 am.

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Mrs. Birch announced upcoming events/meetings as listed in the agenda.

Mrs. Birch stated the next Public Relations Committee meeting September 26, 2018 at 9:30 am.

Under Principal's report, Mrs. Meccariello informed us on implementation of SuperKids in K-1, NWEA grades 2-6 and DIBELS assessments; Museum Night 2019, Second grade trip to Bassett Hospital to participate in Emergency Preparedness; Elementary Health Fair; continuation of monthly Character Traits; this year's theme "Be a character: Explore the Book of Life;" 6th Grade Hike; Open House September 27; monthly newsletters to elementary parents.

Mr. Brophy reported that the first twelve school days were completed successfully; faculty, students, and support staff did a great job. He mentioned that each class had an initial meeting to review attendance expectations and code of conduct; Open House September 20; Rotary International Day; National Voter Registration Day; NWEA testing this week with excellent participation in grades 7 & 8; Mrs. Shallert was named Jostens 2018 New Yearbook Advisor of the Year for the Northeast Region; and Kate Trosset received an Honorable Mention for the 2018 New York State Historical Archives Student Research Award. Mr. Brophy stated that he is enjoying his role as Interim Principal.

Mr. Scalici shared on behalf of Kristen Griger, a heartfelt thanks to our custodian staff for cutting the grass in the KidGarden area; she is very appreciative of their efforts.

Mr. Joe Kukenberger, Director of Transportation, provided his background of experience in another school district. He stated our drivers are supportive of him during his transition into his new role at CCS. He complimented Steve Fountain on the outstanding performance he did throughout the summer months, as well as the continued support he provides to the Transportation Department.

Mr. Matt Murphy, Director of Facilities, provided a general overview of the Maintenance Department. He stated everyone has been and still is extremely busy. He reported that the storm drain and gym floors are completed; both were part of the small capital outlay project. Mr. Powers and Mr. Murphy removed all old chemicals from the premises. He shared the new work request plan he put in place for the District. Mr. Murphy stated that he is showing our buildings to contractors of Energy Performance companies. Working on a certificate of occupancy for the concession stand. The Custodial Staff is working hard to keep all buildings in a healthy environment.

Dr. Crankshaw reported that mandates and deadlines for requirements are being met; Apptegy contract submitted; Newsletter; Evaluations begin October 1st with new non-teaching evaluation tool being used; Budget planning underway; Mr. Bertram will meet with all coaches pre and post season; Capital Project timeline; Negotiations; Insurance proposal; NY44 litigation needs Board communication in executive session; Component School Superintendents have put together a legislative agenda for our legislators, Mental Health Support; APPR and 3-8 test scores not available yet; creation of a TRS Reserve, SMART Bond late with money distribution. Dr. Crankshaw stated that he is attending the NYSCOSS Fall Leadership Summit next Monday and Tuesday morning in Saratoga.

Motion by Mrs. Birch, seconded by Mr. Scalici. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby accept the Services Agreement between Kids Oneida, Inc. and Cooperstown Central School District, effective September 1, 2018 - June 21, 2019; BE IT FURTHER RESOLVED authorize Dr. William Crankshaw, Superintendent of Schools to sign said Agreement.

Ayes 6

Noes 0

Motion carried.

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Motion by Mrs. Birch, seconded by Mrs. Spencer. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby approve the recommendation of the Committee on Special Education as listed in the minutes of the meetings on August 30, 2018 and September 7, 2018.

Ayes 6

Noes 0

Motion carried.

Motion by Mrs. Leonard, seconded by Ms. Ainsworth. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Superintendent of Schools, does hereby agree to wit,

WHEREAS, the COOPERSTOWN Central School District requires additional Instructional Technology software and hardware beyond that which they currently own or is available to it and,

WHEREAS, the COOPERSTOWN Central School District wishes to spread the cost of purchasing said equipment over several years with a multi-year installment purchase contract,

NOW THEREFORE, the Otsego Northern Catskills BOCES is hereby authorized to expend annually, on behalf of the COOPERSTOWN Central School District, funds to acquire the equipment as follows:
Equipment (All Prices are estimated based on current national cooperatives and vendor pricing)

Annual payments (estimated) will be made in the following amounts to ONC BOCES;

2018-2019 School Year = \$ 13,152.00

2019-2020 School Year = \$ 13,152.00

2020-2021 School Year = \$ 13,152.00

2021-2022 School Year = \$ 13,152.00

2022-2023 School Year = \$ 13,152.00

Estimated Total Payments (Including Interest) = \$ 65,760.00

Ayes 6

Noes 0

Motion carried.

Motion by Mrs. Birch, seconded by Mrs. Leonard. WHEREAS, New York State General Municipal Law requires a Resolution adopted by the Cooperstown Central School District Board of Education to authorize the use of a Best Value Award methodology, in the competitive bidding process, for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law) which may now be awarded on the basis of low bid or best value, as authorized in section 103 of the General Municipal Law and as defined in section one hundred sixty-three of the state finance law.

WHEREAS, Be it enacted by the Board of Education of the Cooperstown Central School District, Cooperstown, New York, as follows:

WHEREAS, The State Legislature and Governor amended General Municipal Law, §103 (A08692/S6117) on January 27, 2012 to provide local governments greater flexibility in awarding contracts by authorizing the award of purchase contracts, including contracts for service work on the basis of best value. The state legislation requires Political Subdivisions with a population of less than one million to pass a local law authorizing the use of the best value award process; and

WHEREAS, the enactment of this legislation provides additional procurement options to localities in ways that may expedite the procurement process and result in cost savings. The "best value" standard for selecting goods and services vendors, including janitorial and security contracts, is critical to efforts to use

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strategic sourcing principles to modernize the supply chain and ensure that taxpayers obtain the highest quality goods and services at the lowest potential cost, while also ensuring fairness to all competitors; and WHEREAS, The federal government, approximately half of the states and many localities have added best value selection processes to their procurement options, in recognition of these advantages. With the increased complexity of the goods and services that municipalities must obtain in order to serve taxpayers, it is critical to consider selection and evaluation criteria that measure factors other than cost in the strictest sense; and

WHEREAS, Taxpayers are not well served when a public procurement results in low unit costs at the outset, but ultimately engenders cost escalations due to factors such as inferior quality, poor reliability and difficulty of maintenance. Best value procurement links the procurement process directly to the municipality's performance requirements, incorporating selection factors such as useful lifespan, quality and options and incentives for more timely performance and/or additional services; and

WHEREAS, Even if the initial expenditure is higher, considering the total value over the life of the procurement may result in a better value and long-term investment of public funds. Best value procurement also encourages competition and, in turn, often results in better pricing, quality and customer service. Fostering healthy competition ensures that bidders will continue to strive for excellence in identifying and meeting municipalities' needs, including such important goals as the participation of small, minority and women-owned businesses, and the development of environmentally-preferable goods and service delivery methods. Best value procurement will provide much-needed flexibility in obtaining important goods and services at favorable prices, and will reduce the time to procure such goods and services; and

WHEREAS, "Best value" means the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerers that are small businesses or certified minority- or women-owned business enterprises as defined in subdivisions one, seven, fifteen and twenty of section three hundred ten of the executive law to be used in evaluation of offers for awarding of contracts for services; and

WHEREAS, Where the basis for award is the best value offer, the CCS District Purchasing Agent shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted; and

WHEREAS, The CCS District Purchasing Agent shall select a formal sealed competitive bidding procurement process in accordance with General Municipal Law and the CCSD Board of Education Procurement Policy and document its determination in the procurement record. The process shall include, but is not limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerers to submit responsive offers; and a balanced and fair method of award. Where the basis for the award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved; and

WHEREAS, the solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative

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importance and/or weight of cost and the overall technical criterion to be considered by the CCSD Board of Education in its determination of best value; and

WHEREAS, The CCS District Purchasing Agent shall develop procedures that will govern the award of contracts on the basis of best value. These procedures shall be included in the CCSD Board of Education Procurement Policy and reviewed annually by the CCSD Board of Education in conjunction with its annual review and approval of the CCSD Board of Education Procurement Policy; and

RESOLVED, The CCSD Board of Education hereby authorizes the use of a Best Value Award methodology, in the competitive bidding process, for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law) which may now be awarded on the basis of low bid or best value, as authorized in section 103 of the General Municipal Law and as defined in section one hundred sixty-three of the state finance law.

Ayes 6

Noes 0

Motion carried.

President Birch reminded everyone of the upcoming Open Houses: Junior/Senior High School - September 20, 2018 at 6:00 pm and the Elementary School - September 27, 2018, 6:00 pm.

President Birch provided the following report:

“The 2018-2019 Cooperstown opening conference day was September 4, 2018. As Board President, she was honored to welcome the faculty and staff on behalf of the full board.

The Catskill Area School Board conference was September 18 at SUNY Oneonta, and was very well attended. Both Matt Schuermann and I attended. There were two breakout sessions (New Board Member workshop and Chairing Board meetings workshop) and one large-group workshop (NY State Education Department outline of Social-Emotional Learning Standards). I attended the Chairing Board Meetings workshop and had several good “take aways” that I would like to share with the BOE. They include the following:

- Having a backdrop of “infomercials” about school successes whenever there are groups of community-members gathering- including at BOE meetings.
- Asking BOE what topics they want to see presented over the course of the year (if we have eight presentations over the year, what are the topics we want to see covered? What does the BOE want to know about this year?)
- Prepping presenters ahead of time to make sure they understand their time limit as well as explaining to them that they need to be direct and concise regarding the information the BOE wants to hear. Send presenters “Thank you” letters after they have taken the time to come before the BOE.
- Creating a BOE brochure to have at meetings and events, highlighting goals of the BOE, listing the meetings, explaining how to use Board Docs, and inviting people to learn more about becoming a BOE member. This is used as a tool to entice community members to join the BOE, or other school affiliated organizations, as well as to better understand the scope of the BOE.
- Give out a BOE Meeting “Ranking” sheet after a few meetings throughout the year to assess how the Board feels meeting are working- a brief self-evaluation of sorts.
- Identifying and Celebrating successes of faculty and staff. Sending out messages and cards on behalf of the BOE to celebrate our faculty and staff throughout the year.

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- Presidents and potential presidents should be attending the “Officer Training Series” offered through the NYSSBA. I was not aware of this program, which was highly recommended by several board presidents and superintendents within the room.

Additionally, I have included (FYI) the handouts from the Social-Emotional Learning workshop. It outlines the five “competencies” that NY State wants to highlight, and it indicates that these strategies will support the required Mental Health Education under Education Law 804, effective July 1, 2018.

I would like to take a minute to thank you as we start this year. I am sure we will have our issues- as we (and every school) always will. We have a dedicated, engaged, and concerned team. Each of us feels comfortable expressing our perspective, and giving other members time to express theirs. I am always available by phone if any of you have a question or concern regarding board matters. I’m looking forward to a great year!”

Ms. Ainsworth, seconded by Mrs. Leonard moved to recess to executive session to discuss litigation related to NY44 and the employment history of a particular person at 7:59 PM.

Ayes 6

Noes 0

Motion carried.

Mr. Schuermann, seconded by Mrs. Spencer, moved to return to the business of the regular meeting at 8:47 PM.

Ayes 6

Noes 0

Motion carried.

Ms. Ainsworth, seconded by Mr. Scalici moved to adjourn the meeting at 8:51 PM.

Ayes 6

Noes 0

Motion carried.

Clerk