

COOPERSTOWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES

DATE: May 8, 2019

KIND OF MEETING: Regular

PLACE: Library, Junior/Senior High School

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

MEMBER ABSENT: None

OTHERS PRESENT: William T. Crankshaw, Superintendent of Schools
Amy B. Kukenberger, Business Administrator

President Birch called the meeting to order at 7:20 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-C as presented: meeting Minutes of April 10, 2019 and April 22, 2019, Warrants for the month of April 2019, and Claims Auditor reports for the period April 1-30, 2019.

Ayes 7 Noes 0 Motion carried.

Mr. Scalici gave a report of the Operations, Grounds & Audit Committee meeting of April 30, 2019. The next Committee meeting is June 5, 2019 at 8:30 am.

Motion by Mr. Hayes, seconded by Mr. Scalici. M BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Policy Committee to the Superintendent of Schools, does hereby accept Policy 6475: Use Of Email In The School District, for second reading and adoption.

SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT

Electronic mail or email is a valuable business communication tool, and users shall use this tool in a responsible, effective and lawful manner. Every employee/ authorized user has a responsibility to maintain the District's image and reputation, to be knowledgeable about the inherent risks associated with email usage and to avoid placing the School District at risk. Although email seems to be less formal than other written communication, the same laws and business records requirements apply. School District employees/authorized users shall use the District's designated email system, for all business email, including emails in which students or student issues are involved.

Employee Acknowledgement

All employees and authorized users shall acknowledge annually and follow the District's policies and regulations on acceptable use of computerized information resources, including email usage.

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Email Accounts

All email accounts on the District's system are the property of the School District. Personal accounts and instant messaging, **including text messages**, shall not be used to conduct official business.

Classified and Confidential

District employees and authorized users may not:

- a) Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage should be directed to a Principal/supervisor.
- b) Forward emails with confidential, sensitive, or secure information without Principal/supervisor authorization. Additional precautions should be taken when sending documents of a confidential nature.
- c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted, if possible. File protection passwords shall not be communicated via email correspondence in any event.
- d) Send or forward email with comments or statements about the District that may negatively impact it.

Personal Use

Employees and authorized users may use the District's email system for limited personal use. Personal email accounts should not be utilized for school business. There is no expectation of privacy with district email use. Personal use should not include chain letters, junk mail, and jokes. Employees and authorized users are advised that the district will comply with valid Freedom of Information Law (FOIL) requests. Employees and authorized users shall not use the District's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups and list services, etc. without specific permission from the Principal/supervisor. The District's email system shall not be used for personal gain or profit.

Records Management and Retention

Retention of email messages are covered by the same retention schedules as records in other formats, but are of a similar program function or activity. Email shall be maintained in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

Archival of Email

All email sent and received to an employee's email account will be archived by the District for a period of **not fewer** than six (6) years. This time period was determined based on the possibility of emails that are the official copy of a record according to schedule ED-1. Depending on the District's archival system, employees may have access to view their personal archive, including deleted email.

Receiving Unacceptable Mail

Employees and authorized users who receive offensive, unpleasant, harassing or intimidating messages via email or instant messaging shall inform their Principal/supervisor immediately.

Training

Employees/authorized users should receive regular training on the following topics:

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- a) The appropriate use of email with students, parents and other staff to avoid issues of harassment and/or charges of fraternization.
- b) Confidentiality of emails.
- c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms.
- d) No expectation of privacy: email use on District property is NOT to be construed as private.

Sanctions

The Computer Coordinator may report inappropriate use of email by an employee/authorized user to the employee/authorized user's Principal/supervisor who will take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network and/or other disciplinary action. When applicable, law enforcement agencies may be involved.

Notification

All employees/authorized users will be required to access a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each user will acknowledge this employee/designated user agreement before establishing an account or continuing in his/her use of email.

Confidentiality Notice

A standard Confidentiality Notice **will** be added to each email as determined by the District.

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information
#3420 -- Anti-Harassment in the School District
#5670 -- Records Management
#6410 -- Staff Use of Computerized Information Resources
#8271 -- Children's Internet Protection Act: Internet Content Filtering/Safety Policy

Ayes 7

Noes 0

Motion carried.

Mr. Hayes gave a report of the Policy Committee meeting of April 30, 2019. He stated that the next Committee meeting is May 14, 2019 at 7:30 am.

Motion by Ms. Ainsworth, seconded by Mrs. Leonard. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District, upon the recommendation of the Personnel Committee to the Superintendent of Schools, does hereby approve the Personnel Memo dated May 3, 2019, as presented:

RESIGNATION			
Name	Position	Effective	Compensation
Sabrina Loewenguth	Teacher Aide	6/30/19	N/A
MISCELLANEOUS APPOINTMENTS			
Name	Position	Effective	Compensation
Maureen Schuermann	Public Relations Specialist	4/23/19 – 6/30/19	Annual Stipend of \$7,500 (prorated)
Jo-Anne Weir	Machine Custodian	5/21/19	\$11.10 per hour

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Mary Tedesco	Assistant Clerk/Inspector	5/21/19	\$11.10 per hour
Jo Ann Dow	Assistant Clerk/Inspector	5/21/19	\$11.10 per hour
Jeffrey Sloan	Daily Substitute Teacher Aide (C.A.R.E.S. Classroom)	5/10/19 – 6/17/19	Contractual \$11.10 per hour
Rich Brown	Certified Teacher Substitute 7-12	5/9/19	Contractual \$100 per day
Anneliese Carrascoso	Non-Certified Teacher Substitute K-12	5/9/19	Contractual \$85 per day
Colleen Perrino	Substitute School Nurse	5/9/19	Contractual \$90 per day
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 7

Noes 0

Motion carried.

Ms. Ainsworth gave a report of the Personnel Committee meeting of April 25, 2019 and May 7, 2019. She stated that the next Committee meeting is May 16, 2019 at 8:30 am.

Mrs. Spencer stated the next Curriculum and Instruction Committee meeting is May 9, 2019 at 8:30 am.

Mrs. Birch gave a report of the Public Relations Committee meeting of April 23, 2019. She stated that the next Committee meeting is May 14, 2019 at 8:30 am.

Mrs. Birch announced upcoming activities, events/meetings and holiday recess as listed in the agenda. Refer to the District Calendar on the school's website for a complete list.

Dr. Crankshaw reported on the Community Conversations set for School Budget; Superintendent's Conference Day May 24, 2019 (1/2 day); Emergency Give-Back Days May 28 and June 7; Wellness Committee discussing vaping and use of vaping products; Scriven Foundation Application; Summer Development; not able to fund summer programs at elementary and junior/senior high school. Dr. Crankshaw thanked the Board members for their time on Monday BOE Workshops on Capital Improvements and for their full understanding of the transportation plan and bus propositions. He shared several point of pride that have taken place with students over the past several weeks. He noted the Our Town Project currently on display at the Fenimore Art Museum.

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 approve the transportation requests from the Brookwood School and The Town of Hartwick, each for the use of one (1) school bus to transport summer program participants to offsite activities, during the period of June 29 through August 28, 2019.

Ayes 7

Noes 0

Motion carried.

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 Committee on Special Education Chairperson, does hereby approve the recommendations of the Committee on Special Education as listed in the minutes of the meetings on April 10, 2019.

Ayes 7

Noes 0

Motion carried.

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Motion by Mrs. Birch, seconded by Ms. Ainsworth. WHEREAS, the Cooperstown Central School District participates in the New York State Teachers' Retirement System ("TRS"); and

WHEREAS, on August 15, 2007, the Board of Education of the Cooperstown Central School District by resolution established a Retirement Contribution Reserve Fund known as the Reserve for Retirement Contributions pursuant to Section 6-r of the General Municipal Law; and

WHEREAS, the Board of Education has determined it is also appropriate to establish a sub-fund within said Retirement Contribution Reserve Fund pursuant to Education Law Section 521.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of the Cooperstown Central School District, pursuant to Section 6-r of the General Municipal Law, as follows:

1. The Board hereby establishes a sub-fund within the Reserve for Retirement Contributions to be known as the Cooperstown Central School District Retirement Contribution Reserve Sub-Fund;
2. The source of funds for this Reserve Sub-Fund shall be:
 - a. Such amounts as may be provided therefore by budgetary appropriation or raised by tax therefore;
 - b. Such revenue as are not required by law to be paid into any other fund or account;
 - c. Such other funds as may be legally appropriated; and
 - d. Notwithstanding any law to the contrary, such amounts as may be transferred from a reserve fund established pursuant to Section 6-c, 6-d, 6-e, 6-f or 6-g of Article 2 of the General Municipal Law, comprised of moneys raised from the same tax base as the moneys in the retirement contribution reserve fund, or a reserve fund established pursuant to Education Law Section 3651, provided that any such transfer shall only be made by Board resolution adopted after a public hearing held on at least 15 days prior notice published in at least one newspaper having general circulation in the District.
3. By resolution, the Board of Education may authorize expenditures from this Reserve Sub-Fund. Except as otherwise provided by law, moneys in this Reserve Sub-Fund may only be appropriated to finance retirement contributions to the New York State Teachers' Retirement System, and/or to offset all or a portion of the amount deducted from the moneys apportioned to the District from the State for the support of schools pursuant to Section 521 of the Education Law.
4. No member of the Board of Education or employee of the District shall:
 - a. Authorize a withdrawal from this Reserve Sub-Fund for any purpose except as provided in Section 6-r of the General Municipal Law; or
 - b. Expend any moneys withdrawn from this Reserve Sub-Fund for a purpose other than as provided in Section 6-r of the General Municipal Law.
5. The moneys contributed annually to the Reserve Sun-Fund shall not exceed 2% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.
6. The balance of the Reserve Sub-Fund shall not exceed 10% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.
7. The moneys in this Reserve Sub-Fund shall be deposited and secured in the manner provided by Section 10 of the General Municipal Law. The Board of Education or its authorized designee may

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invest the moneys in this Reserve Sub-Fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of this Reserve Sub-Fund.

8. The chief fiscal officer shall account for the Reserve Sub-Fund separate and apart from all other funds of the District. Such accounting shall show: the source, date and amount of each sum paid into the sub-fund; the interest earned by such sub-fund; capital gains or losses resulting from the sale of investments of this sub-fund; the order, purpose thereof, date and amount of each payment from this sub-fund; the assets of the sub-fund, indicating cash balance and a schedule of investments. The chief fiscal officer, within sixty (60) days of the end of each fiscal year, shall furnish a detailed report of the operation and condition of this sub-fund to the Board of Education.
9. This Resolution shall take effect immediately.

Ayes 7 Noes 0 Motion carried.

Motion by Mrs. Birch, seconded by Mrs. Leonard. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District hereby approves the Settlement Agreement by and between the District and the Cooperstown Central School Faculty Association for the period July 1, 2018 through June 30, 2023, authorizes the Superintendent to execute the agreement and approves payment thereunder.

Ayes 5 Noes 1 (Mr. Scalici) Present 1 (Mr. Hayes) Motion carried.

Under President's comments, Mrs. Birch asked each Committee Chairperson to provide a year-end report to her so that information can be shared in a timely manner prior to the Board of Education retreat.

With no public comments, Mrs. Birch, seconded by Mrs. Leonard, motion to recess to executive session for the purpose of discussing proposed, pending or current litigation and collective negotiations.

Ayes 7 Noes 0 Motion carried.

Motion by Mrs. Birch, seconded by Mrs. Leonard. BE IT RESOLVED, that the Board of Education of the Cooperstown Central School District authorizes its Attorneys, Girvin & Ferlazzo, and the District's CSE/CPSE Chairperson, Laura Bliss Lamb, to initiate an impartial due process hearing on behalf of the Board of Education pursuant to the Regulations of the Commissioner of the New York State Education Department Section 200.5(g)(1)(iv) related to a matter involving denial of an IEE at public expense involving Student #11806, as discussed in executive session held May 8, 2019.

Ayes 7 Noes 0 Motion carried.

Motion by Mr. Hayes, seconded by Ms. Ainsworth moved to return to the business of the regular meeting at 8:45 PM.

Ayes 7 Noes 0 Motion carried.

Motion by Mr. Hayes, seconded by Mr. Scalici moved to adjourn at 8:46 PM.

Ayes 7 Noes 0 Motion carried.

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Clerk