

COPENHAGEN CENTRAL SCHOOL

Board of Education
3020 Mechanic Street
Copenhagen, NY 13626



Monday, July 9, 2018
Reorganizational / Regular Board of Education Meeting
MINUTES

PRESIDENT, LYNN A. MURRAY, PRESIDING	
BOARD MEMBERS PRESENT:	BOARD MEMBERS ABSENT:
TROY BUCKLEY	KEITH LEE
KOREEN FREEMAN	ROBERT T. STACKEL
GABRIELLE M. THOMPSON	
ALFRED E. TOMASELLI	
OTHERS PRESENT:	
SCOTT N. CONNELL, Superintendent	
DALE R. MUNN, JR., Business Official	

Temporary Chairman Superintendent Scott Connell called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was said.

On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to approve the Agenda.

VOTE:	YES	5	NO	0	ABSTAIN:	
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At this time, Superintendent Connell opened the nominations for Board President, Troy Buckley moved to reelect Lynn Murray President. Alfred Tomaselli moved to second the nomination, requesting the nominations be closed and the clerk cast one ballot for the reelection of Lynn Murray, President.

VOTE:	YES	5	NO	0	ABSTAIN:	
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President Murray takes over the meeting and opens the nominations for Vice-President. Troy Buckley moved to reelect Alfred Tomaselli for Vice President. Koreen Freeman seconded the nomination, requesting that the polls be closed and the district clerk cast one ballot for Alfred Tomaselli, Vice President.

VOTE:	YES	5	NO	0	ABSTAIN:	
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President Lynn Murray, Vice President Alfred Tomaselli and Board of Education Incumbent Troy Buckley were administered the oath of office by District Clerk, Brenda C. Shelmidine.

On motion of Troy Buckley, seconded by Koreen Freeman, the Board voted to approve the appointment of Keith Lee to serve on the Executive Committee of the Jefferson-Lewis School Boards Association, with Gabrielle Thompson to serve as alternate.

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Koreen Freeman, the Board voted to appoint Gabrielle Thompson as Legislative Liaison for New York State School Boards Association.

VOTE:	YES	5	NO	0	ABSTAIN:	
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Meeting called to order

Agenda Approved

Approval for
Reelection of Lynn A. Murray, Board President

Approval for
Reelection of Alfred Tomaselli, Board Vice President

Oath of Offices Administered

Appointments to JLSBA

Appointment to Liaison for NYSSBA

On motion of Troy Buckley, seconded by Koreen Freeman, the Board approved the appointment of the following officers:

Appointment of District Officers

- a) District Treasurer - Dale R. Munn, Jr., Marcia A. Mundy
- b) Deputy Treasurer – Scott Connell
- c) District Clerk – Brenda Shelmidine
- d) Tax Collector – Robin Spaulding
- e) Internal Claims Auditor – Samantha Snyder

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Koreen Freeman, the Board approved the appointments of the following other positions:

Appointment of other positions

- a) Secretary to the Board –Brenda Shelmidine
- b) School Physician – Lewis County General Hospital
- c) School Attorney – BOCES Office of Inter-Municipal Legal Services, O’Hara, O’Connell & Ciotoli; Ferrara Fiorenza, PC
- d) Records Management Officer – Brenda Shelmidine
- e) Designated Education Official – Scott Connell
- f) District External Auditors – Bowers & Company CPAs, PLLC
- g) Title IX/Section 504 Hearing Officer – Scott Connell
- h) Central Treasurer - Extra Class Activity Account – Robin Spaulding; Alternate – Catherine Snyder, Director of Student Activities
- i) Election Clerks and Inspectors – as Per Lewis County Board of Elections
- j) Coordinator of Federal Funds – Dale R. Munn, Jr., Marcia A. Mundy
- k) District Investment Coordinator – Dale R. Munn, Jr., Marcia A. Mundy
- l) Dignity for All Students Act Coordinator (DASA) – Pamela Ratliff, Pre- K - 5 Principal; Alternate, Brigitte Gillette, Guidance Counselor
- m) **Committee on Special Education**
Chairperson/LEA Representative.....Pamela Ratliff
Parent or persons in parental relationship to the student
Additional Parent Representatives: (additional parent representative available at the request of parent)
School Physician & Alternate: Lewis County General Hospital ;
Special Education Teachers/Related Service Providers.....Appropriate Grade Level/Subject Area
School Psychologist.....TBD
Regular Education Teachers.....Appropriate Grade Level/Subject Areas
Student.....When Appropriate
- n) **Committee on Special Education Subcommittee**
Chairperson/LEA Representative.....Pamela Ratliff
Parent or persons in parental relationship to the student
Special Education Teachers/Related Service Providers.....Appropriate Grade Level/Subject Area
Regular Education Teachers.....Appropriate Grade Level/Subject Areas
Student.....When Appropriate
- o) **Section 504 Committee:**
(Team members included as appropriate)
Coordinator..... Pamela Ratliff
Parent or persons in parental relationship to the student
Special Education Teachers/Related Service Providers.....Appropriate Grade Level/Subject Area
Regular Education Teachers.....Appropriate Grade Level/Subject Areas
Student.....When Appropriate
Guidance Counselor
Principal
- p) **Committee on Pre-School Special Education**
Chairperson: Pamela Ratliff
Parent or persons in parental relationship to the student
Lewis County Municipality Representative: Laurie Simmons

Approval of CSE, and Subcommittee

Approval of Section 504 Committee

Approval of CPSE Committee

Jefferson County Municipality Representatives: Mary VanBrocklin or Ljuba Cvetkovic
(Additional Parent representative available at the request of parent)
Early Intervention Provider and/or Evaluating Agency and/or Special Education Service Provider/Teacher – Appropriate Representative

Part 200 Regulations: the parent and the school district may agree that the attendance of a member is not necessary or that a member of the committee may be excused in accordance with the following procedures pursuant to sections 4308(2)(f) through (h), 4355(2)(f) through (h), 4402(1)(b)(1)(b-1) through (b-3), 4402(1)(b)(1)(d), and 4410(3)(a)(3) through (5) of the Education Law. A parent is requested to sign off on the excusal of a committee member.

- q) Instructional Material Review Committee:
 - Mrs. JoAnne Spooner Elementary Teacher
 - Ms. Lori Griffin Secondary Teacher
 - Mrs. Nadine O'Shaughnessy Building Principal
 - Mrs. Krisha Greene Librarian
 - Mrs. Leah Parkin Member of the Community
- r) Attendance Officers – Front Office Clerk and School Nurse, Denean Clark
- s) Records Access Officer – Scott Connell
- t) District Audit Committee
 - Seven Board Members
 - Community Member: Laura Tousant
- u) Asbestos (LEA) Designee – Dale Clarke
- v) Director of Student Activities - Catherine Snyder
- w) Chemical Hygiene Officers – Robert Cooper, Dale Clarke
- x) Model Schools Coordinator – Darlene Rowsam
- y) Civil Rights Coordinator - Scott Connell
- z) Safety Coordinator – Scott Connell

On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to approve the following designations:

- a) Depository of Funds – NYCLASS Bank, with Secondary Depository: Community Bank.
- b) Newspaper – *Watertown Daily Times*.
- c) Mileage reimbursement rate @ \$.50 per mile.
- d) Set tuition rate for the 2018 – 2019 school year at zero.
- e) Rate of pay for tutors of homebound students @ \$18.24 per hour.
- f) Regular monthly meetings and Work Sessions – 6:00 p.m.
 - ❖ July 9, 2018, Reorganization Meeting
July 23, 2018, Regular Meeting
 - ❖ August 6, 2018, Work Session
August 20, 2018, Regular Meeting – Approval of Tax Warrants
 - ❖ September 10, 2018 Work Session
September 24, 2018 Regular Meeting
 - ❖ October 9, 2018 Work Session
October 22, 2018 Regular Meeting
 - ❖ November 13, 2018 Work Session
November 26, 2018 Regular Meeting
 - ❖ December 10, 2018 Work Session
December 19, 2018 @ 1:30 p.m. Regular Meeting
- Christmas Dinner
 - ❖ January 7, 2019 Work Session
January 28, 2019 Regular Meeting
 - ❖ February 11, 2019 Work Session
February 25, 2019 Regular Meeting
 - ❖ March 11, 2019 Work Session
March 25, 2019 Regular Meeting

Approval of
other officers

Approval of
Designations

- ❖ April 8, 2019 Work Session
April 25, 2019 Regular Meeting – Thursday,
approve School Budget; Property
Tax Report Card; BOCES Budget
- ❖ May 7, 2019 Annual Meeting
May 21, 2019 Annual Vote, Regular Board Meeting
- ❖ June 10, 2019 Work Session
June 24, 2019 Regular Meeting

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to approve the following authorizations:

*Approval of
Authorizations*

- a) to certify Payroll – Scott Connell
- b) authorization of attendance at conferences, conventions, workshops, etc. with designated expenses – Scott Connell; Board of Education to authorize any out-of-state conference prior to registration.
- c) to establish Petty Cash Fund, not to exceed \$50.00 – Scott Connell
- d) Purchasing Agent – Scott Connell
- e) To offer school district employee and officer indemnification under Public Officer’s Law §18;
- f) to designate authorized signatures on checks – Scott Connell
- g) Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers.

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to re-approve the Copenhagen Central School Plan for Annual Professional Performance Review.

*Reapproval of
Annual Professional
Performance Review*

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to approve the re-adoption of all Board of Education Policies.

*Re-adoption
of BOE policies*

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to approve the 2018 – 2019 Board of Education Committees:

*Approve BOE
Committees*

- a) Finance & Facilities - Lynn Murray, Robert Stackel, Gabrielle Thompson,
- b) Policy - Koreen Freeman, Keith Lee
- c) Personnel & Negotiations - Troy Buckley, Alfred Tomaselli

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Alfred Tomaselli, seconded by Troy Buckley, the Board voted to approve previous minutes (June 25, 2018, Regular Meeting).

*Approval of
6/25/18 minutes*

VOTE:	YES	5	NO	0	ABSTAIN:	
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SUPERINTENDENT RECOMMENDS APPROVAL OF:

On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to accept the resignation of Dale R. Munn, Jr., from his position of Business Official with regret, effective on July 18, 2018.

*Accepted
Resignation of
Dale R. Munn, Jr.*

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Gabrielle Thompson, the Board voted to approve the temporary appointment of Marcia A. Mundy as District Treasurer at the hourly rate of \$50.00, effective July 19, 2018.

VOTE:	YES	5	NO	0	ABSTAIN:	
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*Appointment of
Marcia A. Mundy as
temporary
District Treasurer*

On motion of Troy Buckley, seconded by Gabrielle Thompson, the Board voted to approve the Appointment of **Carlene Coffey** to a full-time four (4) year probationary teacher appointment, tenure area: English, effective August 30, 2018; (Per the requirements of Education Law 3012-d). Certification: English Education Masters (Grades 5-12) State of New Hampshire, Expiration Date June 31, 2020; Salary: Step 1, Column 2, on the 2018 – 2019 Salary Schedule.

VOTE:	YES	4	NO	0	ABSTAIN:	1 - Koreen Freeman
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*Appointment of
Carlene Coffey as
English teacher*

On motion of Troy Buckley, seconded by Koreen Freeman, the Board approve the request from Pam Ratliff to carry over 5 vacation days from the 2017 – 2018 School year to the 2018 – 2019 School year.

VOTE:	YES	5	NO	0	ABSTAIN:	
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*Approval of request
to carry over
vacation days*

On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board approved the appointment of the additional summer school staff for the summer of 2018:

- Victoria Myers
- Zachary Makuch

*Approval of
summer school
staff*

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to approve the dues for the 2018 – 2019 School Year of the Jefferson-Lewis School Boards Association.

*Approve of dues
For JLSBA*

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Koreen Freeman, the Board voted for the approval of the Distance Learning Classroom Lease between the Jefferson Lewis BOCES and the Copenhagen Central School District from July 1, 2018 to June 30, 2019.

*Approval of lease for
DL Classroom*

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board approved the BOCES Services Contract for Cooperative Educational Services for the 2018 – 2019 School Year through Jefferson Lewis BOCES as entered into Contract with the Copenhagen Central School District effective July 1, 2018.

*Approval of BOCES
Services Contract for
Cooperative
Educational Services
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VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board hereby approves for the 2018 – 2019 school year only, a health insurance buyout program in the amount of \$1,750.00 for any employee eligible for health insurance through the district who files appropriate forms before deadlines as set by the Administration. The Board reserves the right to cancel this program at any time.

*Approval of health
Insurance buyout*

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board approved the recommendations from the Committee on Special Education as presented.

Approval of CSE recommendations

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to approve the appointment of Marissa Kerins as Grade 11, Class of 2020 Club / Co-Advisor for the 2018 – 2019 school year.

Appointment of Marissa Kerins to Class of 2020 Co-Advisor

VOTE:	YES	5	NO	0	ABSTAIN:	
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On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board approved the following applications for use of facilities requests:

Approval of Use of Facilities requests

- (a) Request from Michelle Castor, Student Council Advisor; for use of facilities on October 19, 2018 for the purpose of a Blood Drive.
- (b) Request from Jennifer Spaulding, Cheer Coach; for use of facilities on October 19, 2018 and October 20, 2018 for the purpose of Copenhagen Spooktacular Cheerfest.
- (c) Request from Jennifer Spaulding, Cheer Coach; for use of facilities on October 23, 2018 for the purpose of the Frontier League Tournament.
- (d) Request from Jennifer Spaulding, Cheer Coach; for use of facilities on November 17, 2018 and November 18, 2018 for the purpose of Choreography Camp.

VOTE:	YES	5	NO	0	ABSTAIN:	
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At 6:15 p.m. and on motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to go into Executive Session to discuss the medical, financial credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Into executive session

VOTE:	YES	5	NO	0	ABSTAIN:	
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At 7:43 p.m. and on motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to come out of Executive Session.

Out of executive session

VOTE:	YES	5	NO	0	ABSTAIN:	
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At 7:44 p.m. and on motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to adjourn the meeting.

Meeting adjourned

VOTE:	YES	5	NO	0	ABSTAIN:	
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Brenda C. Shelmidine
School District Clerk