



# COPENHAGEN CENTRAL SCHOOL

Board of Education  
3020 Mechanic Street  
Copenhagen, NY 13626



Tuesday, July 9, 2019, 6:00 p.m.  
**Guidance Office**

## Future Meeting Dates

July 25, 2019  
August 15, 2019 – Work Session  
August 27, 2019

## REORGANIZATIONAL **REVISED** AGENDA

### 1. Election / Routine Matters:

- a) Temporary Chairman – Superintendent Scott Connell
- b) Pledge of Allegiance
- c) Accept **REVISED** Agenda
- d) Nomination for Office of President (President takes over meeting)
- e) Nomination for Office of Vice President
- f) Oath to Officers
- g) Election of member and alternate member to serve on Executive Committee of Jeff-Lewis School Boards Association. (18-19: *Keith Lee, Gabrielle Thompson*)
- h) Election of member to serve as Legislative Liaison for New York State School Boards Association. (18-19: *Gabrielle Thompson*)

### 2. Appointment of District Officers:

- a) District Treasurer - Scot Luther
- b) Deputy Treasurer – Scott Connell
- c) District Clerk – Brenda Shelmidine
- d) Tax Collector – Robin Spaulding
- e) Internal Claims Auditor – Samantha Snyder

### 3. 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 – Michelle Castor/Melissa Herbert, Co-Directors of Student Activities
- i) Election Clerks and Inspectors – as Per Lewis County Board of Elections

- j) Coordinator of Federal Funds – Scot Luther
- k) District Investment Coordinator – Scot Luther
- 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.....Nicole Lee  
 Co-Chairperson/LEA Representative....Megan Wambold  
 Parent or persons in parental relationship to the student  
 Additional Parent Representatives: (additional parent representative available at the request of parent)  
 School Physician: Lewis County General Hospital  
 Special Education Teachers/Related Service Providers.....Appropriate Grade Level/Subject Area  
 School Psychologist.....Colleen Henegan  
 Regular Education Teachers.....Appropriate Grade Level/Subject Areas  
 Student.....When Appropriate

n) **Committee on Special Education Subcommittee**

Chairperson/LEA Representative....Nicole Lee  
 Co-Chairperson/LEA Representative.....Megan Wambold  
 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..... Nicole Lee  
 Co-Coordinator..... Megan Wambold  
 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  
 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 Atkinson                        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) Co-Directors of Student Activities – Michelle Castor, Melissa Herbert
- w) Chemical Hygiene Officers – Robert Cooper, Dale Clarke
- x) Model Schools Coordinator – Anthony Williams
- y) Civil Rights Coordinator - Scott Connell
- z) Safety Coordinator – Scott Connell

**4. Bonding of Personnel** – The Board may bond the following personnel handling district funds:

- a) District Clerk/Secretary to Superintendent – Brenda Shelmidine
- b) District Treasurer – Scot Luther
- c) Central Activity Treasurer – Robin Spaulding
- d) Internal Claims Auditor – Samantha Snyder
- e) Deputy Treasurer – Scott N. Connell
- f) Tax Collector – Robin Spaulding

**5. Designations** – The Board shall designate/approve:

- 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 2019 – 2020 school year at zero.
- e) Rate of pay for tutors of homebound students @ \$19.35 per hour.
- f) Regular monthly meetings and Work Sessions – 6:00 p.m.

- ❖ July 9, 2019, Reorganization Meeting  
July 25, 2019, Regular Meeting
- ❖ August 15, 2019, Work Session  
August 27, 2019, Regular Meeting – Approval of Tax Warrants
- ❖ September 9, 2019 Work Session  
September 23, 2019 Regular Meeting
- ❖ October 15, 2019 Work Session  
October 28, 2019 Regular Meeting

- ❖ November 12, 2019 Work Session  
November 25, 2019 Regular Meeting
- ❖ December 9, 2019 Work Session  
December 18, 2019 @ 1:30 p.m. Regular Meeting - Christmas Dinner
- ❖ January 13, 2020 Work Session  
January 27, 2020 Regular Meeting
- ❖ February 10, 2020 Work Session  
February 24, 2020 Regular Meeting
- ❖ March 9, 2020 Work Session  
March 23, 2020 Regular Meeting
- ❖ April 13, 2020 Work Session  
April 21, 2020 Regular Meeting – Tuesday, approve School Budget; Property Tax Report Card; BOCES Budget
- ❖ May 5, 2020 Annual Meeting  
May 19, 2020 Annual Vote, Regular Board Meeting
- ❖ June 8, 2020 Work Session  
June 22, 2020 Regular Meeting

**6. Authorization:**

- a) to certify Payroll – Scott Connell
- b) 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

**7. Reapprove the Copenhagen Central School Plan for Annual Professional Performance Review.**

**8. Re-adoption of all Policies and Code of Ethics in effective during previous year: Implied in Education Law 1709, 2503**

**9. Organize Board of Education 2019 – 2020 Committees:**

- a) Finance & Facilities *(18-19: Gabrielle Thompson, Robert Stackel, Lynn Murray)*
- b) Policy *(18-19: Koreen Freeman, Keith Lee)*
- c) Personnel & Negotiations *(18-19: Alfred Tomaselli, Troy Buckley)*

**10. Appointment of the following additional summer school staff for the summer of 2019:**

Zachary Makuch  
Nancy Moser – Teacher Aide

11. **Approval of dues** for the 2019 – 2020 School Year of the Jefferson-Lewis School Boards Association.
12. **Approval of Superintendent, Administration**, Managerial/Confidential Staff and District Treasurer raise of 3.5% for the 2019 – 2020 school year.
13. **Approval of the Support Staff Contract effective 7/1/19 – 6/30/23.**
14. **Approval of changes to the Handbook for Non-Unionized Employees.**
15. **Accept letter of retirement** of Kim Sheitz from his cleaner position, with regret effective July 12, 2019.
16. **Accept letter of retirement** from Linda Prince from her typist position, with regret effective August 19, 2019.
17. **Appointment of Sarah Gerow**, to a full-time four (4) year probationary teacher appointment, Tenure area: Childhood Education (1-6), Initial; Early Childhood Education (Birth-2) Initial; Tentative expiration of probationary appointment, June 30, 2023 (Per the requirements of Education Law 3012-d); Salary: Step 1, Column 1, on the 2018 – 2019 Salary Schedule.
18. **Appointment of Megan Hill to a full time teacher assistant position, effective August 29, 2019.**
19. **Approval of the following Substitute Bus Drivers:**
  - David Woodruff, (pending completion of requirements)
  - Diane Woodruff, (pending completion of requirements)
20. **Accept requests for parochial transportation for the 2019 – 2020 school year:**
  - Elizabeth Zajac – *Immaculate Jr./Sr. High School*
  - Alexandra Zajac – *Immaculate Jr./Sr. High School*
21. **First reading of the following Board of Education policy:**
  - Capital Assets Accounting
22. **Anticipated Executive Session** Upon Board Approval 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.
23. **Adjournment**