



A G E N D A  
COPENHAGEN CENTRAL SCHOOL  
BOARD OF EDUCATION REORGANIZATIONAL MEETING  
Band Room #314



1. Election
  - a) Temporary Chairman – Scott Connell
  - b) Pledge of Allegiance
  - c) Oath to new members – Keith Lee
  - d) Nomination for Office of President (President takes over meeting)
  - e) Nomination for Office of Vice President
  - f) Oath to new officers
  - g) Election of member and alternate member to serve on Executive Committee of Jeff-Lewis School boards Association.
  - h) Election of member to serve as Legislative Liaison for New York State School Boards Association.
  
2. Appointment of District Officers
  - a) District Treasurer - Marcia Mundy/Dale Munn
  - b) Deputy Treasurer – Scott Connell
  - c) District Clerk – Mary Jones
  - d) Tax Collector – Robin Spaulding
  - e) Internal Claims Auditor – Rachel Guyette
  
3. Appointment of other positions:
  - a) Secretary to the Board – Mary Jones
  - b) School Physician – R. Brian Shambo, M.D.
  - c) School Alternate Physician – Dr. Shirley Tuttle-Malone
  - d) School Attorney – BOCES Office of Inter-Municipal Legal Services, O'Hara & O'Connell; Ferrara, Fiorenza, Larrison, Barrett & Reitz, PC
  - e) Records Management Officer – Phyllis Gaines
  - f) Designated Education Official – Scott Connell
  - g) District External Auditors – Mr. Thomas Bowie, Bowers & Company, CPAS, PLLC
  - h) Title IX/Section 504 Hearing Officer – Scott Connell
  - i) Central Treasurer - Extra Class Activity Account – Robin Spaulding – alternate – Catherine Snyder, Director of Student Activities
  - j) Election Clerks and Inspectors – Rachel Guyette, Brenda Shelmidine, Linda Prince, Mary Shambo, Robin Spaulding, Dale Munn, Mary Jones, Phyllis Gaines, Donna Wheeler, and alternate, Patricia Eddy
  - k) Coordinator of Federal Funds – Marcia Mundy/Dale Munn
  - l) District Investment Coordinator – Marcia Mundy/Dale Munn
  - m) Dignity for All Students Act Coordinator (DFASA) – Pamela Ratliff; Alternate Brigitte Gillette, Guidance Counselor
  - n) **Committee on Special Education**  
Chairperson/LEA Representative.....Dale R. Munn, Jr./Brenda Shelmidine, Co-Chair  
Parent or persons in parental relationship to the student  
Additional Parent Representatives: (one mandated parent representative at meeting) Amanda Kloster/Lisa Green/Vivian Doolittle/

(The parent of the child can request that the additional parent member not participate.)

School Physician: R. Brian Shambo, M.D.

Special Education Teachers/Related Service Providers.....Appropriate Grade Level/Subject Area

School Psychologist.....Dale R. Munn, Jr.

Regular Education Teachers.....Appropriate Grade Level/Subject Areas

Student.....When Appropriate

**o) Committee on Special Education Subcommittee**

Chairperson/LEA Representative.....Dale R. Munn, Jr./ Brenda Shelmidine, Co-Chair

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

**p) Section 504 Committee:**

(Team members included as appropriate)

Coordinator..... Dale R. Munn, Jr./Brenda Shelmidine, Co/Chair

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

**q) Committee on Preschool Special Education**

Chairperson: ..... Brenda Shelmidine

Parent or persons in parental relationship to the student

Lewis County Municipality Representative: Laurie Stoffel

Jefferson County Municipality Representatives: Larry Tingley and/or Ljuba Cvetkovic – (not mandated member of the committee)

Additional Parent Representatives: Amanda Kloster, Lisa Green, Vivian Doolittle, Parent Representatives (one mandated parent member at the meeting)

(The parent of the child can request that the additional parent member not participate.)

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.

r) Instructional Material Review Committee:

- Mrs. JoAnne Spooner Elementary Teacher
- Ms Holly Evans Secondary Teacher
- Mrs. Nadine O'Shaughnessy K-12 Principal
- Mrs. Krisha Greene Teacher
- Mrs. Monica Kellogg Member of the Community

- s) Attendance Officers – Mary Shambo, and School Nurse Denean Clark
- t) Census Enumerator – Phyllis Gaines
- u) Records Access Officer – Scott Connell
- v) District Audit Committee
  - Seven Board Members
  - Community Member: Laura Tousant
- w) Asbestos (LEA) Designee – John McGraw
- x) Director of Student Activities - Catherine Snyder
- y) Chemical Hygiene Officers – Robert Cooper and John McGraw
- z) Model Schools Coordinator – Darlene Rowsam

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

- a) District Clerk/Secretary to Supt. – Mary Jones
- b) District Treasurer – Marcia Mundy/Dale Munn
- c) Central Activity Treasurer – Robin Spaulding
- d) Internal Claims Auditor – Rachel Guyette
- e) Deputy Treasurer – Scott N. Connell
- f) Tax Collector – Robin Spaulding

5. Designation – The Board shall designate/approve:

- a) Depository of Funds – 1<sup>st</sup> Niagara, with Secondary Depositories: Key Bank, Community Bank and J. P. Morgan Chase Manhattan Bank.
- b) Newspaper – *Watertown Daily Times*.
- c) Mileage reimbursement rate @ \$.45 per mile.
- d) Set tuition rate for the 2014 – 2015 school year at zero.
- e) Rate of pay for tutors of homebound students @ \$17.66 per hour.
- f) Regular monthly meetings and Work Sessions:

Regular Monthly Meetings & Work Sessions

- July 1, 2014 Reorganizational Meeting
- July 28, 2014 Regular Meeting
- August 12, 2014 Work Session
- August 25, 2014 Regular Meeting
- September 9, 2014 Work Session
- September 22, 2014 Regular Meeting
- October 14, 2014 Work Session
- October 27, 2014 Regular Meeting
- November 10, 2014 Work Session
- November 24, 2014 Regular Meeting
- December 2, 2014 Work Session
- December 17, 2014 @ 1:30 p.m. Regular Meeting after Christmas Dinner
- Work Session January 13, 2015
- January 26, 2014 Regular Meeting
- February 10, 2015 Work Session
- February 23, 2015 Regular Meeting

March 10, 2015 Work Session  
March 23, 2015 Regular Meeting  
April 14, 2015 Work Session  
April 27, 2015 Regular Meeting  
Annual Meeting May , 2015/Annual Vote May , 2015 (set by State)  
May 12, 2015 Work Session  
May 26, 2015 Regular Meeting  
June 9, 2015 Work Session  
June 22, 2015 Regular Meeting

6. Authorizations:
  - a) to certify Payroll – Scott Connell
  - b) of attendance at conferences, conventions, workshops, etc. with designated expense – 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) to use check signing device – Marcia Mundy/Dale Munn, Mary Jones
  - h) of 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. Policy readoption.
  
9. Organize Board of Education 2014 – 2015 Committees:
  - a) Finance & Facilities
  - b) Policy
  - c) Personnel & Negotiations
  
10. Superintendent recommends approval of the following resolutions:
  - (a) Resolution to approve the appointment of REBECCA HOUPPERT MULVANEY to a full-time (1.0 FTE) three-year probationary appointment, tenure area: Elementary Education teacher (Early Childhood Education Birth – Grade 2; Childhood Education 1 – 6); effective September 1, 2014, Expiration of Appointment, June 30, 2017; Certification Status: Initial Certificates.
  
  - (b) Resolution to approve the appointment of CAITLIN M. VIRKLER to a long-term (one-year long) substitute teacher appointment, tenure area: Elementary Education (Early Childhood Education Birth – Grade 2, Childhood Education 1 – 6); effective September 1, 2014, Expiration of Appointment, June 30, 2015; Certification Status: Initial Certificates.
  
  - (c) Resolution to approve appointment of AMY L'HUILLIER as a full-time Universal Pre-K Teaching Assistant; certification status: Elementary Education

(Early Childhood Education Birth – Grade 2, Childhood Education 1 – 6) Initial Certificates.

(d) Resolution to approve the appointment of PAMELA RATLIFF to a full-time (1.0 FTE) three-year probationary appointment as a K-12 Assistant Principal; tenure area: SCHOOL BUILDING LEADER; effective September 1, 2014, Expiration of Appointment, June 30, 2017; Certification Status: Internship Certificate, Expires 8/31/15; Initial Applied for.

(e) Resolution to accept resignation of Pamela Ratliff from her elementary teaching position, effective August 31, 2014.

(f) Resolution to approve the appointment of CHRISTINA PETERSEN to a .5 School Counselor position; Certification Status; School Counselor, Provisional Certificate.

(g) Appointment of Melinda Freeman Warner, cafeteria substitute.

11. Adjournment.