

BOARD OF EDUCATION
SPECIAL/REORGANIZATION MEETING

Tuesday, July 11, 2023

6:30 p.m.

Secondary Library

Present: Dominick Bellino
Andrew Zaffarano
Kathleen Sarafin
Angela Service
Tricia Service
Jack Bono – arrived at 7:14 p.m.
Jason Wasielewski

Absent: Joseph Ciccone

Others Present: Joseph Palmer, Superintendent of Schools, Kacey Sheppard, Assistant Superintendent of Business and Technology, Connie Giordano, District Clerk, Michael Stalteri, Secondary Principal, Melanie Welch, Elementary Principal

Call to Order – The Meeting was called to order by Dominick Bellino at 6:53 p.m. and the Pledge of Allegiance was recited.

Roll Call was taken by Dominick Bellino

Dominick Bellino welcomed Jason Wasielewski to the Board of Education

Administered Oath of Faithful Performance to:

- A. Newly Elected Board Members – Jason Wasielewski, Dominick Bellino, Jack Bono
- B. Superintendent of Schools – Joseph Palmer
- C. Assistant Superintendent of Business and Technology – Kacey Sheppard
- D. District Clerk – Connie Giordano

Election of Board Officers:

A motion was made by Angela Service, seconded by Tricia Service to nominate Joseph Ciccone for the position of Board of Education President.

- 5 – YES 0 – NO MOTION PASSED
A. President of the Board – Joseph Ciccone

A motion was made by Kathleen Sarafin, seconded by Jason Wasielewski, to nominate Jack Bono for the position of Board of Education Vice President.

- 5 – YES 0 – NO MOTION PASSED
B. Vice President of the Board – Jack Bono
C. Administer Oath of Faithful Performance in Office to Officers

A motion was made by Kathleen Sarafin, seconded by Angela Service, to pull Items F-5 and F-6 from the consent agenda.

- 5 – YES 0 – NO MOTION PASSED

CONSENT AGENDA: – A motion was made by Kathleen Sarafin, seconded by Tricia Service to approve Consent Agenda Items - Re-Org Procedures, 8A through 8F-4 AND 8F-7-8F-11.

- 5- YES 0 – NO MOTION PASSED

Reorganization Procedures: (For Action)

A. It is hereby recommended that the following officers be appointed for the 2023-2024 school year:

District Treasurer	-	Kacey Sheppard	
Clerk of the Board	-	Connie Giordano	\$5,000 Stipend
Deputy Treasurer	-	Karen Wasielewski	\$1,000 Stipend
Tax Collector	-	M & T Bank – Mail-in	
In-person Tax Collector	-	Dominica Helmer	\$1,500 Stipend
Central Treasurer	-	Jennifer Juliano	
		Extraclassroom Activities Fund Acc't. Manager	\$1,500 Stipend
		Scholarship Fund Account Manager	\$ 500 Stipend

B. It is hereby recommended that the following other appointments be approved for the 2023-2024 school year:

- 1. School Physician - Mary Imogene Bassett Hospital
- 2. School Attorney - Ferrara, Fiorenza, Larrison, Barrett, & Reitz, P.C.
- Girvan and Ferlazzo, P.C.
- 3. Bond Counsel - Trespez & Marquardt
- 4. Insurance Agents - Excellus Blue Cross-Blue Shield (Health Insurance)
Utica National Insurance Group (Liability, Property, Umbrella)
Republican Franklin Ins. Co. – (Auto)
Student Accident – Wellfleet Co.
State National

Reorganization Procedures:

B. (Continued)

5. Independent Auditor - West & Company (Gloversville and Saratoga Springs)
6. Financial Advisors - Fiscal Advisors
7. Claims Auditor - Carm LoRe-Cooper \$ 1,500 Stipend
8. CSE/504 Coordinator - Dawn Harvey
9. Impartial Hearing Officers - Per S.E.D. Approved List
10. CSE/CPSE Committee - See attached List
11. CSE/CPSE Substitute Chairpersons - Jana Lambert, Gabrielle Higgins, Building Principals
12. Substitute School Psychologist - Dawn Harvey
13. Surrogate Parents - Marissa Montana-Guzman, Meaghan Sears
14. District Health Safety Committee - See Attached
15. Annual Professional Performance Review Committee - See Attached
16. Athletic Director - Jeffrey LaGase \$11,000 Stipend
17. District Sexual Harassment Comp. Ofcr. - Superintendent Joseph Palmer
18. Title VI, Title IX/Compliance Ofcr. - Superintendent Joseph Palmer
19. Dignity for All Students Act Coordinators - Andrea Cordero, Nicole Ruddy, Deanna Williams
20. Medicaid Compliance Officer - Dawn Harvey
21. Data Protection Officer - Kacey Sheppard
22. District Chief Emergency Officer - Superintendent Joseph Palmer
23. Records Management Officer - Kacey Sheppard
24. Chemical Hygiene Officer - Bruce Race- \$300 Stipend
25. District Mental Health Coordinator - Superintendent Joseph Palmer
26. 2023-2024 District Spill Response Team - See Attached List
27. Health Insurance Consortium Board - Kacey Sheppard
28. Worker's Compensation Board - Kacey Sheppard
29. District Homeless Liaison - Julie Tangorra
30. Federal Funds Procedural Manual (attached) - Kacey Sheppard

C. For Action

It is hereby recommended that the following designations for the 2023-2024 school year be approved:

1. Official Bank Depositories - M & T Bank, Wilmington Trust, Metropolitan Bank
2. Regular Monthly Meetings - 2nd Tues. of Month, (& 4th if necessary); Budget Vote – 5/21/24 (Meeting date list attached)
3. Official Newspapers - Times Telegram, The Observer Dispatch

D. For Action

It is recommended that the following authorizations for the 2023-2024 school year be approved:

1. Authorization for Payments Without Prior Audit as Allowed by Law.
2. Person to Certify Payrolls - Superintendent/Ass't. Superintendent (in absence of Superintendent)
3. School Purchasing Agent - Superintendent/Ass't. Superintendent
4. Authorized to Approve Conferences, Workshops, etc. - Superintendent
5. Establishment of Petty Cash Fund - Gen. Fund (\$100) – Karen Wasielewski – Account Custodian
6. Authorized to Approve Budget Transfers (up to \$3,000) - Superintendent/Ass't. Superintendent
7. Authorized Signatures on Checks - Kacey Sheppard – District Treasurer/Ass't. Superintendent
Karen Wasielewski, Deputy Treasurer
Jennifer Juliano - (Extracurricular Activities)
8. Authorized to Suspend Students up to 5 days - Building Principals & Superintendent

9. Authorized 403(b) Providers

VOYA Ins and Annuity Co.
River Source Life Ins. Co. of NY (Ameriprise)
Metlife
Oppenheimer Retirement Funds
AIG Valic
AXA Equitable
Security Benefit
Valic
Franklin-Templeton

- 10. Authorization to execute wire transfers with a maximum limit of one million dollars – (\$1,000,000) - Ass't. Superintendent/District Treasurer
- 11. Authorization to execute wire transfers for bonds and payroll-related transfers with a maximum limit of five million dollars (\$5,000,000) - Ass't. Superintendent/District Treasurer

E. **For Action**

It is hereby recommended that the bonding of the following be approved for the 2023-2024 school year:

- 1. District Treasurer/Ass't. Superintendent - (\$1,400,000)
- 2. District Tax Collector - (\$1,000,000)
- 3. Central Treasurer - (\$400,000)
- 4. Employee Blanket Bond - (\$100,000)
- 5. Superintendent – (\$400,000)
- 6. Internal Claims Auditor – (\$400,000)

F. **For Action**

It is hereby recommended that the following other items be approved for the 2023-2024 school year:

- 1. Re-adoption of All Policies in Effect during Previous Year and the Code of Ethics
- 2. Establish Mileage Reimbursement Rate - IRS Rate
- 3. **SPECIAL PROJECT AUTHORIZATION**
It is recommended that the Board of Education authorize the Superintendent, or his designated representative to sign and submit all applications for federal funds as well as any other funds which may be available to the School District.
- 4. **Participation in Associations** - Oneida-Madison-Herkimer School Board Institute and the New York State School Boards Association.

A motion was made by Kathleen Sarafin, seconded by Angela Service, to pull Items 5 and 6 from the Consent Agenda.

5 – YES 0 – NO MOTION PASSED

A motion was made by Tricia Service, seconded by Kathleen Sarafin to nonnominate and appoint Joseph Ciccone as the NYSSBA Representative.

- 5 – YES 0 – NO MOTION PASSED
- 5. NYSSBA Representative - (Nominated Joseph Ciccone)

A motion was made by Kathleen Sarafin, seconded by Angela Service to nominate and appoint Andrew Zaffarano as the OHM School Board Institute Executive committee Representative, with Jack Bono as the back-up representative.

5 – YES 0 – NO MOTION PASSED

- 6. Oneida-Madison-Herkimer School Bd. Institute Executive Committee Representative - (Nominated Andrew Zaffarano)

7. **FEDERAL FUNDS**

The Board of Education renews its commitment to comply with Federal regulations as administered through the State Education Department.

- 8. Authorization of BOCES as a Legal Bidding Agent for Frankfort-Schuyler Central School
- 9. The Herkimer-Fulton-Hamilton-Otsego BOCES approved substitute teacher list shall be the Frankfort-Schuyler Central School District substitute teacher list for the 23-24 academic year.
- 10. National Purchasing Network for Cooperative Purchasing and Bidding
- 11. The substitute teacher rates for 2023-2024 shall be:

- Certified Teachers - \$120/day
- Non-Certified Teachers - \$110/day
- Teacher's Ass'ts./Teacher's Aides - \$105/day
- LPNs - \$105/day
- RNs - \$120/day
- Cleaners/Custodians - \$14.20/hr. (align with minimum wage)

G. MOTION TO ADJOURN the Re-Org. Meeting – A motion was made by Andrew Zaffarano, seconded by Tricia Service, to adjourn the Re-Org. Meeting at 7:03 p.m.

5 – YES 0 – NO MOTION PASSED

Respectfully Submitted,

District Clerk

July 11, 2023

Regular Board of Education Meeting
Middle-High School Library

Present: Dominick Bellino
Tricia Service
Kathleen Sarafin
Angela Service
Andrew Zaffarano
Jack Bono – arrived at 7:14 p.m.
Jason Wasielewski

Absent: 1 – Joseph Ciccone

Others Present: Joseph Palmer, Superintendent of Schools, Kacey Sheppard, Ass't. Superintendent, Connie Giordano, District Clerk, Michael Stalteri, Secondary Principal, Melanie Welch, Elementary Principal

ROLL CALL:

Roll call was taken by Dominick Bellino 6– Present 0- Absent

CALL TO ORDER:

The meeting was called to order by Dominick Bellino at 7:05 p.m. and the Pledge of Allegiance was recited.

Reports/Presentations/Good News to Share:

- 1. Updates – Superintendent Joseph Palmer

Discretionary Period for Residents to Address the Board:

N/A

Consent Agenda:

A motion was made by Andrew Zaffarano, seconded by Tricia Service, to approve the following **CONSENT AGENDA:**
Minutes, Finance, Personnel 1-5, New Business 1 - 10.

6- YES 0 - NO MOTION PASSED

Minutes:

June 13, 2023

Finance:

- 1. Extraclassroom Activities Report
- 2. Scholarship Report

Personnel:

- 1. **Appointed Substitute Cleaner:**
Be it resolved that the Frankfort- Schuyler Central School District Board of Education hereby appointed Frank Torres as a substitute cleaner at a pay rate of \$14.20. This appointment is contingent upon clearance from the New York State Department of Education (fingerprint clearance).
- 2. **Appointed Secondary Art Teacher:**
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appointed Anne Vaccaro to the position of Secondary Art Teacher, at a salary of \$46,018 - (\$45,538, Step 4 MA) + 480 (6 CH), effective August 14, 2023. This appointment is contingent upon clearance from the New York State Department of Education (fingerprint clearance).
- 3. **Appointed Secondary Special Education Teacher:**
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appointed Holly Kingstrom to the position of Secondary Special Education Teacher, at a salary of \$56,335 – (\$55,855, Step 10, MA + 30 + \$480 (6 CH), effective August 14, 2023. This appointment is contingent upon clearance from the New York State Education Department (fingerprint clearance).
- 4. **Schedule E Advisorship Appointments:**
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appointed the following to Schedule E Advisor positions for the 2023-2024 School Year:

		<u>Stipend</u>
Alliance Club	R. Opels (Olson)	\$650
After School Supvs'n./Enrichment Prog.-Elem.	K. Palmisano	\$1260
	F. Moracco	\$1260
	S. Roberts	\$1260
	S. Pristera	\$1260
Art Club – H.S.	T.B.D.	

Art Club – M.S.	N. Cooney	\$650
Art Club – Elementary	C. Brownell	\$650
Builders/Key Club	R. Braund	\$1200
Bus Supervision – Elementary – 6	J. Sullivan	\$2250
	J. Lambert	\$2250
	S. Cruze	\$2250
	D. LaVeck	\$2250
	M. Grippe	\$2250
	N. Castronovo	\$2250
Bus Supervision – MS/HS – 5	K. Perry	\$2250
	J. Adasek	\$2250
	A. Payne	\$2250
	J. Minosh	\$2250
	M. Spina	\$2250
Chess Club	N. LaBella	\$650
Eighth Grade Class Advisor	H. Odin	\$500
Elementary Band	T.B.D.	
Elementary Chorus	C. Hance	\$950
Youth Choir/Operetta	C. Hance	\$950
E-Sports	A. Reina	\$650
Freshmen Class Advisor	T.B.D.	
Friends of Rachel	A. Cordero	\$400
	N. Ruddy	\$400
	J. Penree	\$400
F.B.L.A. High School	A. Reina	\$1274
F.B.L.A. Middle School	J. Adasek	\$1274
Intramurals – Middle School	M. Rozonkiewicz	\$500
Intramurals – Elementary	T. Carinci	\$500
Jazz Band – High School	K. Donaleski	\$1200
Jazz Band – Middle School	K. Donaleski	\$1200
Junior Class Advisor	K. DelMedico	\$950
K-Kids	T. Carinci	\$300
	H. Scialdo	\$300
	D. Williams	\$300
	A. Trievel	\$300
M.S. Family, School-Community Leaders America	K. Newtown	\$500
Mock Trial	J. Minosh	\$1200
Musical	H. Odin	\$3250
Jr. National Honor Soc. Adv. – M.S.	J. Reid	\$950
Jr. National Honor Soc. Comm. Members	R. Opels	\$145
	K. Newtown	\$145
	A. Cordero	\$145
National Honor Soc. Adv. – H.S.	L. Hobart	\$950
National Honor Soc. Adv. – H.S. Comm. Members	K. Murphy	\$145
	K. Newtown	\$145
	N. Ruddy	\$145
	J. Purinton	\$145
	H. Lawrence	\$145
	K. DelMedico	\$145
	A. Reina	\$145
	A. Cucci	\$145
Nature Club	A. Cucci/	\$600
Senior Class Advisor	R. Braund	\$1700
Show Choir	H. Odin	\$1200
Select Chorus	H. Odin	\$1200
Seventh Grade Class Advisor	H. Lawrence	\$500
Ski/Board Club	E. Fiorentino	\$340
Sophomore Class Advisor	M. Harrod/	\$350
	L. Randazzo	\$350
STEAM Club – Middle School	K. Newtown	\$500
Student Council High School	M. Cleveland	\$1550
Student Council Middle School	M. Cleveland	\$1550
Yearbook – High School	J. Purninton/	\$1625
	A. Cucci	\$1625
Yearbook – Middle School	N. Bick	\$600
Yearbook – Elementary	J. Sullivan	\$600

5. Schedule E – Coaching Appointments:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appointed the following to Coaching positions for the 2023-2024 School Year:

		<u>Stipend</u>
Alyssa Upson	Girls Soccer Varsity Head	4,200
Joe Bono	Boys Soccer Varsity Head	4,200
Michael Giambrone	Boys Soccer Modified	2,400
Jeff LaGase	Football Head Varsity	4,200
Ron Gatto	Football Assistant Varsity	3,012
Anthony Rocco	Football Assistant/JV Head	2,589
Mike Rozonkiewicz	Boys Basketball Varsity Head	4,200
Jeff Adasek	Girls Basketball Varsity Head	4,200
Anthony Reina	Indoor Track	4,200
Joelle Yost	Girls Volleyball Varsity Head	4,200
Mark Spina	Baseball Varsity Head	4,200

New Business:

1. Transportation - Birnie Bus Contract:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education extends the current contract with Birnie Bus Service for Home to School Transportation for the 2023-2024 School Year at an estimated total cost of \$1,370,000.

2. Transportation – Birnie Bus Contract:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education extends the current Contract with Birnie Bus Service for Field Trips and Athletic and for the 2023-2024 School Year at an estimated total cost of \$67,000.

3. Transportation – Birnie Bus Contract:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education extends the current contract with Birnie Bus Service for Summer Transportation for the 2023-2024 School Year at an estimated total cost of \$70,000.

4. CSE/CPSE Annual Reviews:

<u>Student ID</u>	<u>Meeting Date</u>
580512997	06/14/2023
580512390	06/12/2023
580511932	06/23/2023
580511836	05/18/2023
580511993	06/20/2023
580511675	06/20/2023
580512261	06/20/2023
580512141	06/20/2023
580512891	06/20/2023
580512919	06/08/2023
580511478	06/22/2023
580512191	06/12/2023
580513029	06/20/2023
580513329	06/20/2023
580513214	06/20/2023
580513121	06/13/2023
580512705	06/08/2023
580512705	06/08/2023
580512833	06/14/2023
580512949	06/13/2023
580512252	06/14/2023
580512888	06/08/2023
580512809	06/14/2023

5. Declared Textbooks Obsolete:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby declares the following textbooks obsolete:

- Earth Science (Pearson) – 8
- Basic Math Skills (AGS) – Teacher Edition – 1
- Consumer Math (AGS) – Teacher Edition – 1
- Language Arts Literature (Pearson) – Course 1 – 18
- Language Arts Literature (Pearson) – Course 2 – 9

Wonders Materials – Grades 3-5

- AIS (Mixed grade levels)
- Leveled Reader Book packs - 96
- Reader/Writer Workshop Books – 5
- Interactive Workbooks – 60
- Teacher Editions – 18
- Sets of Vocabulary Cards – 105
- Skills kit – 1

5. Declared Textbooks Obsolete:
(Continued)
Grade 3
70 Textbooks
70 Workshop Books
119 "Your Turn" Practice Books
18 Teacher Editions
Set of Vocabulary Cards – 1

Grade 4
Anthology Textbooks – 75
Reading/Writing Workshop Textbooks
Class Set of leveled readers – 1
Miscellaneous Teacher resources and assessment materials including vocabulary cards, phonics cards, workbooks, assessment resources and Teacher manuals

Grade 5
Class Sets: Wonders Leveled Reader – 3
Reading/Writing Textbooks – 66
Wonders Textbook – 93
Teacher Editions – 1 – 6
Sets of Vocabulary Cards – 4
Activity Cards – 1 set
Sets of High Frequency Words – 3
Workbooks – 39
Close Reading books j- 12
Workstation Activity packs - 2
6. Declare dComputer Equipment Obsolete:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby declares the attached list of computer equipment as obsolete.
7. Approved 2023-2024 Mentor/Mentee Handbook:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby approves the 2023-2024 Mentor/Mentee Handbook as presented.
8. Textbook Proposal for 8th Grade H.S. Prep Class:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby approves the following Textbook Proposal for 8th Grade H.S. Prep Class:
7 Habits of Highly Effective Teens – Sean Covey
Essential F-Words for Teens – Scott Grates
Study Skills – A Holistic Approach to Learning – Ray Lecara Jr.
9. Second Read – Non-Patient Specific Order for Naloxone Administration Policy
10. Second Read – Homebound Instruction Policy

Discussion:

Wadas Foundation Grant
Pickleball Court
Capital Project Update
Graduation
Administrative Retreat
Needle Chart

Administered Oath of Faithful Performance to:

Newly Elected Board Member, Jack Bono
Vice President of the Board – Jack Bono

Old Business:

Discussion on Various Athletic subjects

Adjourn – A motion was made by Kathleen Sarafin, seconded by Tricia Service to reconvene and adjourn at 7:44 p.m.

7 – YES

0 – NO

MOTION PASSED

Respectfully Submitted,

District Clerk