

7/13/21

**BOARD OF EDUCATION
SPECIAL/ORGANIZATION MEETING
MIDDLE-HIGH SCHOOL LIBRARY**

Present: Lisa Morgan Absent: 0
Joseph Ciccone
Kathleen Sarafin
Michael Clements
Angela Service
Jack Bono
Dominick Bellino

Others Present: Joseph Palmer, Superintendent of Schools, Kacey Sheppard-Thibault, Assistant Superintendent, Connie Giordano, District Clerk, Melanie Welch, Elementary Principal, Michael Stalteri, High School Principal

Call To Order
The meeting was called to order by Lisa Morgan at 6:30 p.m. and the Pledge of Allegiance was recited.

Roll Call was taken by Board President Lisa LoRe.
7 – Present 0 – Absent

- Administer Oath of Faithful Performance to:
- A. Newly Elected Board Members – Angela Service, Joseph Ciccone
 - B. Superintendent of Schools – Joseph Palmer
 - C. Assistant Superintendent of Business and Technology– Kacey Sheppard-Thibault
 - D. District Clerk – Connie Giordano

A motion was made by Kathy Sarafin, seconded by Dominick Bellino, to Elect Joseph Ciccone as Board President.

6- YES 0- NO 1 - ABSTAIN MOTION PASSED
Joseph Ciccone

A motion was made by Kathy Sarafin, seconded by Dominick Bellino, to nominate Jack Bono as Board Vice President.

6 – YES 0- NO 1 - ABSTAIN MOTION PASSED
Jack Bono

- Administer Oath of Faithful Performance to:
- A. Newly Elected Board Officers –Joseph Ciccone, Board President
– Jack Bono, Board Vice President

Michael Clements thanked Lisa Morgan for her time serving as Board of Education President

A motion was made by Jack Bono, seconded by Kathleen Sarafin, to Elect Michael Clements as NYSSBA Representative.

6- YES 0- NO 1 - ABSTAIN MOTION PASSED
Michael Clements

A motion was made by Jack Bono, seconded by Dominick Bellino, to nominate Michael Clements as Oneida-Madison-Herkimer School Board Institute Executive Committee Represnetative..

6 – YES 0- NO 1 - ABSTAIN MOTION PASSED
Michael Clements

A motion was made by Dominick Bellino, seconded by Jack Bono, to approve the following Consent Agenda:

CONSENT AGENDA: - Re-Org Procedures, 6-A through 6-F.

7 – YES 0 - NO MOTION PASSED

Reorganization Procedures:

For Action

6. Reorganization Procedures: (For Action)

A. It is hereby recommended that the following officers be appointed for the 2021-2022 school year:

District Treasurer	-	Kacey Sheppard-Thibault	
Clerk of the Board	-	Connie Giordano	\$4,500 Stipend
Deputy Treasurer	-	Karen Wasielewski	\$ 500 Stipend
Tax Collector	-	M & T Bank – Mail-in	
In-person Tax Collector	-	Dominica Helmer	\$1,500 Stipend

B. It is hereby recommended that the following other appointments be approved for the 2021-2022 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. Extraclassroom Activity Account Management - Senior Account Clerk - Stephanie Laymon
5. Insurance Agents - Excellus Blue Cross-Blue Shield (Health Insurance)
Utica National Insurance Group (Liability, Property, Auto,Umbrella)
Student Accident – Wellfleet Co.
Builders Risk – The Hartford
Beasley (for Cybersecurity coverage)
6. Independent Auditor - West & Company (Gloversville and Saratoga Springs)
7. Financial Advisors - Fiscal Advisors
8. Claims Auditor - Carm LoRe-Cooper \$ 1,000 Stipend
9. CSE/504 Coordinator - Amy Gerhartz
10. Impartial Hearing Officers - Per S.E.D. Approved List
11. CSE/CPSE Committee - See attached List
12. CSE/CPSE Substitute Chairpersons - Jana Lambert, Building Principals
13. Surrogate Parents - Wendy Shufelt, Meaghan Sears
14. District Health Safety Committee - See Attached
15. Annual Professional Performance Review Committee - See Attached List
16. Athletic Director - Jeffrey LaGase \$11,000 Stipend
17. District Sexual Harassment Compliance Officer - 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 - Amy Gerhartz

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|-----|---|--|
| 21. | District Director of Technology and Data Protection Officer | - Kacey Sheppard- Thibault - \$7,500 Stipend |
| 22. | District Chief Emergency Officer | - Superintendent Joseph Palmer |
| 23. | LEA Designee – Asbestos | - Joseph LaVeck - \$3,575 Stipend |
| 24. | Records Management Officer | - Kacey Sheppard-Thibault |
| 25. | Chemical Hygiene Officer | - T.B.D. - \$300 Stipend |
| 26. | District Mental Health Coordinator | - Superintendent Joseph Palmer |
| 27. | 2021-2022 District Spill Response Team | - See Attached List |
| 28. | Health Insurance Consortium Board | - Kacey Sheppard-Thibault |
| 29. | Worker’s Compensation Board | - Kacey Sheppard-Thibault |
| 30. | District Homeless Liaison | - Amy Gerhartz |
| 31. | Capital Project Coordinator | - John Stever - \$5,000 Stipend |
| 32. | Champions of Curriculum 2021-2022 | - Joseph Palmer – See Attached List |
| 33. | Federal Funds Procedural Manual | - Kacey Sheppard-Thibault |

C. **For Action**

It is hereby recommended that the following designations for the 2021-2022 school year be approved:

1. Official Bank Depositories - M & T Bank, Wilmington Trust
2. Regular Monthly Meetings - 2nd Tues. of Month, (& 4th if necessary); Budget Vote – 5/19/22
3. Official Newspapers - Times Telegram, The Observer Dispatch

D. **For Action**

It is recommended that the following authorizations for the 2021-2022 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-Thibault – District Treasurer/Ass’t. Superintendent
Karen Wasielewski, Deputy Treasurer
Stephanie Laymon - (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 2021-2022 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 2021-2022 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.
5. NYSSBA Representative - (Nominate Board Member)
6. Oneida-Madison-Herkimer School Bd. Institute Executive Committee Representative - (Nominate Board Member)
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 21-22 academic year.
10. National Purchasing Network for Cooperative Purchasing and Bidding
11. The substitute teacher rates for 2021-2022 shall be:

1/01/21 – Present
Certified Teachers - \$110/day
Non-Certified Teachers - \$90/day
Teacher's Ass'ts./Teacher's Aides - \$90/day
LPNs - \$90/day
RNs - \$110/day

G. Adjourn – A motion was made by Angela Service, seconded by Kathleen Sarafin, to adjourn at 6:55 p.m.

7 – YES

0 – NO

MOTION PASSED

July 13, 2021

Regular Board of Education Meeting
Middle-High School Auditorium

Present: Lisa Morgan
Michael Clements
Joseph Ciccone
Dominick Bellino
Jack Bono
Angela Service
Kathleen Sarafin

Absent: 0

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

ROLL CALL:

Roll call was taken by Joseph Ciccone: 7– Present 0 – Absent

CALL TO ORDER:

The meeting was called to order by Joseph Ciccone at 7:00 p.m. and the Pledge of Allegiance was recited.

Convene to General Session – a motion was made by Angela Service, seconded by Lisa Morgan, to convene to General Session at 7:00 p.m.

7– YES

0 – NO

MOTION PASSED

Reports/Presentations:

1. Kiwanis Superintendent Students of the Month

Fifth Grade

Viola Davis

Ashton Davis

Madisyn Sibley

Jozlyn Scholl

Eighth Grade

Claire Enea

Brayden Wisheart

Victoria Helmer

Olivia Urtz

Seniors

Victoria DeLuca

Stephanie Guseva

Hannah Reid

Xander Wilson

2. Superintendent Joseph Palmer

- School Comprehensive Education Plan (SCEP) -- needs to be BOE approved
- District Comprehensive Improvement Plan (DCIP) -- needs to be BOE approved; will be submitted to SED prior to July 30th
- Leveraging Resources to Support the SCEP -- goes with the above; does not require approval
- Targeted Support and Improvement (TSI) End-of-the-Year Report for 2020-2021, for informational purposes only

Discretionary Time Period for Residents to address the Board: (Please state your name and address:)

N/A

A motion was made by Dominick Bellino, seconded by Kathleen Sarafin, to approve the following **CONSENT**

AGENDA: Minutes, Finance, Personnel 1 - 10, New Business 1 – 8

7 – YES

0 – NO

MOTION PASSED

Minutes:

June 8, 2021

June 23, 2021

Finance:

Extraclassroom Activities Fund Report

Scholarship Report

Personnel:

1. Accepted Resignation from ELA Teacher:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby accepts the resignation of Andre Short from his position of ELA teacher, effective 7/14/21.

2. Appointed Senior Account Clerk:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Stephanie Laymon to the position of Senior Account Clerk, at a salary of \$31,000, effective 7/12/21. This appointment is contingent upon clearance from the New York State Department of Education (fingerprint clearance).

3. Schedule E Appointments for 2021-2022:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appointed the following to Schedule E/Extracurricular positions:

Alliance Club	Rachel Olson	\$650
Builder's Club	Kristina Newtown	\$1,200
Elementary Chorus	Cameron Hance	\$950
E-Sports	Anthony Reina	\$500
FBLA H.S.	Anthony Reina	\$1,274
FBLA M.S.	Jeff Adasek	\$1,274
Friends of Rachel	Rachel Olson/Andrea Cordero – Co-advisors	\$600/ea.
Intramurals – Elementary	Theresa Carinci	\$500
Intramurals – Middle School	Mike Rozonkiewicz/Adam Payne – Co-advisors	\$240/ea.
Jazz Band – High School	Kathleen Donaleski	\$1,200
Jr. Class Advisor	Anthony Reina/Eva Fiorentino – Co-advisors	\$475/ea.
Key Club	Rachel Braund	\$1,200
K-Kids	Theresa Carinci, Jill DeLuke-Puleo, Heather Scialdo, Deanna Williams	\$300/ea. \$500
Middle School Family, School And community Leaders of America	Emily Lehner	\$500
Mock Trial	Joseph Minosh	\$1,200
Musical	Heather Odin	\$3,250
National Jr. Honor Society	Jodi Reid	\$950
National Jr. Honor Society Committee Members	Rachel Olson, Kris Newtown, Andrea Cordero	\$145/ea.
National Honor Society Committee Members	Jordan Purinton	\$145
POINT Club	Morgan Steere	\$500
Select Chorus	Heather Odin	\$1,200
Senior Class Advisor	Kelsey DelMedico/Loreen Hobart – Co-advisors	\$850/ea.
Seventh Grade Class Advisor	Nikki Bick	\$500
Show Choir	Heather Odin	\$1,200
Sophomore Class Advisor	Rachel Braund	\$700
STEAM Club – M.S.	Kris Newtown	\$500
Student Council – H.S.	Rachel Braund	\$1,550
Yearbook – Elementary	Jenna Sullivan	\$600
Yearbook – High School	Dee Talarico/Jordan Purinton – Co-advisors	\$1,625/ea.
Yearbook – Middle School	Dominica Helmer	\$500
Youth Choir	Cameron Hance	\$950

4. Appointed TOSA (Teacher on Special Assignment) K-12 STEAM & Data Champion:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Nicole Castronovo to the position of TOSA K-12 STEAM & Data Champion effective 7/14/21. There is no salary change for this position.

5. Appointed Technology Teacher:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Robert Tiffany to the position of Technology Teacher, at a salary of Step 3, BA + 24, \$38,613 + \$1,920 for a total salary of \$40,533. This appointment is effective 8/16/21, and is contingent upon clearance from the New York State Department of Education (fingerprint clearance). This is a four (4) year probationary appointment in the tenure area of Technology Education, extending from 8/16/21 – 8/16/25.

6. Appointed Long-term Temporary Substitute Social Studies Teacher:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Holly Lawrence to the position of Long-term Temporary Substitute Social Studies Teacher, (effective for the period of 8/16/21 – 6/30/23) at a salary of Step 1, MA, \$41,727. This appointment is contingent upon clearance from the New York State Department of Education (fingerprint clearance).

7. Appointed Physical Education Teacher:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Cortlynn Jepson to the position of Physical Education Teacher, at a salary of Step 1, MA, \$41,727. This appointment is effective 8/16/21, and is contingent upon clearance from the New York State Department of Education (fingerprint clearance). This is a four (4) year probationary appointment in the tenure area of Physical Education, extending from 8/16/21 – 8/16/25.
8. Appointed Instrumental Music Teacher:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Sean Partee to the position of Instrumental Music Teacher, at a salary of Step 1, BA, \$37,379. This appointment is effective 8/16/21, and is contingent upon clearance from the New York State Department of Education (fingerprint clearance). This is a four (4) year probationary appointment in the tenure area of Music Education, extending from 8/16/21 – 8/16/25.
9. Appointed Teacher – Grades 1 - 6:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Nikki Bick to the position of Classroom Teacher, Grades 1 - 6, at a salary of Step 6, MA, \$45,816. This appointment is effective 8/16/21, and is contingent upon clearance from the New York State Department of Education (fingerprint clearance). This is a four (4) year probationary appointment in the tenure area of Elementary Education, with credit given for school year 2020-2021, an effective date of anticipated tenure of 8/16/24.
10. Accepted Resignation from Middle School Principal:
BE IT RESOLVED, that the Board of Education of the Frankfort-Schuyler Central School District hereby accepts the resignation of Molly LiBritz from her employment with the District, effective July 13, 2021.
BE IT FURTHER RESOLVED, that the Board of Education of the Frankfort-Schuyler Central School District hereby approves the settlement agreement dated July 13, 2021, authorizes the Superintendent of Schools to execute the same, and approves the payment of money contained herein.

New Business:

1. CSE/CPSE Annual Reviews:

<u>Student ID</u>	<u>Meeting Date</u>
580512369	6/09/21
580512142	6/15/21
580512241	6/15/21
580512486	6/04/21
580511675	6/16/21
580512985	4/30/21
580511479	6/04/21
580512767	6/11/21
580512812	6/10/21
580512492	6/10/21
580511854	6/04/21
580513018	6/03/21
580512888	6/07/21
580513026	6/02/21
580512841	7/01/21
580513027	6/30/21
580512761	6/01/21
580513028	6/21/21
580512681	6/09/21
580512747	6/09/21
580512949	6/16/21
580512687	6/09/21
580512968	6/06/21
580512547	6/09/21
580512200	6/10/21
580512369	6/09/21
580513018	6/03/21
580512946	6/01/21
580512218	6/11/21
580512617	6/09/21
580512761	6/01/21
580512827	6/16/21

2. Approve 2021-2022 Mentor/Mentee Handbook:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby approves the 2021-2022 Mentor/Mentee Handbook as presented.

3. Appoint Mentors for the 2021-2022 School Year:
 Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints the following Mentors for the 2021-2022 School Year:

Andrea Cordero	Jordan Purinton
Audrey Cucci	Anthony Reina
Eva Fiorentino	Dave Roberts
Sue Humphreys	Mike Rozonkiewicz
Frank Moracco	Julie Shank
Rachel Olson	Donna Talerico
Marissa Pietruch	Renee Trojnar

4. Resolution to Transfer Funds:
 Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby authorizes the Superintendent of Schools and/or the Assistant Superintendent for Business and Technology to make transfers from the General Fund to district reserve funds up to \$1,300,000 in totality: Retirement Reserve ERS & TRS, Unemployment Reserve, Accrued Benefits, Repair Reserve; the source of funds shall be the amount of the unappropriated unreserved fund balance in excess of 4% of the 2021-2022 Budget.

5. 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 2021-2022 School Year at an estimated total cost of \$1,270,000.

6. 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 2021-2022 School Year at an estimated total cost of \$56,500.

7. 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 2021-2022 School Year at an estimated total cost of \$58,500.

8. Declares Math Textbooks Obsolete:
 Be it resolved that the Frankfort-Schuyler Central School District Board of Education declares the following Math textbooks as obsolete:
 - Course I Integrated Mathematics
 - Course II Integrated Mathematics
 - Pre-Algebra

Old Business:

Dominick Bellino asked if there was any projection of what September would look like, returning to normal, for school, and sports as well. Joseph Palmer indicated that it is an ever-evolving situation, and that patterns and data is monitored.

Jack Bono commented that comments and feedback regarding the 2021 Graduation ceremony were overwhelmingly positive.

Convene to Executive Session - A motion was made by Michael Clements, seconded by Kathleen Sarafin at 8:33 p.m. to **Convene to Executive Session** to discuss the employment status of specific personnel.

7 – YES 0 – NO MOTION PASSED

Reconvene to General Session - A motion was made by Kathleen Sarafin, seconded by Lisa Morgan to Reconvene at 8:48 p.m.

7– YES 0 – NO MOTION PASSED

Adjourn - A motion was made by Kathleen Sarafin, seconded by Lisa Morgan at 8:49 p.m. to Adjourn.

7 – YES 0 – NO MOTION PASSED

Respectfully Submitted,

 District Clerk