

July 28, 2020

Regular Board of Education Meeting
Middle-High School Library

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

Absent: 0

Others Present: Robert Reina, Superintendent of Schools, Kacey Sheppard-Thibault, Connie Giordano, District Clerk, Amy Gerhartz, C.S.E. Chairperson, Melanie Welch, Elementary School Principal, Michael Stalteri, High School Principal, Molly LiBritz.

ROLL CALL:

Roll call was taken by Lisa Morgan
7 – Present 0 – Absent

CALL TO ORDER:

The meeting was called to order by Lisa Morgan, at 6:34 p.m. and the Pledge of Allegiance was recited.

Convene to Executive Session a motion was made by Jack Bono, seconded by Michael Clements, to convene to Executive Session to discuss the employment status of specific personnel.

Convene to General Session – a motion was made by Dominick Bellino, seconded by Kathleen Sarafin to convene to General Session at 7:05 p.m.

7 – YES

0 – NO

MOTION PASSED

Reports/Presentations/Good News to Share:

1. Reopening of School – Status Report
2. Leaves of Absence for COVID-19 Qualifying Reasons – Proposed Policy – 2nd Read
3. Education Records – Proposed Policy – 2nd Read
4. Information Security Breach – Proposed Policy – 2nd Read
5. Pilot – TIF (Tax Incremental Financing) Proposal – Mr. John Piseck, Herkimer County Industrial Development Agcy.
6. Non-Resident Students Enrollment Policy
7. Proposed 2020-2021 Board Goals and Objectives

Discretionary Period for Residents to Address the Board:

Diana DeLuca, 206 Hampton Road, Frankfort, NY – addressed the Board regarding the way the last marking period was graded for school year 2019-2020. She stated that the students’ GPA would be affected, thus potentially having an effect on college acceptances. She asked if the administrators could look into rectifying this.

Judy Braman, 215 Hampton Road, Frankfort, NY – addressed the Board regarding the grading system that was used for the last semester of 2019-2020, and the students receiving a “letter grade” and how it would affect their GPA, and college acceptance.

(List of Resident Comments is attached for residents who attended the meeting via Facebook link, and their comments/concerns)

A motion was made by Angela Service, seconded by Dominick Bellino, to amend the Consent Agenda by adding New Business Item No. 2, Pilot Tax Incremental Financing (PILOT- TIF) – Schuyler Business Park 188-Acre Expansion.

7 – YES

0 – NO

MOTION PASSED

Consent Agenda:

A motion was made by Kathy Sarafin, seconded by Dominick Bellino, to approve the following **CONSENT AGENDA:** Minutes, Personnel 1 – 5, New Business 1-3.

7 - YES 0 - NO MOTION PASSED

A motion was made by Angela Service, seconded by Dominick Bellino, to add New Business Item No. 3 to the Agenda.

7 - YES 0 - NO MOTION PASSED

Personnel:

1. **Schedule E Appointment – K-12 Technology/Family and Consumer Science Curriculum Coord.:**

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appointed Jordan Purinton as the 2020-2021 K-12 Technology/Family and Consumer Science Curriculum Coordinator with a stipend of \$1,346, per the current F.S.T.A. Contract.

2. **Schedule E Appointment – High School Yearbook Advisor:**

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appointed Dee Talarico as the High School Yearbook Advisor for the 2020-2021 school year, with a stipend of \$3,250 per the current F.S.T.A. Contract.

3. **Schedule E Appointment – Senior Class Advisor:**

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appointed Kristina Newtown as the Senior Class Advisor for the 2020-2021 school year, with a stipend of \$1,700.

4. **Schedule E Appointment – Elementary Yearbook Advisor:**

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appointed Jenna Sullivan as the Elementary School Yearbook Advisor for the 2020-2021 school year, with a stipend of \$600 per the current F.S.T.A. Contract.

5. **Appointed Art Teacher:**

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appointed Brenda Carney as an Art Teacher, currently assigned to the Elementary School, at an annual salary of Step 6, \$41,495, effective September 1, 2020. This is a four (4) year probationary appointment, extending from September 1, 2020 – September 1, 2024, in the tenure area of Art Teacher. The appointment is contingent upon fingerprint clearance from the New York State Education Department and receipt of an Emergency COVID-19 certification prior to September 1, 2020.

6. **Accepted Resignation from ENL Teacher:**

Be it resolved that the Frankfort-Schuyler Central School District Board of Education accepted the letter of resignation from English as a New Language Teacher Tanya Snyder, effective August 31, 2020.

New Business:

1. **New York State Governor – Executive Order 202.4:**

WHEREAS, on March 16, 2020, the New York State Governor declared, under Executive Order 202.4, all schools within New York State to be closed to students no later than March 18, 2020 for a period of two weeks, ending on April 1, 2020; and
WHEREAS, various subsequent executive orders were issued by the New York State Governor as a result resulting in the closure of schools to students for the remainder of the 2019-2020 school year of the COVID-19 pandemic; and
WHEREAS, on or about July 13, 2020, the New York State Department of Health issued interim guidance for in-person instruction at Pre-K to Grade 12 schools during the COVID-19 public health emergency for the 2020-2021 school year; and
WHEREAS, on or about July 16, 2020, the New York State Education Department released reopening guidance for schools for the 2020-2021 school year.

NOW, THEREFORE, the Board of Education resolves as follows:

1. In an effort to comply with reopening requirements, the Board hereby temporarily suspends any Board policy or administrative regulation; procedure that conflicts with any guidance released for the purpose of reopening of schools during the period of the COVID-19 pandemic.

2. The Superintendent of Schools is authorized to follow the federal, state or county laws, regulations, executive orders, or guidance and to take such action as reasonably necessary and proper for the purpose of reopening of schools.

2. PILOT Tax Incremental Financing (PILOT- TIF) – Schuyler Business Park 188-Acre Expansion:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby agrees to enter into an Agreement authorizing the chairman of the Legislature to sign an Agreement between Herkimer County Industrial Development Agency Town of Schuyler and Frankfort-Schuyler Central School District, to fund up to \$900,000 for infrastructure including road, water, gas and electric at the recently purchased 188-acre parcel at the Schuyler Business Park. As businesses come into the park, the PILOT revenue would be split 50% to pay back the County and the other 50% would go to the School, Town or County.

3. Moratorium on Non-Resident Policy:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education voted not to place a moratorium for a time period of one year on the Non-Resident Policy at this time, after discussion:
Kathy Sarafin – Yes
Jack Bono – Yes
Angela Service – No
Joseph Ciccone – No
Dominick Bellino – No
Michael Clements – No
Lisa Morgan – No

Old Business:
Athletic Fields – almost complete

Non-Resident Policy: Extended Discussion

A motion was made by Dominick Bellino, seconded by Michael Clements to adjourn at 10:05 p.m.

7- YES

0 – NO

MOTION PASSED

Respectfully Submitted,

District Clerk

7/14/20

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

Present:

Lisa Morgan
Joseph Ciccone
Kathleen Sarafin
Michael Clements
Angela Service
Jack Bono

Absent: 1 – Dominick Bellino

Others Present: Robert Reina, Superintendent of Schools, Kacey Sheppard-Thibault, Business Administrator, 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.

6 – Present

1 – Absent

Administer Oath of Faithful Performance to:

- A. Newly Elected Board Members – Kathleen Sarafin
- B. Superintendent of Schools – Robert F. Reina
- C. School Business Leader – Kacey Sheppard-Thibault
- D. District Clerk – Connie Giordano

A motion was made by Kathy Sarafin, seconded by Jack Bono, to Elect Lisa Morgan as Board President.

5- YES

0- NO

1 - ABSTAIN
Lisa Morgan

MOTION PASSED

A motion was made by Kathy Sarafin, seconded by Michael Clements, to nominate Joseph Ciccone as Board Vice President.

5 – YES

0- NO

1 - ABSTAIN
Joseph Ciccone

MOTION PASSED

Administer Oath of Faithful Performance to:

- A. Newly Elected Board Officers – Lisa Morgan, Board President
– Joseph Ciccone, Board Vice President

A motion was made by Michael Clements, seconded by Kathleen Sarafin, to pull Items F5 and F6 from the Consent Agenda.

6 – YES 0 – NO MOTION PASSED

A motion was made by Kathleen Sarafin, seconded by Angela Service, to nominate Joseph Ciccone (with Dominick Bellino as the back-up) as the New York State School Boards Association Representative (Item F-5).

5 – YES 0 – NO 1 – ABSTAIN MOTION PASSED
Joseph Ciccone

A motion was made by Kathleen Sarafin, seconded by Joseph Ciccone to nominate Michael Clements as the Oneida-Madison-Herkimer School Boards Institute Executive Committee Representative (Item F-6).

5 – YES 0 – NO 1 – ABSTAIN Michael Clements MOTION PASSED

A motion was made by Kathy Sarafin, seconded by Angela Service, to approve the following Consent Agenda:

CONSENT AGENDA: - **Re-Org Procedures, 8A through 8F-1-4, 7-11.**

6 – YES 0 – NO MOTION PASSED

Reorganization Procedures:

For Action

- A. It is hereby recommended that the following officers be appointed for the 2020-2021 school year:

District Treasurer	- Kacey Sheppard-Thibault
Clerk of the Board	- Connie Giordano \$4,295 Stipend
Tax Collector	- M & T Bank
Deputy Treasurer	- Karen Wasielewski \$ 350 Stipend
	- Jennifer Juliano

- B. It is hereby recommended that the following other appointments be approved for the 2020-2021 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	- Account Clerk/Typist - Jennifer Juliano
5. Insurance Agents	- Excellus Blue Cross-Blue Shield (Health Insurance) Utica National Insurance Group (Liability, Property, Auto,Umbrella) Student Accident – Commercial Travelers Insurance 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
18. Title VI, Title IX/Compliance Ofcr. - Superintendent
19. Dignity for All Students Act Coordinators - Andrea Cordero, Nicole Ruddy, Deanna Williams
20. Medicaid Compliance Officer - Amy Gerhartz
21. District Technology Committee - See Attached List
22. District Chief Emergency Officer - Superintendent of Schools
23. LEA Designee – Asbestos - Joseph LaVeck - \$3,575 Stipend
24. Records Management Officer - Kacey Sheppard-Thibault
25. Chemical Hygiene Officer - Rob Trotta - \$300 Stipend
26. District Mental Health Coordinator - Superintendent of Schools
27. 2020-2021 District Spill Response Team - See Attached List
28. Data Protection Officer - Kacey Sheppard-Thibault
29. Health Insurance Consortium Board - Kacey Sheppard-Thibault, Superintendent
30. Worker’s Compensation Board - Kacey Sheppard-Thibault
If absent – Jennifer Juliano
31. District Director of Curriculum - Molly LiBritz - \$1,500 Stipend

- 32. District Director of Technology - Kacey Sheppard-Thibault - \$1,500 Stipend
- 33. District Data Coordinator - Nicole Castronovo - \$525 Stipend
- 34. District Homeless Liaison - Molly LiBritz

C. **For Action**

It is hereby recommended that the following designations for the 2020-2021 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 – 5/18/21
- 3. Official Newspapers - The Evening Telegram, The Observer Dispatch

D. **For Action**

It is recommended that the following authorizations for the 2020-2021 school year be approved:

- 1. Authorization for Payments Without Prior Audit as Allowed by Law.
- 2. Person to Certify Payrolls - Superintendent/School Business Leader (in absence of Superintendent)
- 3. School Purchasing Agent - Superintendent/School Business Leader, Kacey Sheppard-Thibault
- 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/School Business Leader, Kacey Sheppard-Thibault
- 7. Authorized Signatures on Checks - Kacey Sheppard-Thibault – District Treasurer/School Bus. Leader
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
American Funds
Franklin-Templeton
- 10. Authorization to execute wire transfers with a - School Business Leader/District Treasurer – K. Sheppard-Thibault
maximum limit of one million dollars – (\$1,000,000)

Sheppard-
Thibault

Thibault

- 11. Authorization to execute wire transfers - School Business Leader/District Treasurer – K. Sheppard-

for bonds and payroll-related transfers with a maximum limit of five million dollars (\$5,000,000)

E. **For Action**

It is hereby recommended that the bonding of the following be approved for the 2020-2021 school year:

1. District Treasurer/Business Administrator - (\$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 2020-2021 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 20-21 academic year.
10. National Purchasing Network for Cooperative Purchasing and Bidding
11. The substitute teacher rates for 2020-2021 shall be:
“relative to CPI”

1/01/20 – 12/31/20

Certified Teachers - \$100/day
Non-Certified Teachers - \$85/day
Teacher’s Ass’ts./Teacher’s Aides - \$83/day
LPNs - \$90/day
RNs - \$100/day

1/01/21 – Thereafter

Certified Teachers - \$100/day
Non-Certified Teachers - \$90/day
Teacher’s Ass’ts./Teacher’s Aides - \$90/day
LPNs - \$90/day
RNs - \$100/day

July 14, 2020

REGULAR MEETING

1. Reports/Presentations:
 - A. Frankfort-Schuyler 1:1 Chromebook Handbook
 - B. School Reopening Committee – Update
 - C. Frankfort-Schuyler Board of Education 2020-2021 Meeting Schedule
 - D. Leaves of Absence for COVID-19 Qualifying Reasons – Proposed Policy – First Read
 - E. Education Records – Proposed Policy – First Read
 - F. Information Security Breach Policy – Revised – First Read
 - G. Parent Survey Results

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

A motion was made by Kathleen Sarafin, seconded by Joseph Ciccone, to approve the Consent Agenda as follows:
CONSENT AGENDA: Minutes, Finance, Personnel, P-1 - P- 4, and New Business 1 -8.

6 – YES

0 – NO

MOTION PASSED

3. Minutes:
June 10, 2020

4. Finance:
 - A. Revenue Report
 - B. Bank Reconciliation
 - C. Trial Balance
 - D. Revenue Status Report
 - E. Appropriation Status Report
 - F. Scholarship Report
 - G. Extraclassroom Activities Fund Report

5. Personnel:
 1. Accepted Resignation for the Purpose of Retirement from Senior Custodian:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby accepts the resignation for the purpose of retirement from Senior Custodian Michael Rodriguez effective August 17, 2020.

 2. Accepted Resignation from Art Teacher:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby accepts the resignation of Adrienne Watson from her position of Art Teacher effective July 13, 2020.

3. Appointed Deputy Superintendent of Schools:

WHEREAS, the Board of Education has conducted a thorough search process to select a new Superintendent of Schools; and

WHEREAS, the Board of Education, after careful consideration, has determined that Joseph Palmer possesses the experience and necessary qualifications to serve as the Superintendent of Schools for the Frankfort-Schuyler Central School District and to continue the orderly administration of the District's ongoing programs and projects; and

WHEREAS, as part of the transition from the current Superintendent of Schools Robert Reina, the Board of Education offers Joseph Palmer the position of Deputy Superintendent for a period of time prior to Mr. Reina's retirement; and

WHEREAS, Joseph Palmer has agreed to accept the Board's offer of appointment as a temporary Deputy Superintendent effective August 1, 2020, and as the Superintendent of Schools, effective September 1, 2020.

NOW, THEREFORE BE IT RESOLVED that:

1. The Board of Education hereby creates the temporary position of Deputy Superintendent effective August 1, 2020 through August 31, 2020.

2. The Board of Education hereby appoints Joseph Palmer as Deputy Superintendent of the Frankfort-Schuyler Central School District from August 1, 2020 through August 31, 2020.

3. The Board of Education hereby appoints Joseph Palmer as the Superintendent of Schools of the Frankfort-Schuyler Central School District, commencing September 1, 2020 through August 31, 2023.

4. The Board of Education hereby approves a written contract of employment (attached hereto as Exhibit "A"), containing all of the relevant and applicable benefits, terms and conditions of employment for the Deputy Superintendent and Superintendent of Schools.

5. The Board of Education authorizes the President of the Board, or the Vice President in her absence, to execute said Agreement on behalf of the District and to file the same with the District Clerk.

4. Appoint Senior Custodian:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Matthew R. Crim as Senior Custodian, effective August 17, 2020, at an annual salary of \$40,461.11, pro-rated.

6. New Business:

1. CSE/CPSE Annual Reviews:

<u>Student ID</u>	<u>Meeting Date</u>
580510893	06/09/20
580512811	06/10/20
580512052	06/10/20
580512924	06/09/20
580512760	06/10/20
580512761	06/12/20
580512888	06/08/20

2. Approved District Wide School Safety Plan:

2020- Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby approves the 2021 District Wide School Safety Plan.

3. Approved Middle-High School and Elementary School Emergency Response Plan:

2020- Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby approves the 2021 Middle-High School and Elementary School Safety Plan

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 School Business Leader to make transfers from the General Fund to district reserve funds up to \$750,000 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 2020-2021 Budget.

6. New Business:
(Continued)

5. Waived Three-Read Practice for Proposed Policy:

The Frankfort-Schuyler Central School District Board of Education hereby waives the three-read practice for the proposed policy: Protection of Student, Teacher and Principal Personal Information (Data Security and Privacy).

6. Adopted Proposed Policy "Protection of Student, Teacher and Principal Personal Information:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby adopts the proposed policy "Protection of Student, Teacher and Principal Personal Information."

7. Approved Chemistry Textbook:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby approves the recommended textbook "Living by Chemistry – 2018".

8. Approved Frankfort-Schuyler 1:1 Chromebook Handbook:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby approves the Frankfort-Schuyler 1:1 Chromebook Handbook as presented.

7. Old Business:

Will be discussing the Non-Residency Policy at the July 28, 2020 Board of Education Meeting

Michael Clements commended everyone for their hard work on the 2020 Graduation Ceremony.

8. 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.

6 – YES 0 – NO MOTION PASSED

9. A motion was made by Angela Service, seconded by Kathleen Sarafin to Reconvene at 10:05 p.m.

6 – YES 0 – NO MOTION PASSED

10. A motion was made by Kathleen Sarafin, seconded by Angela Service at 10:06 p.m. to Adjourn.

6 – YES 0 – NO MOTION PASSED

Respectfully Submitted,

District Clerk