

7/09/19

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

Present: Lisa Morgan
Joseph Ciccone
Kathleen Sarafin
Michael Clements
Angela Service

Absent: 2 – Dominick Bellino
Jack Bono

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, Brenna Kosicki, C.S.E. Chairperson

Call To Order

The meeting was called to order by Lisa Morgan at 6:35 p.m. and the Pledge of Allegiance was recited.

Roll Call was taken by Board President Lisa LoRe.

5 – Present 0 – Absent

A motion was made by Michael Clements, seconded by Kathy Sarafin, to convene to Executive Session.

5 – YES 0 – NO MOTION PASSED

Reconvene to General Session – A motion was made by Michael Clements, seconded by Angela Service, to reconvene to General Session at 7:23 p.m.

Administer Oath of Faithful Performance to:

- A. Newly Elected Board Members – Michael Clements
- 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 Joseph Ciccone, to Elect Lisa Morgan as Board President.

4- YES 0- NO 1 - ABSTAIN MOTION PASSED
Lisa Morgan

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

4 – YES 0- NO 1 - ABSTAIN MOTION PASSED
Joseph Ciccone

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 Angela Service, seconded by Kathleen Sarafin, to pull Items F5 and F6 from the Consent Agenda.

5 – YES 0 - NO MOTION PASSED

A motion was made by Michael Clements, seconded by Kathy Sarafin, to nominate Joseph Ciccone as the New York State School Boards Association Representative (Item F-5).

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

A motion was made by Lisa Morgan, seconded by Angela Service, to nominate Michael Clements as the Oneida-Madison-Herkimer School Boards Institute Executive Committee Representative. Jack Bono will be the back-up representative (Item F-6).

4 – 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.

5 – YES

0 - NO

MOTION PASSED

Reorganization Procedures:

For Action

A. It is hereby recommended that the following officers be appointed for the 2019-20 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 2019-20 school year:

1. School Physician - Mary Imogene Bassett Hospital
2. School Attorney - Ferrara, Fiorenza, Larrison, Barrett, & Reitz PC, Girvan & Ferlazzo PC
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
6. Independent Auditor - West & Company (Utica, NY)
7. Financial Advisors - Fiscal Advisors
8. Claims Auditor - Carm LoRe-Cooper (\$ 1,000 Stipend)
9. CSE/504 Coordinator - Brenna Kosicki
10. Impartial Hearing Officers - Per S.E.D. Approved List
Officers
11. CSE/CPSE Committee - See attached
12. CSE/CPSE Substitute Chairpersons - Jana Lambert,
Building Principals
13. Surrogate Parents - Wendy Shufelt
14. District Health Safety Committee - See Attached
15. Annual Professional Performance Review Committee – T.B.D.
16. Athletic Director - Jeffrey LaGase (\$11,000 Stipend)
17. District Sexual Harassment Compliance Officer - Superintendent
18. Title VI, Title IX/ Compliance Officer - Superintendent

- 19. Dignity for All Students Act Coordinators - Andrea Cordero
Nicole Ruddy
Building Principals
- 20. Medicaid Compliance Officer – Brenna Kosicki
- 21. District Technology Committee – See Attached
- 22. District Chief Emergency Officer - Superintendent of Schools
- 23. LEA Designee – Asbestos - Joseph LaVeck - (\$3,305 Stipend)
- 24. Records Management Officer - Kacey Sheppard-Thibault
- 25. Chemical Hygiene Officer - Rob Trotta
- 26. District Mental Health Coordinator - Superintendent of Schools
- 27. 2019-2020 District Spill Response Team - See Attached List
- 28. Data Protection Officer - Kacey Sheppard-Thibault
- 29. Health Insurance Consortium Board - Kacey Sheppard-Thibault, Robert F. Reina
- 30. Worker’s Compensation Board - Kacey Sheppard-Thibault (if absent, Jennifer Juliano)

C. **For Action**

It is hereby recommended that the following designations for the 2019-20 school year be approved:

- 1. Official Bank Depositories - M & T Bank.
- 2. Regular Monthly Meetings - (2nd Tues. of Month, & Fourth if necessary)
Budget/Election Vote 5/20/20
- 3. Official Newspapers - The Evening Telegram, The Observer Dispatch

D. **For Action**

It is recommended that the following authorizations for the 2019-20 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/District Treasurer
- 4. Authorized to Approve Conferences, Workshops, etc. - Superintendent
- 5. Establishment of Petty Cash Fund - Gen. Fund (\$100)
Karen Wasielewski – Account Custodian
- 6. Authorized Signatures on Checks - Kacey Sheppard-Thibault
Dist. Treasurer
Karen Wasielewski, Deputy Treas.
Jennifer Juliano - (Extracurricular Activities)
- 7. Authorized to Approve Budget Transfers (up to \$3,000) - Superintendent/District Treasurer, Kacey Sheppard-Thibault
- 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

10. Authorization to execute wire transfers with a maximum limit of one million dollars (\$1,000,000) - School Business Leader/District Treasurer - Kacey Sheppard-Thibault

11. Authorization to execute wire Transfers for bonds and payroll Related transfers with a maximum Limit of five million dollars (\$5,000,000) - School Business Leader/District Treasurer – Kacey Sheppard-Thibault

E. **For Action**

It is hereby recommended that the bonding of the following be approved for the 2019-20 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 2019-20 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 Angela Service, seconded by Kathleen Sarafin, to pull Items F5 and F6 from the Consent Agenda.

5 – YES 0 - NO **MOTION PASSED**

A motion was made by Michael Clements , seconded by Kathy Sarafin, to nominate Joseph Ciccone as the New York State School Boards Association Representative (Item F-5).

4 – YES 0 – NO 1 – ABSTAIN **MOTION PASSED**
Joseph Ciccone

A motion was made by Lisa Morgan, seconded by Angela Service, to nominate Michael Clements as the Oneida-Madison-Herkimer School Boards Institute Executive Committee Representative. Jack Bono will be the back-up representative (Item F-6).

4 – YES 0 – NO 1 – ABSTAIN (Clements) **MOTION PASSED**

5. NYSSBA Representative
6. Oneida-Madison-Herkimer School Bd. Institute Representative

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 2019-2020 academic year.
10. The substitute teacher rates for 2019-2020 shall be:
 - 1/01/19 – 12/31/19
 - Certified Teachers - \$90/day
 - Non-Certified Teachers - \$78/day
 - Teacher's Assistants/Teacher's Aides - \$78/day
 - LPNs - \$78.00/day
 - RNs - \$90.00/day

 - 1/01/20 – 12/31/20
 - Certified Teachers - \$90/day
 - Non-Certified Teachers - \$83/day
 - Teacher's Assistants/Teacher's Aides - \$83/day
 - LPNs - \$83.00/day
 - RNs - \$90.00/day
11. The Frankfort-Schuyler approved substitute Cleaner/Groundskeeper/Nurse Sub List (attached)

REGULAR MEETING

1. **Reports/Presentations:**
 - A. Reserve Review – Kacey Sheppard-Thibault
 - B. N.Y.S. Regents Exam Report
 - C. 2019-2020 – Board of Education Meeting Schedule
2. **Discretionary Time Period for Residents to address the Board:**
(Please state your name and address:)

A motion was made by Joseph Ciccone, seconded by Kathy Sarafin, to approve the following consent agenda:

CONSENT AGENDA: Minutes , Personnel, P-1 - P-8, and New Business 1 - 3.

5 – YES 0 – NO MOTION PASSED

3. **Minutes:**
June 18, 2019
4. **Finance:**
 - A. Revenue Report
 - B. Reconciliation Report
 - C. Trial Balance
 - D. Revenue Status Report
 - E. Appropriation Status Report
5. **Personnel:**
 1. **Appointed Co-Curricular Activities Advisors for the 2019-2020 School Year:**

<u>Activity</u>	<u>Advisor</u>	<u>Stipend</u>
Alliance Club	Rachel Olson	\$ 650
AM/PM Cafeteria Monitor	Michelle Hight	\$2,250
Builder's Club	Kristina Newtown	\$1,200
Bus Supervision (Elementary)	Nicole Castronovo	\$2,250
	Donna Barberio	\$2,250
	Marie Grippe	\$2,250
	Susan Cruze	\$2,250
	Deb LaVeck	\$2,250
Bus Supervision (MS/HS)	Kim Perry	\$2,250
	Andre' Short	\$2,250
	Jeff Adasek	\$2,250
	Adam Payne	\$2,250
	Joe Minosh	\$2,250

5. Personnel: (Continued)

1. Appointed Co-Curricular Activities Advisors for the 2019-2020 School Year: (Continued)

<u>Activity</u>	<u>Advisor</u>	<u>Stipend</u>
Chess Club	Nicole Ruddy	\$ 650
Chemical Hygiene Officer	Rob Trotta	\$ 300
District Data Coordinator	Donna Barberio	\$ 525
Elementary Band	Kaitlin Bunger	\$ 950
Elementary Chorus	Cameron Hance	\$ 950
Friends of Rachel	Andrea Cordero	\$ 600
	Rachel Olson	\$ 600
F.B.L.A.- High School	T.B.D.	\$1,274
F.B.L.A. – Middle School	T.B.D.	\$1,274
Intramurals – Elementary	Theresa Carinci	\$ 500
Jazz Band – Middle School	Kaitlin Bunger	\$1,200
Jazz Band – High School	Kathy Donaleski	\$1,200
Junior Class Advisor	Kristina Newtown	\$ 950
Key Club	Rachel Braund	\$1,200
K-Kids	Theresa Carinci	\$ 300
	Jill DeLuke	\$ 300
	Heather Scialdo	\$ 300
	Deanna Williams	\$ 300
Mock Trial	Joe Minosh	\$1,108
National Honor Society Advisor (MS)	Jodi Reid	\$ 950
National Honor Society Advisor (HS)	Kristina Newtown	\$ 950
National Honor Society Committee (MS)	Kristina Newtown	\$ 145
	Andrea Cordero	\$ 145
	Rachel Olson	\$ 145
National Honor Society Committee (HS)	Nicole Ruddy	\$ 145
Select Choir	Heather Odin	\$1,200
Senior Class Advisor	Rachel Braun	\$1,700
Show Choir	Heather Odin	\$1,200
Ski Club	Andre’ Short	\$ 338
Student Council – High School	Rachel Braund	\$1,550
S.Y.S.O.P. – Elementary	Donna Barberio	\$ 673
Yearbook – Elementary	Donna Barberio	\$1,625
	Nicole Castronovo	\$1,625
Yearbook – High School	Dee Talarico	\$3,250
Youth Choir	Cameron Hance	\$ 950
K – 12 E.L.A. coordinator	Rachel Olson	\$1,346
K – 12 Health and P.E. Coordinator	Mike Rozonkiewicz	\$1,346
K – 12 Math Coordinator	Kristina Newtown	\$1,346
K – 12 Science Coordinator	Rob Trotta	\$1,346
K – 12 Technology Coordinator/ FASC Curriculum Coordinator	Jordan Purinton	\$1,346
K – 12 Visual and Performing Arts Curriculum Coordinator	Adrienne Watson	\$1,346

2. Appointed 2019-2020 Coaches:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints the following coaches for the 2019-2020 School Year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Jeff LaGase	Football Head Varsity	\$4,081.00
Ronald Gatto Sr.	Football Assistant Varsity	\$2,925.00
T.B.D.	Football Assistant JV Head	\$2,514.00
T.B.D.	Football Assisnat JV	\$2,347.00
Daniel Fiorentino	Football Modified Head	\$2,347.00
Jason Wasielewski	Football Assistant Modified	\$2,218.00

2. Appointed 2019-2020 Coaches: (Continued)

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints the following coaches for the 2019-2020 School Year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Alyssa Upson	Girls Varsity Soccer	\$3,955.00
Anthony Reina	Indoor Track Head	\$2,000.00\
Michael Rozonkiewicz	Boys Varsity Basketball	\$4,081.00
Ronald Gatto Sr.	Boys JV Basketball	\$2,554.00
Jeff Adasek	Girls Varsity Basketball	\$4,081.00
Alyssa Upson	Girls JV Basketball	\$2,554.00
Alyssa Upson	Softball Modified	\$1,895.00
Anthony Reina	Track and Field Varsity	\$2,637.00
Marissa Pietruch	Track and Field Modified	\$1,505.00

3. Appointed English Language Arts Teacher:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education appoints Morgan Sylvester, as an E.L.A. Teacher (7-12), in the tenure area of English Language Arts (7-12) effective August 1, 2019. The annual salary shall be Step 5, MA, \$44,481. This is a four (4) year probationary appointment, extending from August 1, 2019 – July 30, 2023, and is contingent upon clearance from the New York State Department of Education (fingerprint clearance).

4. Approved Stipend for Driver's Education Teacher:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education approves a stipend of \$7,000 for Driver's Education Instructor Joseph White, for the Fall 2019 Driver Education Class, from September 1, 2019 to November 1, 2019, and \$7,000 for April 1, 2020 to June 15, 2020.

5. Amended Start Date for E.S.O.L. Teacher:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby amends the start date for E.S.O.L. teacher Tanya Snyder from July 1, 2019 to August 1, 2019. Be it further resolved that the Probationary Period for Tanya Snyder is hereby amended to August 1, 2019 – August 1, 2023.

6. Designated Employees to Provide Material:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby designates the following employees to provide materials and/or resources, upon request, to any student, parent or staff member regarding where and how to find available substance use related services. This action is taken in compliance of Education Law Section 3038:

School Counselors
School Psychologists
School Nurses
Human Service Agency Personnel under contract with the District

7. Appointed Office Assist 1:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Dominica Helmer to a Ten (10) Month and Twenty (20) day position as Office Assistance 1, at an hourly rate of \$12.25 per hour, for an annual salary of \$18,865, effective July 10, 2019. This appointment is contingent upon clearance from the New York State Department of Education (fingerprint clearance).

8. Appointed Non-Paid Volunteer Coach:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints the following non-paid volunteer coach for the 2019-2020 School Year:

John Wells Girls Soccer

6. New Business:

1. S-1 CSE/CPSE Annual Reviews:

<u>Student ID</u>	<u>Meeting Date</u>
580512617	06/11/19
580512681	06/11/19
580512479	06/11/19
580512562	06/12/19
580512142	06/12/19
580511706	06/13/19
580511768	06/13/19

6. New Business: (Continued)
1. S-1 CSE/CPSE Annual Reviews:

<u>Student ID</u>	<u>Meeting Date</u>
580510977	06/14/19
580512519	06/14/19
580512773	06/14/19
580511368	06/18/19
580511859	06/19/19
580512005	06/20/19
580512756	06/20/19
580512760	06/24/19
580512766	06/24/19
580512759	06/24/19
580511553	06/24/19

2. Adopted Textbook:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby adopts the Principles of Food Science textbook, as recommended by the Science Department Textbook Review Committee.

3. Adopted Textbook:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby adopts the Environmental Science textbook: Your World, Your Turn, as recommended by the Science Department Textbook Review Committee.

7. Old Business:

Melanie Welch and Michael Stalteri both reported that it was a very good, successful school year.

Melanie Welch stated that Elementary Summer School had started at Fisher Elementary and was running smoothly.

Joseph Ciccone asked about Elementary Enrollment – Melanie Welch stated that she would know more in August.

8. A motion was made by Michael Clements, seconded by Joseph Ciccone at 8:00 p.m. to Adjourn.

5 – YES

0 – NO

MOTION PASSED

Respectfully Submitted,

District Clerk