



# FRANKFORT-SCHUYLER *Pride*

## BOARD OF EDUCATION SPECIAL/REORGANIZATION MEETING

**TUESDAY**  
**MIDDLE-HIGH SCHOOL LIBRARY**

**6:30 PM**  
**JULY 9, 2024**

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Convene to Executive Session to discuss the employment status of specific personnel.
5. Reconvene to General Session – 6:45 p.m.
6. Administer Oath of Faithful Performance to:
  - A. Newly Elected Board Member – Jack Bono
  - B. Superintendent of Schools – Joseph Palmer
  - C. Assistant Superintendent of Business and Technology – Kacey Sheppard
  - D. District Clerk – Connie Giordano
7. Election of Board Officers:
  - A. President of the Board –
  - B. Vice President of the Board –
  - C. Administer Oath of Faithful Performance in Office to Officers
  - D. New President Presides

### CONSENT AGENDA: - Re-Org Procedures, 8A through 8F.

8. Reorganization Procedures: (For Action)
  - A. It is hereby recommended that the following officers be appointed for the 2024-2025 school year:

District Treasurer	- Kacey Sheppard
Clerk of the Board	- Connie Giordano
Deputy Treasurer	- Karen Wasielewski
Tax Collector	- M & T Bank – Mail-in
In-person Tax Collector	- Dominica Helmer
Central Treasurer	- Jennifer Juliano
	Extraclassroom Activities Fund Acc't..Mgr.
	Scholarship Fund Account Manager
Purchasing Clerk	- Kendra Tillinghast
  - B. It is hereby recommended that the following other appointments be approved for the 2024-2025 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
8. Reorganization Procedures:

B. (Continued)

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| 5.  | Independent Auditor                              | - West & Company (Gloversville and Saratoga Springs)   |
| 6.  | Financial Advisors                               | - Fiscal Advisors                                      |
| 7.  | Claims Auditor                                   | - Carm LoRe-Cooper                                     |
| 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, Carrie Hamilton              |
| 14. | District Health Safety Committee                 | - See Attached   |
| 15. | Annual Professional Performance Review Committee | - See Attached   |
| 16. | Athletic Director                                | - Jeffrey LaGase                                       |
| 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   |
| 25. | District Mental Health Coordinator               | - Superintendent Joseph Palmer                         |
| 26. | 2024-2025 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 2024-2025 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 – 5/20/25 (Meeting date list attached)
3. Official Newspapers - Times Telegram, The Observer Dispatch

D. **For Action**

It is recommended that the following authorizations for the 2024-2025 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 2024-2025 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 2024-2025 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)

F. **For Action**  
(Continued)

7. **FEDERAL FUNDS**

The Board of Education renews its commitment to comply with Federal regulations as administered through the State Education Department (see manual)

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 24-25 academic year.

10. National Purchasing Network for Cooperative Purchasing and Bidding

11. The substitute teacher rates for 2024-2025 shall be:

Certified Teachers - \$120/day

Certified Retired Frankfort-Schuyler Teachers - \$125/day

Non-Certified Teachers - \$110/day

Teacher's Ass'ts./Teacher's Aides - \$105/day

LPNs - \$105/day

RNs - \$120/day

Cleaners/Custodians - \$15.00/hr. (align with minimum wage)

G. MOTION TO ADJOURN the Re-Org. Meeting



# FRANKFORT-SCHUYLER *Pride*

Tuesday  
Secondary Library

July 9, 2024  
7:00 p.m.

## REGULAR MEETING

1. 7:00 p.m. - Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Convene to General Session
5. Reports/Presentations:
  1. Superintendent Joseph Palmer – Updates
6. Discretionary Time Period for Residents to address the Board:  
(Please state your name and address:)

## CONSENT AGENDA: Minutes, Finance, Personnel, P-1 - P- 10, and New Business 1 - 6.

7. Minutes:  
June 11, 2024
8. Finance:
  1. Treasurer's Report – April 2024
  2. Revenue Report
  3. Bank Reconciliation
  4. Revenue Status Report
  5. Appropriation Status Report
  6. Trial Balance Report
  7. Extracurricular Activities Fund Report
  8. Scholarship Fund Report
9. Personnel:
  1. Schedule E Advisorship Appointments:  
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints the following to Schedule E Advisor positions for the 2024-2025 School Year:

	<u>Stipend</u>
Alliance Club	650
After School Enrichment Supervision	1,260
Art Club-High School	650
Art Club-Middle School	650
Art Club-Elementary	650
Builders	1,200
Bus Supervision-Elementary	2,250



9. Personnel:  
(Continued)

1. Schedule E Advisorship Appointments

	<u>Stipend</u>
Bus Supervision-Middle-High	2,250
Chess Club	650
Eight Grade Advisor	500
Elementary Band	950
Elementary Chorus	950
E-Sports	650
Freshmen Advisor	525
Friends of Frankfort- Schuyler	1,200
FBLA-High School	1,274
FBLA- Middle School	1,274
International Club	650
Intramurals Elementary	500
Intramurals Middle School	500
Jazz Band High School	1,200
Jazz Band Middle School	1,200
Junior Class Advisor	950
K-Kids	1,200
Key Club	1,200
Mock Trial	1,200
Musical	3,250
National Honor Adv.-Middle School	950
National Honor Adv.-High School	950
National Honor Comm.Members-MS	145
National Honor Comm.Members-HS	145
Nature Club	600
Senior Class Advisor	1,700
Senior Honors Banquet Coord.	250
Show Choir	1,200
Select Chorus	1,200
Seventh Grade Advisor	500
Ski/Board Club	340
Sophomore Class Advisor	700
STEAM Club-Middle School	500
Student Council-High School	1,550
Student Council-Middle School	1,550
Yearbook-High School	3,250
Yearbook-Middle School	3,250
Yearbook-Elementary	600
Youth Choir/Operetta	950

2. Accept Resignation from Music Teacher:
3. Accept Resignation from Social Studies Teacher:
4. Accept Resignation from ELA Teacher:
5. Amend Secretary to the Superintendent Contract:
6. Amend Account Clerk/Bus Scheduler Contract:

9. Personnel:  
(Continued)
  7. Amend Account Clerk/Typist Contract:
  8. Amend Assistant Superintendent of Business and Technology Contract:
  9. Appoint Secondary ELA Teacher:
  10. Appoint Secondary Social Studies Teacher:
10. New Business:
  1. CSE/CPSE Annual Reviews:
  2. Transportation - Birnie Bus Contract – Home to School
  3. Transportation – Birnie Bus Contract- Athletic
  4. Transportation – Birnie Bus Contract – Summer Transportation
  5. First Read – Revised Policy – Rights of Nursing Employees to express breastmilk
  6. First Read – New Policy - Student Medications, Allergies and Anaphylaxis
11. Old Business:
12. Convene to Executive Session to discuss the employment status of specific personnel.
13. Reconvene and Adjourn