



FRANKFORT-SCHUYLER *Pride*

BOARD OF EDUCATION SPECIAL/REORGANIZATION MEETING MINUTES

TUESDAY
MIDDLE-HIGH SCHOOL LIBRARY

6:30 PM
JULY 9, 2024

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 – A motion was made by Dominick Bellino, seconded by Kathleen Sarafin, to nominate Joseph Ciccone to the position of Board of Education President.
4 – YES 0 – NO 1 – ABSTAIN MOTION PASSED
 - B. Vice President of the Board – A motion was made by Dominick Bellino, seconded by Tricia Service, to nominate Jack Bono to the position of Board of Education Vice President.
4 – YES 0 – NO 1 – ABSTAIN MOTION PASSED
 - C. Administer Oath of Faithful Performance in Office to Officers
 - D. New President Presides

CONSENT AGENDA: - A motion was made by Dominick Bellino, seconded by Kathleen Sarafin, to approve the Consent Agenda as follows: Re-Org Procedures, 8A through 8E, 8F 1 – 4, 7-11.

5 – YES 0 – NO MOTION PASSED

A motion was made by Dominick Bellino, seconded by Kathleen Sarafin to pull Items 8F, 5 & 6 from the Consent Agenda.

5 – YES 0 – NO MOTION PASSED

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	\$5,500 Stipend
Deputy Treasurer	- Karen Wasielewski	\$1,500 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	\$1,750 Stipend
	Scholarship Fund Account Manager	\$ 750 Stipend
Purchasing Clerk	- Kendra Tillinghast	\$6,000 Stipend
- 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
 5. Independent Auditor - West & Company (Gloversville and Saratoga Springs)
 6. Financial Advisors - Fiscal Advisors
 7. Claims Auditor - Carm LoRe-Cooper \$ 1,500 Stipend

8. Reorganization Procedures:

B. (Continued)

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 \$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. 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) – A motion was made by Dominick Bellino, seconded by Tricia Service, to nominate Jack Bono as the NYSSBA Representative.

5 – YES 0 – NO **MOTION PASSED**
6. Oneida-Madison-Herkimer School Bd. Institute Executive Committee Representative - (Nominate Board Member)
A motion was made by Dominick Bellino, seconded by Tricia Service, to nominate Andrew Zaffatrano as the OHM School Board Institute Representative.

5 – YES 0 – NO **MOTION PASSED**
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 – A motion was made by Kathleen Sarafin seconded by Tricia Service, to adjourn the Re-Org Meeting at 6:47 p.m.

5 – YES 0 – NO **MOTION PASSED**

Respectfully Submitted,

District Clerk

July 9, 2024

Regular Board of Education Meeting
Middle-High School Library

Present: Jack Bono
Angela Service
Kathleen Sarafin
Dominick Bellino
Jason Wasielewski

Absent: 2

Others Present: Joseph Palmer, Superintendent of Schools, Kacey Sheppard, Ass't. Superintendent, Connie Giordano, District Clerk

ROLL CALL:
Roll call was taken by Jack Bono 5 – Present 2 – Absent, Tricia Service, Joseph Ciccone

CALL TO ORDER:
The meeting was called to order by Jack Bono at 6:34 p.m. and the Pledge of Allegiance was recited.

Convene to Executive Session – a motion was made by Dominick Bellino, seconded by Angela Service, to convene to Executive Session at 6:34 p.m. to discuss the employment status of specific personnel.

Reconvene to General Session – a motion was made by Kathleen Sarafin, seconded by Dominick Bellino, to convene to Executive Session at 7:25 p.m.

5– YES 0 – NO MOTION PASSED

Reports/Presentations/Good News to Share:

- 1. Updates - Superintendent Joseph Palmer
Capital Project Update
Audit

Discretionary Period for Residents to Address the Board:
N/A

Consent Agenda:
A motion was made by Kathleen Sarafin, seconded by Jason Wasielewski to approve the following **CONSENT AGENDA:** Minutes, Finance, Personnel 1- 11, New Business 1 – 7.

5 - YES 0 - NO MOTION PASSED

Minutes:
July 9, 2024

- Finance:**
- 1. Treasurer’s Report – May and June 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

Personnel:

- 1. **Appointed District Nurse:**
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Susan Jones to the position of District Nurse, for the 2024-2025 School Year. She will be paid a stipend of \$6,000.
- 2. **Appointed School Nurse (LPN):**
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Sherri Willsey to the position of School Nurse (LPN). She will be paid a salary of \$30,270, effective August 19, 2024. This appointment is contingent upon clearance from the New York State Department of Education (fingerprint clearance).
- 3. **Rescinded Schedule E Appointment:**
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby rescinds the Schedule E appointment of July 9, 2024, of Jana Lambert as bus supervision.

10. **Personnel:**

(Continued)

4. Rescinded Long-term Substitute Appointment:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby rescinds the June 11, 2024 appointment of Karlie Cubino, as a long-term substitute.

5. Schedule E Appointment:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Susan Cruze to the Schedule E position of Bus Supervision. She will be paid a stipend of \$2,250.

6. Appointed ELL/ESL Teacher:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints Selene Singerhouse to the position of ELL/ESL Teacher. This is a four-year probationary appointment extending from August 19, 2024 - August 19, 2028. She will be paid a salary of Step 2, BA +12, \$42,043, effective August 19, 2024. This appointment is contingent upon clearance from the New York State Department of Education (fingerprint clearance).

7. Coaching Appointments:
Be it resolved that the Frankfort- Schuyler Central School District Board of Education hereby appoints the following to coaching positions for the 2024-2025 school year:

Joseph Bono	Boys Soccer	Varsity Head	\$4,200
Michael Giambrone	Boys Soccer	Program Assistant	\$700
Ashley Hinckley	Boys Soccer	Modified Head	\$2,400
Robert Harrod	Girls Soccer	Varsity Head	\$4,200
Henry Bick	Girls Soccer	JV Head, Varsity Assistant	\$2,589
Joelle Yost	Girls Soccer	Modified Head	\$2,400
Anthony Reina	Girls Soccer	Program Assistant	\$700
Rochelle Arcuri	Cheerleading	Varsity Head	\$4,200
Julia Bovenzi	Cheerleading	Non-Paid Assistant (Volunteer)	0
Jeff LaGase	Football	Varsity Head	\$4,200
Ronald Gatto	Football	Varsity Assistant	\$3,012
Anthony Rocco	Football	Assistant Varsity, JV Head	\$2,589
Daniel Fiorentino	Football	Modified Head	\$2,400
Cody Mead	Football	Modified Assistant	\$2,278
Andrew Barberio	Football	Non-Paid Assistant (Volunteer)	0
Jeff Adasek	Girls Basketball	Varsity Head	\$4,200
Cortlynn Drexler	Girls Basketball	JV Head, Varsity Assistant	\$2,700
Joseph Palmer	Girls Basketball	Program Assistant	0
Michael Rozonkiewicz	Boys Basketball	Varsity Head	\$4,200
Bryan Cronkhite	Boys Basketball	JV Head, Varsity Assistant	\$2,700
Mark Spina	Boys Basketball	Program Assistant	\$700
Joelle Yost	Girls Volleyball	Varsity Head	\$4,200
Anthony Reina	Indoor Track	Varsity Head	\$4,200
Anthony Reina	Track & Field	Varsity Head	\$4,200
Eva Fiorentino	Track & Field	Varsity Assistant	\$3,012
Daniel Fiorentino	Softball	Varsity Head	\$4,200
Mark Spina	Baseball	Varsity Head	\$4,200
Michael Rozonkiewicz	Baseball	Program Assistant	\$700

8. Appoint Mentors for the 2024-2025 school year:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints the following mentors for the 2024-2025 school year:

Jenna Gentile
Nicole Castronovo
Melissa Koniowka
Anthony Reina
Karen Murphy
Sue Pristera
Shannon Gerould

9. Appoint Instructional Leaders for the 2024-2025 School Year:
Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints the following as Instructional Leaders for the 2024-2025 school year:

Math P-K – 12	Audrey Cucci	\$1,346
ELA P-K – 12	Karen Murphy	\$1,346
Tech. P-K – 12	Nicole Castronovo/Jordan Purinton	\$673/ea.

Science P-K – 12	Loreen Hobart	\$1,346
Special Ed P-K – 12	Mark Spina	\$1,346
Social Studies P-K – 12	Jeff Adasek	\$1,346
SEL P-K – 12	Andrea Cordero	\$1,346
PE/Art/Music P-K – 12	Melissa Rocco	\$1,346
WL/ENL P-K – 12	Shannon Gerould	\$1,346

10. Approve Student Workers:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby approves extension of employment of the Herkimer County Youth Bureau of the following student workers, from August 1, 2024 – August 31, 2024:

Giavanna Kaleta
Molly Reid
Madelyne Reid
Zoe Ruzala
Nicholas Service
Thomas Service
Addyson Thibault

11. Appoint Long-term Substitute School Psychologist:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education appoints Jana Lambert as a long-term substitute School Psychologist, with a pay rate of her current contractual salary, effective September 4, 2024.

New Business:

1. Second Read – Policy: Rights of Nursing Employees to Express Breastmilk
2. Second Read – Policy: Student Medications, Allergies, Anaphylaxis
3. First Read – Policy: Universal Pre-K Program
4. First Read – Policy: Accounting of Fixed Assets, Inventory and Tracking

5. Approved District Comprehensive Improvement Plan:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby approves the District Comprehensive Improvement Plan as presented.

6. Combination Girls Tennis Team with Central Valley Academy:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby approves the combining of Frankfort-Schuyler Central School with Central Valley Academy Girls Tennis Team.

7. Authorized Superintendent of Schools and/or Assistant Superintendent of Business and Technology to make transfers from General Fund to Reserve Funds:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby authorizes the Superintendent of Schools and/or Assistant Superintendent of Business and Technology to make transfers from the General Fund to the following reserve funds:

1.	Capital	\$1,000,000.00
2.	Accrued Benefits	\$ 45,761.90
3.	TRS	\$ 27,000.00
4.	ERS	\$ 300,000.00

Old Business: N/A

Adjourn – A motion was made by Kathleen Sarafin, seconded by Dominick Bellino to **adjourn** at 7:24 p.m.

5 – YES

0 – NO

MOTION PASSED

Respectfully Submitted,

District Clerk