



FRANKFORT-SCHUYLER *Pride*

BOARD OF EDUCATION SPECIAL/REORGANIZATION MEETING

TUESDAY
MIDDLE-HIGH SCHOOL LIBRARY

6:15 PM
JULY 8, 2025

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 – Kathleen Sarafin
 - B. Superintendent of Schools – Joseph Palmer
 - C. Assistant Superintendent of Business and Technology – Kacey Sheppard
 - D. District Clerk – Connie Giordano
 - E. Student Board of Education Representative – Thomas Eck – Alternate - Thomas Service
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 2025-2026 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. Manager
	Scholarship Fund Account Manager
Purchasing Clerk	- Kendra Tillinghast
 - B. It is hereby recommended that the following other appointments be approved for the 2025-2026 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
Gilroy Kernan & Gilroy

8. Reorganization Procedures:

B. (Continued)

- | | |
|------------------------------------------------------|---------------------------------------------------------|
| 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 | - Samantha Maguire, Gabrielle Higgins, Bldg. 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, Jeana Penree, Erica Rocco |
| 20. Medicaid Compliance Officer | - Dawn Harvey |
| 21. Data Protection Officer | - Kacey Sheppard, Nicole Castronovo |
| 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 | - Kacey Sheppard |

C. For Action

It is hereby recommended that the following designations for the 2025-2026 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 – 5/19/26
(Meeting date list attached)
3. Official Newspapers - Times Telegram, The Observer Dispatch

D. **For Action**

It is recommended that the following authorizations for the 2025-2026 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 2025-2026 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 2025-2026 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 25-26 academic year.

10. National Purchasing Network for Cooperative Purchasing and Bidding

11. The substitute teacher rates for 2025-2026 shall be:

Certified Teachers - \$125/day

Certified Retired Frankfort-Schuyler Teachers - \$130/day

Non-Certified Teachers - \$115/day

Teacher's Ass'ts./Teacher's Aides - \$110/day

LPNs - \$110/day

RNs - \$40/hr.

Cleaners/Custodians - \$15.50/hr. (align with minimum wage)

G. MOTION TO ADJOURN the Re-Org. Meeting



FRANKFORT-SCHUYLER *Pride*

**Tuesday
Secondary Library**

**July 9, 2025
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- 6, and New Business 1 - 8.

7. Minutes:
June 17, 2025, June 10, 2025
8. Finance:
 1. Scholarship Report
 2. Extraclassroom Activities 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 Schedule E Advisor positions for the 2025-2026 School Year:

Alliance Club
Art Club-High School
Art Club-Middle School
Art Club-Elementary
Builders
Bus Supervision-Elementary
Bus Supervision-Middle-High
Chess Club
Eight Grade Advisor
Elementary Band
Elementary Chorus
E-Sports
Freshmen Advisor
Friends of Frankfort- Schuyler
FBLA-High School
FBLA- Middle School
International Club

Intramurals Elementary
 Intramurals Middle School
 Jazz Band High School
 Jazz Band Middle School
 Junior Class Advisor
 K-Kids
 Key Club
 Mock Trial
 Musical
 National Honor Adv.-Middle School
 National Honor Adv.-High School
 National Honor Comm.Members-MS
 National Honor Comm.Members-HS
 Nature Club
 Senior Class Advisor
 Senior Honors Banquet Coord.
 Show Choir
 Select Chorus
 Seventh Grade Advisor
 Ski/Board Club
 Sophomore Class Advisor
 STEAM Club-Middle School
 Student Council-High School
 Yearbook-High School/Middle School
 Yearbook-Elementary
 Youth Choir/Operetta

2. Appoint Champions of Curriculum for the 2025-2026 School Year:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints the following Champions of Curriculum for the 2025-2026 School Year:

Math PK - 12
 Science PK – 12
 Social Studies PK - 12
 ELA PK - 12
 Special Education PK - 12
 SEL PK – 12
 Special Areas PK – 12

3. Accept Resignation from Special Education Teacher:

4. Appoint Teaching Assistant:

5. Coaching Appointments for 2025-2026 School Year:

Be it resolved that the Frankfort-Schuyler Central School District Board of Education hereby appoints the following coaches for the 2025-2026 school year:

<u>SPORT</u>	<u>LEVEL/POSITION</u>
Boys Soccer	Varsity Head
Boys Soccer	Modified Head
Girls Soccer	Varsity Head
Girls Soccer	Program Assistant
Cheerleading	Varsity Head
Girls Basketball	Varsity Head

Girls Basketball	JV Head, Varsity Ass't.
Boys Basketball	Varsity Head
Boys Basketball	JV Head, Varsity Ass't.
Boys Basketball	Program Assistant
Girls Volleyball	Varsity Head
Track & Field - Outdoor	Varsity Head
Track & Field - Outdoor	Varsity Assistant
Softball	Varsity Head
Baseball	Varsity Head
Baseball	Program Assistant
Boys Soccer	Program Assistant (Non-Paid: Volunteer)
Girls Basketball	Program Assistant (Non-Paid: Volunteer)
Baseball	Program Assistant (Non-Paid: Volunteer)

6. Appoint Special Education Teacher:

10. New Business:

1. CSE/CPSE Annual Reviews:
2. Transportation - Birnie Bus Contract:
3. Transportation – Birnie Bus Contract:
4. Transportation – Birnie Bus Contract:
5. Combination with Central Valley – Sport of Wrestling for 2025-2026:
6. Waive Three-Read Requirement for New Policy:
7. Approve Policy:
8. **BOND RESOLUTION OF THE FRANKFORT-SCHUYLER CENTRAL SCHOOL DISTRICT ADOPTED JULY 8, 2025, AUTHORIZING THE ISSUANCE AND SALE OF SERIAL BONDS OR NOTES IN ANTICIPATION OF SUCH BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF \$3,710,000.**

Joseph Ciccone, President	Voting	_____
Jack Bono, Vice-President	Voting	_____
Tricia Service	Voting	_____
Dominick Bellino	Voting	_____
Kathy Sarafin	Voting	_____
Jason Wasielewski	Voting	_____
Angela Service	Voting	_____

11. Old Business:

12. Convene to Executive Session to discuss the employment status of specific personnel.

13. Reconvene and Adjourn