CHITTENANGO BOARD OF EDUCATION

ORGANIZATIONAL MEETING

Chittenango Middle School

July 5, 2018

6:30 P.M.

**MINUTES**

Scott P. Mahardy called the meeting to order at 6:30 p.m. with the Pledge of Allegiance. This meeting was held in the Board of Education Conference Room.

Present: Phil Austin, Siubhan Bongiovanni, James Boswell, Louis Cianfrocco, Dan Gibbons, Edward Gratien, Russell Wehner, Geoffrey Zimmer

Absent: Daniel Mayer

Also Present: Michael R. Eiffe, Superintendent of Schools

Scott P. Mahardy, Assistant Superintendent for Business

Visitors: Erma Boswell

Organizational Board of Education Meeting Minutes – Page 2

July 5, 2018

**OATH OF OFFICE**

The Oaths of Office were administered to James Boswell, Daniel Mayer, Russell Wehner.

**APPOINTMENT OF THE CLERK OF THE BOARD**

Motion by Austin, seconded by Wehner that Scott P. Mahardy be appointed Clerk of the Board of Education for 2018-2019.

**Yes - ­­8, No - 0. Motion carried.**

**ELECTION OF OFFICERS**

Motion by Cianfrocco nominating Geoffrey Zimmer for President.

Motion by Austin, seconded by Gibbons that nominations close.

**Yes - ­­8, No - 0. Motion carried.**

All members present cast their ballot for Geoffrey Zimmer as President. President Zimmer assumed the duties of office.

Motion by Gratien nominating Russell Wehner for Vice President.

Motion by Gratien, seconded by Gibbons that nominations close.

**Yes - ­­8, No - 0. Motion carried.**

All members present cast their ballot for Russell Wehner as Vice President.

Oaths of Office were administered to the President, Vice President, Superintendent and Clerk of the Board of Education by Clerk of the Board of Education.

**OTHER APPOINTMENTS AND PROCEDURES**

Motion by Wehner, seconded by Austin that the following personnel be appointed to the following responsibilities for the 2018-2019 school year. It is further recommended that no additional or further financial remuneration or salary be granted for the assumption of these duties:

a. District Treasurer – Donna L. Meyers

b. Attendance Officers - Building Principals

c. Census Enumerator – Jason P. Clark

d. Purchasing Agent – Scott P. Mahardy

e. Student Activity Account Treasurers:

Brenda VanDusen - Chittenango High School

Mary Dodd - Chittenango Middle School

f. Student Activity Account Chief Faculty Counselors:

Nicholas Fersch - Chittenango High School

Arnold Merola/Derek Sajnog - Chittenango Middle School

Organizational Board of Education Meeting Minutes – Page 3

July 5, 2018

**OTHER APPOINTMENTS AND PROCEDURES** (continued)

g. Information Center – Scott P. Mahardy

h. Staff and Student Records Officers:

Michael R. Eiffe, Jason P. Clark, and Building Principals

Support Staff Records Officer:

Scott P. Mahardy

i. Parliamentarian of the Board - Scott P. Mahardy

j. Director of Health Insurance & Workers Compensation Consortium:

Scott P. Mahardy

k. Payroll Certification Clerk - Scott P. Mahardy

l. Safety/Compliance Officer - OCM BOCES

m. Title IX Compliance Officer – Jason P. Clark and Monica Hamilton

n. State and Federal Grants in Aid Application Signator:

Michael R. Eiffe, Jason P. Clark, or Scott P. Mahardy

o. Claims Auditor – Lynda Stankavage

**Yes - ­­8, No - 0. Motion carried.**

Motion by Gibbons, seconded by Boswell that the following persons or firms be appointed for the 2018-2019 school year and contract(s) be drawn where applicable:

a. Tax Collector – Community Bank N.A., Donna Meyers

b. School Attorney’s – Ferrara Fiorenza P.C.

Law Firm of Frank W. Miller

Bond, Schoneck & King, PLLC

c. School Auditor – Grossman St. Amour Certified Public Accountants

d. Internal Auditor – Fiscal Advisors & Marketing, Inc.

e. School Physician – Tri-Valley Family Practice, P.L.L.C.

f. School Architect – King & King Architects

g. Insurance Carriers and Agents:

**Employee Health Insurance**

Cooperative Health Insurance Fund of Central New York and

**Employee Dental Insurance**

Guardian and Delta Dental

NYS Teamsters Council Health and Hospital Fund

Organizational Board of Education Meeting Minutes – Page 4

July 5, 2018

**OTHER APPOINTMENTS AND PROCEDURES** (continued)

**Life Insurance and Disability Plan**

First Reliance Standard, Mutual of Omaha, Shelterpoint

**Student Accident Insurance**

Commercial Travelers Insurance Company

**Workers’ Compensation**

Onondaga-Cortland Madison Workers’ Compensation Consortium

**Long-Term Disability Plan**

UNUM and Guardian

**General Liability Insurance Company**

Haylor, Freyer & Coon

h. Insurance Advisors and Consultants:

**Health, Dental, Disability, and Life**

The George L. Wladis Company, Inc.

i. Official Depositories:

Any bank doing business in Onondaga or Madison Counties, or New York State approved Municipal Cooperative.

j. Official Newspapers:

Syracuse Post-Standard

k. Paying Agents for Serial Bonds:

Depository Trust Company and Deutsche Trust Company of America

l. Bond Council:

Trespasz & Marquardt, LLP

m. Special Education Appointments:

**Committee on Preschool Special Education Chairperson**

Mary Giffune-Farber

**Committee on Special Education Members**

Psychologists - Erin Allen, Christian Rohrer, Micael Speirs

Parents – Karen Clark, Linda Emad or others to be announced

The Child’s General Education Teacher(s) as per Federal Regulation §300D.321a

The Child’s Special Education Teacher/Provider as per Federal Regulation §300D.321a

School Physician – Tri-Valley Family Practice, P.L.L.C.

Organizational Board of Education Meeting Minutes – Page 5

July 5, 2018

**OTHER APPOINTMENTS AND PROCEDURES** (continued)

**Committee on Preschool Special Education Members**

Chairperson – Mary Giffune-Farber

Parent Member – Karen Clark, Linda Emad or others to be announced

Appropriate Professional and/or Child’s Teacher as per §4410 (3) Education Law

Municipality Representative

**Representative for Special Education Mediation**

Mary Giffune-Farber

**Surrogate Parents Listing for Use by the CSE and/or CPSE**

Linda Brown, 108 Brinkerhoff Hill Road, Chittenango, NY

**Subcommittee on Special Education**

Chairperson - Mary Giffune-Farber

The Child’s General Education Teacher(s) as per Federal Regulation §300D.321a

The Child’s Special Education Teacher/Provider as per Federal Regulation §300D.321a

Psychologists - Erin Allen, Christian Rohrer, Micael Speirs

**Subcommittee on Preschool Special Education Members**

Chairperson – Mary Giffune-Farber

Appropriate Professional and/or Child’s Teacher as per §4410 (3) Education Law

Municipality Representative

**Manifestation Team**

Chairperson - Mary Giffune-Farber

The Child’s General Education Teacher(s)

The Child’s Special Education Teacher

Psychologists - Erin Allen, Christian Rohrer, Micael Speirs

Guidance Counselor

Building Administrator

**Rotational List of Impartial Hearing Officers** (Authorization is given to the Superintendent of Schools to contact one or more of the hearing officers as the need arises). Resumes of Impartial Hearing Officers are maintained in the Special Education Office.

Lynn Almeleh Michael Lazan

Robert Briglio James McKeever

Maryanne Dimeo David Oakes

Mindy Wolman Martin Kehoe

Aaron Turetsky Kenneth Ritzenberg

Jerome Schad Lana Flame

Organizational Board of Education Meeting Minutes – Page 6

July 5, 2018

**OTHER APPOINTMENTS AND PROCEDURES** (continued)

m. Special Education Appointments: (continued)

Craig Tessler James Walsh

Vanessa Gronbach

**504 Appointments**

Section 504 Coordinator

Mary Giffune-Farber

504 Team Members

The Child’s General Education Teacher(s)

The Child’s Special Education Teacher/Service Provider

Psychologists - Erin Allen, Christian Rohrer, Micael Speirs

Guidance Counselors

n. Fire Inspector – OCM BOCES

**Yes - ­­8, No - 0. Motion carried.**

Motion by Gibbons, seconded by Boswell that the Board of Education President and Vice President be authorized to appoint an Impartial Hearing Officer as per Part 200 of the Regulations of the Commissioner.

**Yes - ­­8, No - 0. Motion carried.**

Motion by Wehner, seconded by Gibbons that the following recommendations be approved:

It is recommended that the following petty cash accounts be established for the 2018-2019 school year:

Location Fund Amount Responsible Person

District Office General $ 50.00 Scott P. Mahardy

Bolivar Road General 50.00 Renee Burgess

High School Student Activity 100.00 Nicholas Fersch

Food Service School Lunch 235.00 Wendy Swift

It is recommended that the single-signature-check procedure with checks printed at BOCES be continued and signed by Donna Meyers, District Treasurer.

It is recommended that in the case of incapacity of the District Treasurer to perform her duties of check signing, Pamela Devendorf, Office Assistant II, shall be so designated.

It is recommended that the current Board of Education policies and bylaws remain in effect during the 2018-2019 school year, unless modified by the Board of Education.

It is recommended that Pamela Devendorf be appointed as District Clerk Pro Tem for the 2018-2019 school year.

It is recommended that Mary Giffune-Farber be designated as the Chittenango Central School District Medicaid Compliance Officer for the 2018-2019 school year.

Organizational Board of Education Meeting Minutes – Page 7

July 5, 2018

**OTHER APPOINTMENTS AND PROCEDURES** (continued)

It is recommended that the Director of Special Education, Mary Giffune-Farber, be an authorized representative of the Board of Education to sign NYSED STAC (Systems to Track and Account for Children) requests.

It is recommended that the following building administrators be appointed Dignity For All Students Act coordinators for their respective buildings for the 2018-2019 school year:

Name Building

Nicholas Fersch Chittenango High School

Arnie Merola/Derek Sajnog Chittenango Middle School

Renee Burgess Bolivar Road Elementary

Jamie Durgey Bridgeport Elementary

Director of Athletics/Dean of Students All

**ADJOURNMENT**

Motion by Austin, seconded by Wehner that the meeting be adjourned.

**Yes - ­­8, No - 0. Motion carried.**

The meeting was adjourned at 6:34 p.m.

Respectfully submitted,

Scott P. Mahardy

District Clerk