CHITTENANGO BOARD OF EDUCATION

ORGANIZATIONAL MEETING

Chittenango Middle School

July 11, 2017

6:30 P.M.

**MINUTES**

Scott 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: Siubhan Bongiovanni, James Boswell, Louis Cianfrocco, Dan Gibbons, Edward Gratien, Daniel Mayer, Russell Wehner, Geoffrey Zimmer

Absent: Phil Austin

Also Present: Michael R. Eiffe, Superintendent of Schools

 Scott P. Mahardy, Assistant Superintendent for Business

 Jason P. Clark, Assistant Superintendent for Instruction

Visitors: Sherry Czarnecki, Erma Boswell

Organizational Board of Education Meeting Minutes – Page 2

July 11, 2017

**OATH OF OFFICE**

The Oaths of Office were administered to Lou Cianfrocco, Edward Gratien, Geoffrey Zimmer.

**APPOINTMENT OF THE CLERK OF THE BOARD**

Motion by Wehner, seconded by Mayer that Scott P. Mahardy be appointed Clerk of the Board of Education for 2017-2018.

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

**ELECTION OF OFFICERS**

Motion by Wehner nominating Geoffrey Zimmer for President.

Motion by Gratien, seconded by Boswell 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 Gibbons nominating Russell Wehner for Vice President.

Motion by Boswell, seconded by Gratien 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 the Clerk of the Board of Education.

**OTHER APPOINTMENTS AND PROCEDURES**

Motion by Wehner, seconded by Cianfrocco that the following personnel be appointed to the following responsibilities for the 2017-2018 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 11, 2017

**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 – Joanne Devendorf

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

Motion by Gibbons, seconded by Mayer that the following persons or firms be appointed for the 2017-2018 school year and contract(s) be drawn where applicable:

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

 b. School Attorney – Ferrara Fiorenza P.C.

 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

 **Employee Dental Insurance**

Guardian and Delta Dental

NYS Teamsters Council Health and Hospital Fund

 **Life Insurance and Disability Plan**

First Reliance Standard, Mutual of Omaha, Guardian

Organizational Board of Education Meeting Minutes – Page 4

July 11, 2017

**OTHER APPOINTMENTS AND PROCEDURES** (Continued)

 **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 – Audrey Boyd, 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.

 **Committee on Preschool Special Education Members**

Chairperson - Mary Giffune-Farber

Parent Member – Audrey Boyd, Linda Emad or others to be announced

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

 Municipality Representative

Organizational Board of Education Meeting Minutes – Page 5

July 11, 2017

**OTHER APPOINTMENTS AND PROCEDURES** (Continued)

m. Special Education Appointments: (Continued)

 **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.

 Joan Alexander Michael Lazan

 Lynn Almeleh Nancy Lederman

 Stuart Bauchner Edward Luban

 Robert Briglio James McKeever

 Paul Bumbalo David Oakes

 Maryanne Dimeo Kenneth Ritzenberg

 Rivona Ehrenreich Jerome Schad

 Lana Flame Leonard Sienko, Jr.

 Dolores Freed Craig Tessler

 Colleen Heinrich Aaron Turetsky

 George Kandilakis James Walsh

 Martin Kehoe Mindy Wolman

Organizational Board of Education Meeting Minutes – Page 6

July 11, 2017

**OTHER APPOINTMENTS AND PROCEDURES** (Continued)

m. Special Education Appointments: (Continued)

**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 Mayer, seconded by Gibbons that the following recommendations be approved:

It is recommended 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.

It is recommended that the following petty cash accounts be established for the 2017-2018 school year:

 Location Fund Amount Responsible Person

 District Office General $ 50.00 Scott P. Mahardy

 Bolivar Road General 50.00 Reneé Burgess

 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 2017-2018 school year, unless modified by the Board of Education.

It is recommended that Pamela Devendorf be appointed as District Clerk Pro Tem for the 2017-2018 school year.

It is recommended that Mary Giffune-Farber be designated as the Chittenango Central School District Medicaid Compliance Officer for the 2017-2018 school year.

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.

Organizational Board of Education Meeting Minutes – Page 7

July 11, 2017

**OTHER APPOINTMENTS AND PROCEDURES** (Continued)

It is recommended that the following building principals be appointed Dignity For All Students Act coordinators for their respective buildings for the 2017-2018 school year:

 Name Building

 Nicholas Fersch Chittenango High School

 Arnie Merola/ Derek Sajnog Chittenango Middle School

 Reneé Burgess Bolivar Road Elementary

 Jamie Durgey Bridgeport Elementary

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

**ADJOURNMENT**

Motion by Mayer, seconded by Bongiovanni 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