

CHITTENANGO BOARD OF EDUCATION
ORGANIZATIONAL MEETING
Chittenango Middle School
July 1, 2026
6:30 PM

MINUTES

Adrianna M. Kam 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, Louis Cianfrocco, Dana Kent, Daniel Mayer, Russell Wehner, Geoffrey Zimmer

Absent: Dan Gibbons, Edward Gratien, Jason Thomas

Also Present: Michael R. Eiffe, Superintendent of Schools
Adrianna M. Kam, District Clerk
Matthew J. Morkel, Business Administrator

Visitors: Muhammad Murray (student rep)

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OATH OF OFFICE

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

APPOINTMENT OF THE CLERK OF THE BOARD

Motion by Daniel Mayer, seconded by Russell Wehner that Adrianna M. Kam be appointed Clerk of the Board of Education for 2026-2027.

Yes - 6, No - 0. Motion carried.

ELECTION OF OFFICERS

Motion by Russell Wehner nominating Daniel Mayer for President.

Motion by Dana Kent, seconded by Louis Cianfrocco, that nominations close.

Yes - 6, No - 0. Motion carried.

All members present cast their ballot for Daniel Mayer as President. President Mayer assumed the duties of office.

Motion by Geoffrey Zimmer nominating Siubhan Bongiovanni for Vice President.

Motion by Louis Cianfrocco, seconded by Dana Kent, that nominations close.

Yes - 6, No - 0. Motion carried.

All members present cast their ballot for Siubhan Bongiovanni 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 Geoffrey Zimmer, seconded by Louis Cianfrocco, that the following personnel be appointed to the following responsibilities for the 2026-2027 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
Arnold J. Merola, Jr.
- b. Deputy District Treasurer
Melody Halsey

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- c. Extra Classroom Activities Funds Treasurer(s)
Chittenango Middle School – Kelly Seale
Chittenango High School – Brenda VanDusen
- d. Attendance Officers
Building Principals
- e. Census Enumerator
Jason P. Clark
- f. Purchasing Agent
Matthew J. Morkel
- g. Student Activity Account Treasurers
Brenda VanDusen – Chittenango High School
Kelly Seale – Chittenango Middle School
- h. Student Activity Account Chief Faculty Counselors
Nicholas Fersch – Chittenango High School
Brendon Willey – Chittenango Middle School
- i. FERPA Compliance Officers
Michael R. Eiffe, Jason P. Clark, and Building Principals
- j. Health Insurance & Workers' Compensation Consortium Representative:
Matthew J. Morkel
- k. Payroll Certification Clerk
Matthew J. Morkel
- l. Deputy Payroll Certification Clerk
Michael R. Eiffe
- m. Safety/Compliance Officer
OCM BOCES
- n. Title IX and ADA Compliance Officers
Jason P. Clark and Melissa Stanek
- o. State and Federal Grants in Aid Application Signatory
Michael R. Eiffe, Jason P. Clark, or Matthew J. Morkel
- p. Claims Auditors
Lynda Stankavage, Margaret Button
- q. Data Protection Officer
Nicholas Lefort
- r. Records Access Officer
Matthew J. Morkel
- s. Records Appeals Officer
Michael R. Eiffe, Superintendent

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- t. Records Retention Officers (LGS-1)
 - Employee Files & Records – Michael R. Eiffe, Matthew J. Morkel
 - All Other District Records – Michael R. Eiffe, Matthew J. Morkel
- u. DASA Coordinators
 - Building Level DASA Coordinators

<u>Building</u>	<u>Name</u>
Chittenango High School	Nicholas Fersch/Jay Altobello/David Gryczka
Chittenango Middle School	Brendon Willey/Adrianna Kam
Bolivar Road Elementary	Kara May/Amy Sumner
Bridgeport Elementary	Melissa Stanek

 - District Level Coordinator – Jason P. Clark
 - District Level Appeal Coordinators – Michael R. Eiffe, Jason P. Clark
- v. Committee on Special Education Chairperson
 - Benjamin New
- w. Committee on Preschool Special Education Chairperson
 - Benjamin New
- x. Section 504 Coordinator and 504 Committee Chairperson
 - Benjamin New
- y. Medicaid Compliance Officer
 - Benjamin New
- z. Workplace Violence Prevention Coordinator
 - Michael R. Eiffe, Jason P. Clark, or Matthew J. Morkel

Yes - 6, No - 0. Motion carried.

Motion by Dana Kent, seconded by Russell Wehner, that the following persons or firms be appointed for the 2026-2027 school year and contract(s) be drawn where applicable:

- a. Tax Collector – Arnold J. Merola, Jr./Jennifer Kimber
- b. School Attorneys
 - Ferrara Fiorenza P.C.
 - Hancock Estabrook
 - Dominic D’Imperio
- c. External School Auditor – Grossman St. Amour Certified Public Accountants
- d. Internal Auditor – Bonadio Group
- e. School Physician – TriValley 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, Delta Dental

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NYS Teamsters Council Health and Hospital Fund
Life Insurance and Disability Plan
First Reliance Standard, Mutual of Omaha, ShelterPoint
Student Accident Insurance
Philadelphia Insurance Company
Workers' Compensation
Onondaga-Cortland-Madison Workers' Compensation Consortium
Long-Term Disability Plan
UNUM, Guardian
General Liability Insurance Company
Haylor, Freyer & Coon

- h. Insurance Advisors and Consultants:
Dental, Vision, Disability, and Life
OneDigital Health and Benefits
- i. Official Depositories
Any bank doing business in Onondaga or Madison Counties, or New York
State approved Municipal Cooperative, including NYCLASS
- j. Official Newspaper – Syracuse Post-Standard
- k. Paying Agents for Serial Bonds
Depository Trust Company and Deutsche Trust Company of America
- l. Bond Council – Trespasz Law Offices, LLP
- m. Fire Inspector – OCM BOCES

Yes - 6, No - 0. Motion carried.

Motion by Dana Kent, seconded by Geoffrey Zimmer, that the Board of Education authorizes, with notification to the Board President, that the Superintendent of Schools has the authority to appoint a due process Mediator and an Impartial Hearing Officer as per Part 200 of the Regulations of the Commissioner.

Yes - 6, No - 0. Motion carried.

Motion by Louis Cianfrocco, seconded by Russell Wehner, that the following recommendations be approved:

It is recommended that the following petty cash accounts be established for the 2026-2027 school year:

<u>Location</u>	<u>Fund</u>	<u>Amount</u>	<u>Responsible Person</u>
District Office	General	\$ 50.00	Matthew J. Morkel
Bolivar Road	General	\$ 50.00	Kara May
High School	Student Activity	\$100.00	Nicholas Fersch
Food Service	School Lunch	\$335.00	Todd Corcoran

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

It is recommended that the current Board of Education policies and bylaws remain in effect during the 2026-2027 school year, unless modified by the Board of Education.

It is recommended that Matthew J. Morkel be appointed as District Clerk Pro Tem in the absence of the District Clerk for the 2026-2027 school year.

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

Yes - 6, No - 0. Motion carried.

ADJOURNMENT

Motion by Geoffrey Zimmer, seconded by Russell Wehner, that the meeting be adjourned.

Yes - 6, No - 0. Motion carried.

The meeting was adjourned at 6:41 p.m.

Respectfully submitted,

Adrianna M. Kam
District Clerk