

CHITTENANGO BOARD OF EDUCATION  
ORGANIZATIONAL MEETING  
Chittenango Middle School  
July 7, 2020  
5:30 P.M.

**MINUTES**

Scott P. Mahardy called the meeting to order at 5:45 p.m. with the Pledge of Allegiance. This meeting was held via electronic transmission (ZOOM platform).

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

Absent:

Also Present: Michael R. Eiffe, Superintendent of Schools  
Scott P. Mahardy, Assistant Superintendent for Business

Visitors: None

### **OATH OF OFFICE**

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

### **APPOINTMENT OF THE CLERK OF THE BOARD**

Motion by Mayer, seconded by Gibbons that Scott P. Mahardy be appointed Clerk of the Board of Education for 2020-2021.

**Yes – 9, No – 0. Motion carried.**

### **ELECTION OF OFFICERS**

Motion by Wehner nominating Geoffrey F. Zimmer for President.

Motion by Mayer that nominations close.

**Yes – 9, No – 0. Motion carried.**

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

Motion by Gratien nominating Russell Wehner for Vice President.

Motion by Gibbons that nominations close.

**Yes – 9, 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 Gibbons that the following personnel be appointed to the following responsibilities for the 2020-2021 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 – Kyle Coon
- 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

**OTHER APPOINTMENTS AND PROCEDURES** (continued)

- f. Student Activity Account Chief Faculty Counselors:  
Nicholas Fersch - Chittenango High School  
Arnold Merola/Meghan Samsel - Chittenango Middle School
- 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
- p. Data Protection Officer – Paul Leonardi

**Yes – 9, No – 0. Motion carried.**

Motion by Mayer, seconded by Gratien that the following persons or firms be appointed for the 2020-2021 school year and contract(s) be drawn where applicable:

- a. Tax Collector – Community Bank, N.A., Kyle Coon
- b. School Attorneys – 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

**OTHER APPOINTMENTS AND PROCEDURES** (continued)

- g. Insurance Carriers and Agents:
  - Employee Health Insurance**  
Cooperative Health Insurance Fund of Central New York
  - Employee Dental Insurance**  
Guardian, Delta Dental  
NYS Teamsters Council Health and Hospital Fund
  - Life Insurance and Disability Plan**  
First Reliance Standard, Mutual of Omaha, ShelterPoint
  - Student Accident Insurance**  
Pupil Benefits Plan, Inc.
  - 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:
  - Health, Dental, Disability, and Life**  
OneDigital Health and Benefits  
(formerly known as 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 Preschool Special Education Chairperson**  
Mary Giffune-Farber

**OTHER APPOINTMENTS AND PROCEDURES** (continued)

m. Special Education Appointments (continued):

**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.

**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**

Karen Clark, 9396 Lakeshore View Drive, Bridgeport, 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

**OTHER APPOINTMENTS AND PROCEDURES** (continued)

m. Special Education Appointments (continued):

**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	James McKeever
Robert Briglio	David Oakes
Maryanne Dimeo	Kenneth Ritzenberg
Lana Flame	Jerome Schad
Martin Kehoe	Aaron Turetsky
Michael Lazan	Mindy Wolman

n. Fire Inspector – OCM BOCES

**Yes – 9, No – 0. Motion carried.**

Motion by Gibbons, seconded by Mayer 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 – 9, No – 0. Motion carried.**

Motion by Boswell, seconded by Austin that the following recommendations be approved:

It is recommended that the following petty cash accounts be established for the 2020-2021 school year:

<u>Location</u>	<u>Fund</u>	<u>Amount</u>	<u>Responsible Person</u>
District Office	General	\$ 50.00	Scott P. Mahardy
Bolivar Road	General	50.00	Lee Carulli
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 Kyle Coon, District Treasurer.

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

It is recommended that the current Board of Education policies and bylaws remain in effect during the 2020-2021 school year, unless modified by the Board of Education.

It is recommended that Melody Halsey be appointed as District Clerk Pro Tem for the 2020-2021 school year.

It is recommended that Mary Giffune-Farber be designated as the Chittenango Central School District Medicaid Compliance Officer for the 2020-2021 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.

It is recommended that the following building administrators be appointed Dignity For All Students Act coordinators for their respective buildings for the 2020-2021 school year:

<u>Name</u>	<u>Building</u>
Nicholas Fersch	Chittenango High School
Arnie Merola/Meghan Samsel	Chittenango Middle School
Lee Carulli	Bolivar Road Elementary
Melissa Stanek	Bridgeport Elementary
David Gryczka	All

**Yes – 9, No – 0. Motion carried.**

### **ADJOURNMENT**

Motion by Mayer, seconded by Gibbons that the meeting be adjourned.

**Yes – 9, No – 0. Motion carried.**

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Scott P. Mahardy  
District Clerk