

CHITTENANGO BOARD OF EDUCATION
ORGANIZATIONAL MEETING
Chittenango Middle School
July 8, 2025
5 P.M.

MINUTES

Scott P. Mahardy called the meeting to order at 5:15 p.m. with the Pledge of Allegiance. This meeting was held in the Board of Education Conference Room.

Present: Siubhan Bongiovanni, Louis Cianfrocco, Dan Gibbons, Edward Gratien,
Dana Kent, Daniel Mayer, Jason Thomas

Absent: Russell Wehner, Geoffrey Zimmer

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 Siubhan Bongiovanni, J. Daniel Gibbons, and Jason Thomas.

APPOINTMENT OF THE CLERK OF THE BOARD

Motion by Daniel Mayer, seconded by Louis Cianfrocco, that Scott P. Mahardy be appointed Clerk of the Board of Education for 2025-2026.

Yes - 7, No - 0. Motion carried.

ELECTION OF OFFICERS

Motion by Dan Gibbons nominating Daniel Mayer for President.

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

Yes - 7, No - 0. Motion carried.

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

Motion by Louis Cianfrocco nominating Siubhan Bongiovanni for Vice President.

Motion by Dan Gibbons, seconded by Louis Cianfrocco, that nominations close.

Yes - 7, 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 Louis Cianfrocco, seconded by Jason Thomas, that the following personnel be appointed to the following responsibilities for the 2025-2026 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 – Matthew Morkel
- 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
 - Kelly Seale – Chittenango Middle School

OTHER APPOINTMENTS AND PROCEDURES (continued)

- f. Student Activity Account Chief Faculty Counselors:
Nicholas Fersch – Chittenango High School
Brendon Willey – 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 Melissa Stanek
- 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 – Nicholas Lefort

Yes - 7, No - 0. Motion carried.

Motion by Dan Gibbons, seconded by Dana Kent, that the following persons or firms be appointed for the 2025-2026 school year and contract(s) be drawn where applicable:

- a. Tax Collector – Matthew Morkel/Jennifer Kimber
- b. School Attorneys – Ferrara Fiorenza P.C.
Hancock Estabrook
Dominic D'Imperio
- c. 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

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**
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. Special Education Appointments:
 - Committee on Special Education Chairperson**
Benjamin New
 - Committee on Preschool Special Education Chairperson**
Benjamin New

OTHER APPOINTMENTS AND PROCEDURES (continued)

m. Special Education Appointments (continued):

Committee on Special Education Members

Psychologists – Erin Allen, Christian Rohrer, Danielle Caivana
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 – TriValley Family Practice, P.L.L.C.

Committee on Preschool Special Education Members

Chairperson – Benjamin New
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

Benjamin New

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

Karen Clark

Subcommittee on Special Education Members

Chairperson – Benjamin New
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, Danielle Caivana

Subcommittee on Preschool Special Education Members

Chairperson – Benjamin New
Appropriate Professional and/or Child's Teacher as per §4410 (3)
Education Law
Municipality Representative

Manifestation Team

Chairperson – Benjamin New
The Child's General Education Teacher(s)
The Child's Special Education Teacher
Psychologists – Erin Allen, Christian Rohrer, Danielle Caivana
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.

Daniel Ajello
Allana Alexander
Lynn Almeleh
Rodney Austin
Guljit Bains
Susan Barbour
Angelica Cappellino
Marisa Carbone
Diane Cohen
Ellen Cutler-Igoe
Audrey Daniel
Edgar Deleon
Maryanne Dimeo
Chinyere Eze-Nliam
Rona Feinberg
Sharyn Finkelstein
Lana Flame
Steven Forbes
Jan Gawthrop

Harriet Gewirtz
Rachel Gibbons
Randy Glasser
Craig Goldsmith
David Gronbach
Vanessa Gronbach
Jeffrey Guerra
Richard Kass
Jeanne Keefe
Judith Kramer
Dora Lassinger
Michael Lazan
Nancy Lederman
Lisa Litvin
Ramy Louis
Kenneth Lynch
Ann Marquez
James McKeever
Tina Millman

Leah Murphy
Patricia Murrell
David Oakes
Hashim Rahman
Mitchell Regenbogen
Kenneth Ritzenberg
Robert Rodriguez
Brad Rosken
Jerome Schad
Jeffrey Schiro
Judith Schneider
Stephanie Seto
Keila Tennent
Israel Wahrman
James Walsh
Sebastian Weiss
Mindy Wolman

504 Appointments

Section 504 Coordinator – Benjamin New

504 Team Members

The Child's General Education Teacher(s)

Service Provider when necessary

Psychologists – Erin Allen, Christian Rohrer, Danielle Caivana

Guidance Counselors

n. Fire Inspector – OCM BOCES

Yes - 7, No - 0. Motion carried.

Motion by Louis Cianfrocco, seconded by Dan Gibbons, 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 - 7, No - 0. Motion carried.

Motion by Jason Thomas, seconded by Edward Gratien, that the following recommendation be approved:

It is recommended that the following petty cash accounts be established for the 2025-2026 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	Kara May
High School	Student Activity	100.00	Nicholas Fersch
Food Service	School Lunch	335.00	Matthew Morkel

Yes - 7, No - 0. Motion carried.

Motion by Dan Gibbons, seconded by Edward Gratien, that the following recommendation be approved:

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

Yes - 7, No - 0. Motion carried.

Motion by Louis Cianfrocco, seconded by Dana Kent, that the following recommendation be approved:

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.

Yes - 7, No - 0. Motion carried.

Motion by Louis Cianfrocco, seconded by Siubhan Bongiovanni, that the following recommendation be approved:

It is recommended that the current Board of Education policies and bylaws remain in effect during the 2025-2026 school year, unless modified by the Board of Education.

Yes - 7, No - 0. Motion carried.

It is recommended that **TBD** be appointed as District Clerk Pro Tem for the 2025-2026 school year. (tabled)

Motion by Louis Cianfrocco, seconded by Dan Gibbons, that the following recommendation be approved:

It is recommended that Benjamin New be designated as the Chittenango Central School District Medicaid Compliance Officer for the 2025-2026 school year.

Yes - 7, No - 0. Motion carried.

Motion by Dan Gibbons, seconded by Louis Cianfrocco, that the following recommendation be approved:

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 - 7, No - 0. Motion carried.

Motion by Edward Gratien, seconded by Siubhan Bongiovanni, that the following recommendation be approved:

It is recommended that the following building administrators be appointed Dignity For All Students Act coordinators for their respective buildings for the 2025-2026 school year:

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

Yes - 7, No - 0. Motion carried.

ADJOURNMENT

Motion by Dan Gibbons, seconded by Siubhan Bongiovanni, that the meeting be adjourned.

Yes - 7, No - 0. Motion carried.

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Scott P. Mahardy
District Clerk