

CHITTENANGO BOARD OF EDUCATION  
ORGANIZATIONAL MEETING  
Chittenango Middle School  
July 9, 2024  
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: Siubhan Bongiovanni, Dan Gibbons, Edward Gratien, Dana Kent, Daniel Mayer, Jason Thomas, Russell Wehner, Geoffrey Zimmer

Absent: Louis Cianfrocco

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

Visitors: Christine Smith

### **OATH OF OFFICE**

The Oaths of Office were administered to Dana Kent, Daniel Mayer, Jason Thomas, and Russell Wehner.

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

Motion by Mayer, seconded by Bongiovanni, that Scott P. Mahardy be appointed Clerk of the Board of Education for 2024-2025.

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

### **ELECTION OF OFFICERS**

Motion by Mayer nominating Geoffrey Zimmer for President.

Motion by Gibbons, seconded by Wehner, 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 Wehner nominating Daniel Mayer for Vice President.

Motion by Gibbons, seconded by Wehner, that nominations close.

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

All members present cast their ballot for Daniel Mayer 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 2024-2025 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 - 8, No - 0. Motion carried.**

Motion by Mayer, seconded by Gratien, that the following persons or firms be appointed for the 2024-2025 school year and contract(s) be drawn where applicable:

- a. Tax Collector – Matthew Morkel/Jennifer Kimber
- b. School Attorneys – Ferrara Fiorenza P.C.  
Law Firm of Frank W. Miller  
Dominic D’Imperio
- c. School Auditor – Grossman St. Amour Certified Public Accountants
- d. Internal Auditor – TBD
- 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:
  - Health, Dental, 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	Craig Goldsmith	Leah Murphy
Lynn Almeleh	David Gronbach	Patricia Murrell
Guljit Bains	Vanessa Gronbach	David Oakes
Susan Barbour	Jeffrey Guerra	Hashim Rahman
Angelica Cappellino	Peter Hoffman	Mitchell Regenbogen
Diane Cohen	Richard Kass	Kenneth Ritzenberg
Ellen Cutler-Igoe	Jeanne Keefe	Brad Rosken
Audrey Daniel	Judith Kramer	Jerome Schad
Edgar Deleon	Dora Lassinger	Jeffrey Schiro
Maryanne Dimeo	Michael Lazan	Judith Schneider
Sharyn Finkelstein	Nancy Lederman	Stephanie Seto
Lana Flame	Lisa Litvin	Israel Wahrman
Steven Forbes	Kenneth Lynch	James Walsh
Jan Gawthrop	Ann Marquez	Sebastian Weiss
Harriet Gewirtz	James McKeever	Mindy Wolman
Randy Glasser	Tina Millman	

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

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

It is recommended that the following petty cash accounts be established for the 2024-2025 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

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 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 2024-2025 school year, unless modified by the Board of Education.

It is recommended that Gabrielle Sgroi be appointed as District Clerk Pro Tem for the 2024-2025 school year.

It is recommended that Benjamin New be designated as the Chittenango Central School District Medicaid Compliance Officer for the 2024-2025 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.

It is recommended that the following building administrators be appointed Dignity For All Students Act coordinators for their respective buildings for the 2024-2025 school year:

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

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

### **ADJOURNMENT**

Motion by Gibbons, seconded by Gratien, 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