

Chittenango Central School District
Organizational Board of Education Meeting
Chittenango Middle School

July 1, 2026
6:30 PM

AGENDA

The Clerk of the 2025-2026 Board of Education calls the meeting to order.

OATH OF OFFICE

1. The Oaths of Office shall be administered to Geoffrey Zimmer, Louis Cianfrocco, and Edward Gratien.

APPOINTMENT OF THE CLERK OF THE BOARD

2. It is recommended that Adrianna M. Kam be appointed Clerk of the Board of Education for 2026-2027.

ELECTION OF OFFICERS

3. Election of the President of the Board of Education.
 - a. President assumes the duties of the office.
4. Election of the Vice President of the Board of Education.
 - a. Oaths of Office are administered to the President, Vice President, Superintendent, and Clerk of the Board of Education.

OTHER APPOINTMENTS AND PROCEDURES

5. It is recommended 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
 - 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

OTHER APPOINTMENTS AND PROCEDURES (continued)

5. (continued)
- 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 Morkel
 - s. Records Appeals Officer:
Michael Eiffe, Superintendent
 - t. Records Retention Officer (LGS-1):
Employee Files & Records – Michael R. Eiffe, Matthew Morkel
All Other District Records – Michael R. Eiffe, Matthew Morkel

OTHER APPOINTMENTS AND PROCEDURES (continued)

5. (continued)

u. DASA Coordinators

Building Level DASA Coordinators

Building**Name**

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 Coordinators - Jason P. Clark

District Level Appeals 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

6. It is recommended 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

OTHER APPOINTMENTS AND PROCEDURES (continued)

6. (continued)

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

i. Official Newspapers:

Syracuse Post-Standard

j. Paying Agents for Serial Bonds:

Depository Trust Company and Deutsche Trust Company of America

k. Bond Council:

Trespasz Law Offices, LLP

l. Fire Inspector – OCM BOCES

7. It is recommended 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.

8. 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

9. It is recommended that the single-signature-check procedure with checks printed at BOCES be continued and signed by the District Treasurer.
10. 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.
11. It is recommended that Matthew Morkel be appointed as District Clerk Pro Tem in the absence of the District Clerk for the 2026-2027 school year.
12. 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.

OTHER ORGANIZATIONAL MEETING BUSINESS

13. Other organizational meeting business may be addressed by:
 - a. Board Member
 - b. Superintendent
 - c. Visitor