



July 8, 2019 ~ 6:00pm
ESM Board of Education - Annual Organizational Meeting
Regular Meeting to Follow
Central High School Library

III-A-4100
07/24/2019

ANNUAL ORGANIZATIONAL MEETING

Board of Education Present: Mrs. Lori Aird, Mr. John Albanese, Mrs. Susan Cain, Mrs. Tracy Callahan, Mrs. Leah Cushing, Mrs. Kay Gallery, Mrs. Deborah Kolod, Mrs. Diane Seaman, Mr. Paul Waltz.

Board of Education Absent:

Administrative Personnel Present: Dr. Donna DeSiato, Supt.; Dr. Thomas Neveldine, Deputy Supt.; Mrs. Katherine Skahen, Exec. Dir. of School Bus. Admin./Clerk; Mrs. Rebecca Streib, Exec. Dir. of Employee Engagement & Accountability; Mr. Kieran O'Connor, Exec. Dir. of Planning, Development & Technology; Mr. N. Shane Hacker, Exec. Dir. of Curriculum, Learning & Assessment; Mr. John Young, Dir. of Facilities.

Other Present: Ms. Amanda Graham-Quirk, District Treasurer; Mrs. Tracy Lothridge, Deputy Clerk/Treasurer; Mr. Joseph Butler, Internal Claims Auditor; Mr. Fred Intondi, Internal Auditor.

Interested Citizens: 2

DR. DESIATO, SUPERINTENDENT, CALLED THE ANNUAL ORGANIZATIONAL MEETING TO ORDER AT 6:00 PM AT CENTRAL HIGH SCHOOL.

PLEDGE OF ALLEGIANCE

- A. Opening of Meeting by Superintendent of Schools
- B. Administer Oath of Office to Re-Elected Board Members
- C. Elections
 - 1. Election of President:
"RESOLVED BY MRS. CALLAHAN, that DEBORAH KOLOD be nominated as Board President for the 2019-2020 School Year."

Ayes – 8, Nays -0, Motion Carried

OATH OF OFFICE

Election of Vice President:
"RESOLVED BY MRS. CUSHING, that PAUL WALTZ be nominated as Vice-President for the 2019-2020 School Year."

Ayes – 9, Nays -0, Motion Carried

OATH OF OFFICE

D. Appointments:

1. District Clerk

“RESOLVED THAT, Katherine Skahen be appointed District Clerk to the Board of Education.” [Oath Administered on 7/2/18]

OATH OF OFFICE

2. Deputy District Clerk

“RESOLVED THAT, Tracy Lothridge be appointed Deputy District Clerk to the Board of Education.”

OATH OF OFFICE

3. District Treasurer:

RESOLVED THAT, Amanda Graham-Quirk be appointed District Treasurer until the next Annual Organizational Meeting.”

OATH OF OFFICE

4. Deputy District Treasurer:

RESOLVED THAT, Tracy Lothridge be appointed Deputy District Treasurer until the next Annual Organizational Meeting.”

OATH OF OFFICE

5. Tax Collector:

“RESOLVED THAT, Katherine Skahen be appointed Tax Collector for the Town of Sullivan for the 2019-2020 School Year.” [Oath Administered on 7/24/19]

OATH OF OFFICE

6. Internal Auditor:

“RESOLVED THAT, Frederick Intondi be appointed Internal Auditor until the next Annual Organizational Meeting.”

OATH OF OFFICE

7. Internal Claims Auditor:

“RESOLVED THAT, Joseph Butler be appointed Internal Claims Auditor until the next Annual Organizational Meeting.”

OATH OF OFFICE

“RESOLVED BY MR. WALTZ, SECONDED BY MRs. AIRD THAT, appointments 1-7 be approved.”

Ayes – 9, Nays – 0, Motion Carried

D. Appointments continued:

8. School District Counsel

“RESOLVED THAT, the Law Firm of Ferrara Fiorenza P.C. be appointed School District Counsel until the next Annual Organizational Meeting.”

9. School Physician

“RESOLVED THAT, Dr. Daniel Rancier be appointed School Physician until the next Annual Organizational Meeting.”

10. Architect of Record

“RESOLVED THAT, the firm of King and King Architects is hereby appointed as Architect of Record for the 2019-2020 school year in accordance with the resolution dated April 22, 2019.”

11. External Audit Firm

“RESOLVED THAT, firm of D’Arcangelo & Company, LLP, is hereby appointed as External Audit Firm for the 2019-2020 school year in accordance with the resolution dated November 17, 2014.”

12. Bond Counsel

“RESOLVED THAT, the firm of Trespasz and Marquardt, LLP be appointed Bond Counsel until the next Annual Organizational Meeting.”

13. Financial Advisor

“RESOLVED THAT, the firm of Fiscal Advisors & Marketing, Inc. be appointed Financial Advisor until the next Annual Organizational Meeting.”

14. Broker of Record for Ancillary Insurance Benefits

“RESOLVED THAT, the firm of ENV Insurance be appointed Broker of Record for Ancillary Insurance Benefits until the next Annual Organizational Meeting.”

15. Broker of Record for Commercial, Property & Casualty Insurance

“RESOLVED THAT, the firm of Haylor, Freyer & Coon be appointed Broker of Record for Commercial, Property & Casualty Insurance until the next Annual Organizational Meeting.”

“RESOLVED BY MRS.GALLERY, SECONDED BY MRS. CALLAHAN THAT, Appointments 8-15, as recommended by the Superintendent be approved.”

Ayes – 9, Nays – 0, Motion Carried

16. Certifier of Payrolls

“RESOLVED THAT, Dr. Donna DeSiato be appointed Certifier of Payrolls until the next Annual Organizational Meeting.”

17. Copyright Officer

“RESOLVED THAT, Kieran O’Connor be appointed Copyright Officer until the next Annual Organizational Meeting.”

D. Appointments continued:

18. Designated Education Official

“RESOLVED THAT, Dr. Thomas Neveldine be appointed Designated Education Official until the next Annual Organizational Meeting.”

19. Federal Child Nutrition Program Officials

“RESOLVED THAT, Dr. Thomas Neveldine be appointed Federal Child Nutrition Program Hearing Official until the next Annual Organizational Meeting.”

“RESOLVED THAT, Katherine Skahen be appointed Federal Child Nutrition Program Reviewing/Verification Official until the next Annual Organizational Meeting.”

20. Designated Cooperative Health Insurance Fund Representative

“RESOLVED THAT, Katherine Skahen be appointed primary Designee for the Cooperative Health Insurance Fund of CNY and Rebecca Streib serve as alternate until the next Annual Organizational Meeting.”

21. Purchasing Agent

“RESOLVED THAT, Katherine Skahen be appointed Purchasing Agent until the next Annual Organizational Meeting.”

22. Records Access and Management Officer

“RESOLVED THAT, Rebecca Streib be appointed Records Access and Management Officer until the next Annual Organizational Meeting.”

23. Records Retention and Distribution Designee

“RESOLVED THAT, Marybeth Vasiloff be appointed Records Retention and Distribution Designee until the next Annual Organizational Meeting.”

24. (AHERA) LEA Designee:

“RESOLVED THAT, John Young be appointed as the Asbestos Hazard Emergency Response Act (AHERA) LEA Designee for the 2019-2020 school year without additional compensation, until the next Annual Organizational Meeting.”

25. School Pesticide Representative

“RESOLVED THAT, John Young be appointed School Pesticide Representative until the next Annual Organizational Meeting.”

26. Educational Resources for Substance Abuse Program Services & Materials Designee

“RESOLVED THAT, Cheryl West be appointed Educational Resources for Substance Abuse Program Services and Materials Designee until the next Annual Organizational Meeting.”

“RESOLVED BY MRS.CAIN, SECONDED BY MRS. GALLERY THAT, Appointments 16-26, as recommended by the Superintendent, be approved.”

Ayes – 9, Nays – 0, Motion Carried

E. Bonding

“RESOLVED THAT, the District will secure a bonding limit of five million dollars per loss, covering all employees.”

”RESOLVED BY MR. WALTZ, SECONDED BY MRS. AIRD THAT, Bonding E as recommended by the Superintendent be approved.”

Ayes –9, Nays -0, Motion Carried

F. Bank Designations

“RESOLVED BY MRS. AIRD SECONDED BY MRS. CALLAHAN THAT, JP Morgan Chase Bank, M&T Bank and other banks as required, be designated as depositories for the various District funds during the 2019-2020 School Year.”

Ayes –8, Abstain- 1, Nays – 0, Motion Carried

G. Designation of Official Newspaper:

“RESOLVED BY MRS. AIRD, SECONDED BY MRS. CAIN THAT, the Post Standard be designated as the official newspaper for the District for the 2019-2020 School Year.”

Ayes – 9, Nays -0, Motion Carried

H. Board of Education Audit Committee/Liaisons:

- A. Appointment of Audit Committee
- B. Designation of Building Liaisons
 - Central High School- Mrs. Kolod, Mrs. Aird
 - Pine Grove Middle School- Mr. Albanese, Mrs. Cain
 - East Syracuse Elementary- Mrs. Gallery
 - Fremont Elementary- Mrs. Callahan
 - Minoa Elementary- Mr. Waltz
 - Woodland Elementary- Mrs. Seaman
 - Park Hill PreK- Mrs. Cushing
 - Transportation- Mrs. Kolod

I. Authorizations:

1. Budget Transfers

“RESOLVED THAT, the Superintendent of Schools be authorized to approve all budget transfers that do not exceed \$10,000 until the next Annual Organizational Meeting.”

2. Conferences, Conventions and Workshops

“RESOLVED THAT, the Superintendent of Schools or her designee is hereby authorized to approve attendance at all conferences, conventions and workshops for education purposes until the next Annual Organizational Meeting.”

3. Credit Cards

“RESOLVED THAT, the following individuals have access to and usage of District credit cards for school related business: Superintendent of Schools; Deputy Superintendent of Schools; Executive Director of School Business Administration; and Executive Director of Planning, Development and Technology.”

4. Grants in Aid

“RESOLVED THAT, the Superintendent be authorized to apply for Grants in Aid (State and Federal) as appropriate.”

5. Mileage Reimbursement Rate

“RESOLVED THAT, the Mileage Reimbursement Rate be the published IRS Mileage Reimbursement Rate.”

“RESOLVED BY MR. WALTZ, SECONDED BY MR. ALBANESE THAT, Authorizations 1-5, as recommended by the Superintendent, be approved.”

Ayes – 9, Nays – 0, Motion Carried

“RESOLVED BY MRS. CUSHING, SECONDED BY MRS. CAIN THAT, THE ANNUAL ORGANIZATION MEETING BE ADJOURNED AT 6:20 PM”

Ayes - 9, Nays - 0, Motion Carried

Respectfully submitted,

Katherine Skahen
District Clerk

Approved _____

Filed _____



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- B. Administer Oath of Office to Re-Elected Board Member
- C. Elections
 - 1. Election of:
 - a. President - Oath of Office
 - b. Vice-President - Oath of Office
- D. Appointments
 - 1. District Clerk – Oath of Office
 - 2. Deputy District Clerk – Oath of Office
 - 3. District Treasurer – Oath of Office
 - 4. Deputy District Treasurer – Oath of Office
 - 5. Tax Collector for the Town of Sullivan – Oath of Office
 - 6. Internal Auditor – Oath of Office
 - 7. Internal Claims Auditor – Oath of Office
 - 8. School District Counsel
 - 9. School Physician
 - 10. Architect of Record
 - 11. External Audit Firm
 - 12. Bond Counsel
 - 13. Financial Advisor
 - 14. Broker of Record for Ancillary Insurance Benefits
 - 15. Broker of Record for Commercial, Property & Casualty Insurance
 - 16. Certifier of Payrolls
 - 17. Copyright Officer
 - 18. Designated Education Official
 - 19. Federal Child Nutrition Program Officials
 - 20. Designated Cooperative Health Insurance Fund Representative
 - 21. Purchasing Agent
 - 22. Records Access and Management Officer
 - 23. Records Retention and Distribution Designee
 - 24. (AHERA) LEA Designee
 - 25. School Pesticide Representative
 - 26. Educational Resources for Substance Abuse Program Services & Materials Designee

- E. Bonding
 - 1. All Employees

- G. Bank Designations

- H. Designation of Official Newspaper

- I. Board of Education Audit Committee/Liaisons
 - A. Audit Committee
 - B. Building Liaisons

- I. Authorizations
 - 1. Budget Transfers
 - 2. Conferences, Conventions and Workshops
 - 3. Credit Cards
 - 4. Grants in Aid
 - 5. Mileage Reimbursement Rate