



July 11, 2022 ~ 6:00pm Annual Organizational Meeting  
of the ESM Board of Education  
Central High School Library Media Center

III-A-4497  
08/22/2022

## ANNUAL ORGANIZATIONAL MEETING

**Board of Education Present:** Mr. John Albanese, Mrs. Susan Cain, Mrs. Tracy Callahan, Mrs. Kay Gallery, Mrs. Deborah Kolod, Mrs. Diane Seaman, Mr. D. Paul Waltz.

**Board of Education Absent:** Mrs. Lori Aird, Leah Cushing (Arrived @ 6:44 pm),

**Administrative Personnel Present:** Dr. Donna DeSiato, Supt.; Dr. Thomas Nevelndine, Deputy Supt.; Mrs. Katherine Skahen, Exec. Dir. of School Bus. Admin./Clerk; Mr. Douglas Mohorter, Executive Director of Employee Engagement & Accountability; Mr. Kieran O'Connor, Exec. Dir. of Planning, Development & Technology; Mr. Gary Gerst, Principal Minoa; Ms. Shelley LaMarche, Assist. Principal PG.

**Other Present:** Mr. Michael Rood, District Treasurer

**Interested Citizens:** 0

DR. DESIATO, SUPERINTENDENT, CALLED THE ANNUAL ORGANIZATIONAL MEETING TO ORDER AT 6:02 PM AT CENTRAL HIGH SCHOOL.

- A. Opening of Meeting by Superintendent of Schools
- B. Administer Oath of Office to Re-Elected Board Members [Oath Administered on 7/5/2022]
- C. Elections
  1. Election of President:  
"RESOLVED BY MRS. CAIN, SECONDED BY MRS. SEAMAN THAT,  
D. PAUL WALTZ be nominated as Board President for the 2022-2023 School Year."

Ayes – 7, Nays -0, Motion Carried

### OATH OF OFFICE

Election of Vice President:

"RESOLVED BY MRS. CAIN, that TRACY CALLAHAN be nominated as Vice-President for the 2022-2023 School Year."

Ayes – 4, Nays -0, 1-Abstain, Motion Carried

Election of Vice President:

"RESOLVED BY MRS. KOLOD, that JOHN ALBANESE be nominated as Vice-President for the 2022-2023 School Year."

Ayes – 2, Nays -0, 1- Abstain, 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 7/5/2022]
  
2. Deputy District Clerk  
“RESOLVED THAT, Tracy Lothridge be appointed Deputy District Clerk to the Board of Education.” [Oath Administered on 7/5/2022]
  
3. District Treasurer:  
RESOLVED THAT, Michael Rood be appointed District Treasurer until the next Annual Organizational Meeting.” [Oath Administered on 7/6/2022]
  
4. Deputy District Treasurer:  
RESOLVED THAT, Tracy Lothridge be appointed Deputy District Treasurer until the next Annual Organizational Meeting.” [Oath Administered on 7/5/2022]
  
5. Tax Collector:  
“RESOLVED THAT, Katherine Skahen be appointed Tax Collector for the Town of Sullivan for the 2022-2023 School Year.” [Oath Administered on 7/5/2022]
  
6. Internal Auditor:  
“RESOLVED THAT, Frederick Intondi be appointed Internal Auditor until the next Annual Organizational Meeting.” [Oath Administered on 7/6/2022]
  
7. Internal Claims Auditor:  
“RESOLVED THAT, Katherine Phillips be appointed Internal Claims Auditor until the next Annual Organizational Meeting.” [Oath Administered on 7/7/2022]
  
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.”

D. Appointments continued:

10. Architect of Record  
“RESOLVED THAT, the firm of King and King Architects is hereby appointed as Architect of Record for the 2022-2023 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 2022-2023 school year in accordance with the resolution dated February 10, 2020.”
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.”
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.”
18. Designated Data Protection Officer  
“RESOLVED THAT, Kieran O’Connor be appointed Designated Data Protection Officer until the next Annual Organizational Meeting.”
19. Designated Education Official  
“RESOLVED THAT, Dr. Thomas Nevelidine be appointed Designated Education Official until the next Annual Organizational Meeting.”
20. Federal Child Nutrition Program Officials  
“RESOLVED THAT, Dr. Thomas Nevelidine be appointed Federal Child Nutrition Program Hearing Official until the next Annual Organizational Meeting.”

D. Appointments continued:

Federal Child Nutrition Program Officials

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

21. Designated Cooperative Health Insurance Fund Representative

“RESOLVED THAT, Pursuant to Section D.1 of the Third Amended and Restated Health Insurance Cooperative Agreement, East Syracuse Minoa Central School District hereby designates Katherine Skahen to serve as its primary designee, and Douglas Mohorter to serve as its alternate, to sit on the Board of Directors of the Cooperative Health Insurance Fund of Central New York, and exercise the voting authority of the Superintendent of the East Syracuse Minoa Central School District in her absence until the next Annual Organizational Meeting.”

22. Purchasing Agent

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

23. Records Access and Management Officer

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

24. Records Access and Management Appeals Officer

“RESOLVED THAT, Dr. Thomas Nevelidine be appointed Records Access and Management Officer until the next Annual Organizational Meeting.”

25. Records Retention and Distribution Designee

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

26. (AHERA) LEA Designee:

“RESOLVED THAT, John Young be appointed as the Asbestos Hazard Emergency Response Act (AHERA) LEA Designee for the 2022-2023 school year without additional compensation, until the next Annual Organizational Meeting.”

27. School Pesticide Representative

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

28. 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.”

29. Designated COVID-19 Safety Coordinator

“RESOLVED THAT, Dr. Thomas Nevelidine be appointed the Designated COVID-19 Safety Coordinator until the next Annual Organizational Meeting.”

D. Appointments continued:

30. Designated COVID-19 Health Resource Coordinator

“RESOLVED THAT, Dr. Daniel Rancier be appointed the Designated COVID-19 Health Resource Coordinator until the next Annual Organizational Meeting.”

31. Certifier of Payroll for Capital Projects

“RESOLVED THAT, Michael Rood be appointed the Certifier of Payroll for Capital Projects until the next Annual Organizational Meeting.”

“RESOLVED BY MR. ALBANESE, SECONDED BY MRS. GALLERY THAT, appointments 1-31 be approved.”

Ayes – 7, 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 MRS. KOLOD, SECONDED BY MRS. SEAMAN THAT, a bonding limit be approved.”

Ayes – 7, Nays – 0, Motion Carried

F. Bank Designations

“RESOLVED THAT, JP Morgan Chase Bank, M&T Bank and other banks as required, be designated as depositories for the various District funds during the 2022-2023 School Year.”

“RESOLVED BY MR. ALBANESE, SECONDED BY MRS. GALLERY THAT, bank designations be approved.”

Ayes – 6, Nays – 0, Abstain- 1, Motion Carried

G. Designation of Official Newspaper:

“RESOLVED THAT, the Post Standard be designated as the official newspaper for the District for the 2022-2023 School Year.”

“RESOLVED BY MRS. CALLAHAN, SECONDED BY MRS. KOLOD THAT, the designation of the official newspaper, be approved.”

Ayes – 7, Nays – 0, Motion Carried

H. Board of Education Audit Committee/Liaisons:

A. Appointment of Audit Committee

B. Board of Education Audit Committee/Building Liaisons:

MRS. GALLERY- ESE & PINE GROVE  
MRS. CALLAHAN- PINE GROVE & HIGH SCHOOL  
MR. ALBANESE- PARK HILL & TRANSPORTATION  
MRS. CAIN- HIGH SCHOOL  
MR. WALTZ-MINOA  
MRS. AIRD- PINE GROVE  
MRS. SEAMAN- WOODLAND  
MRS. CUSHING- PARK HILL  
MRS. KOLOD- FREMONT

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 MRS. MR. ALBANESE, SECONDED BY MRS.CAIN THAT, Authorizations 1-5, be approved.”

Ayes –7, Nays – 0, Motion Carried

“RESOLVED BY MR. ALBANESE, SECONDED BY MRS. CAIN THAT, THE ANNUAL ORGANIZATION MEETING BE ADJOURNED AT 6:24 PM”

Ayes -7, Nays - 0, Motion Carried

Respectfully submitted,

Katherine Skahen  
District Clerk

## AGENDA

- A. Opening of Meeting by Superintendent of Schools
- 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 Data Protection Officer
  - 19. Designated Education Official
  - 20. Federal Child Nutrition Program Officials
  - 21. Designated Cooperative Health Insurance Fund Representative
  - 22. Purchasing Agent
  - 23. Records Access and Management Officer
  - 24. Records Access and Management Appeals Officer
  - 25. Records Retention and Distribution Designee
  - 26. (AHERA) LEA Designee
  - 27. School Pesticide Representative
  - 28. Educational Resources for Substance Abuse Program Services & Materials Designee
  - 29. Designated COVID-19 Safety Coordinator
  - 30. Designated COVID-19 Health Resource Coordinator
  - 31. Public Work Certified Payroll Reviewer
- E. Bonding
  - 1. All Employees
- F. Bank Designations
- G. Designation of Official Newspaper



- H. 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