



July 8, 2025 ~ 6:00pm Annual Organizational Meeting
of the ESM Board of Education
Woodland Community Commons

II-A-4928
08/18/2025

ANNUAL ORGANIZATIONAL MEETING

A. Opening of Meeting by Superintendent of Schools

“RESOLVED THAT, Dr. Donna DeSiato be named Temporary Meeting Chair.” Meeting called to order at 6:01PM.

Moved by MR. WALTZ Seconded by MRS. KOLOD
Ayes - 7, Nays - 0 Carried

B. Administer Oath of Office to Re-Elected Board Members [Oath Administered on 7/1/2025]

C. Elections

1. Election of President:

“RESOLVED THAT, D. Paul Waltz, Jr. be nominated as Board President for the 2025-2026 School Year.”

Moved by MRS. KOLOD Seconded by MRS. CUSHING
Ayes - 7, Nays - 0 Carried **OATH OF OFFICE**

2. Election of Vice President:

“RESOLVED THAT, Tracy Callahan be nominated as Vice-President for the 2025-2026 School Year.”

Moved by MRS. CAIN Seconded by MRS. GALLERY
Ayes - 7, Nays - 0 Carried **OATH OF OFFICE**

D. Appointments:

1. District Clerk

“RESOLVED THAT, Katherine Skahen be appointed District Clerk to the Board of Education.”

Moved by MRS. GALLERY Seconded by MRS. KOLOD
Ayes - 7, Nays - 0 Carried **OATH OF OFFICE**

2. Deputy District Clerk

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

Moved by MRS. CAIN Seconded by MRS. KOLOD
Ayes - 7, Nays - 0 Carried **OATH OF OFFICE**

D. Appointments continued:

3. District Treasurer:

“RESOLVED THAT, Michael Rood be appointed District Treasurer until the next Annual Organizational Meeting.”

Moved by MRS. CAIN Seconded by MRS. GALLERY
Ayes - 7, Nays - 0 Carried **OATH OF OFFICE**

4. Deputy District Treasurer:

“RESOLVED THAT, _____ be appointed Deputy District Treasurer until the next Annual Organizational Meeting. [No Board Action Taken]

Moved by _____ Seconded by _____
Ayes _____ Nays _____ Carried _____ Defeated _____ **OATH OF OFFICE**

5. Tax Collector:

“RESOLVED THAT, Katherine Skahen be appointed Tax Collector for the Town of Sullivan for the 2025-2026 School Year.”

Moved by MRS. KOLOD Seconded by MRS. GALLERY
Ayes - 7, Nays - 0 Carried **OATH OF OFFICE**

6. Internal Auditor:

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

Moved by MRS. KOLOD Seconded by MRS. CAIN
Ayes - 7, Nays - 0 Carried **OATH OF OFFICE**

7. Internal Claims Auditor:

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

Moved by MRS. GALLERY Seconded by MRS. CUSHING
Ayes - 7, Nays - 0 Carried

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.”

Moved by MRS. CUSHING Seconded by MRS. ABDELLA
Ayes - 7, Nays - 0 Carried

9. School Physician

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

Moved by MRS. GALLERY Seconded by MRS. CAIN
Ayes - 7, Nays - 0 Carried

10. Architect of Record

“RESOLVED THAT, the firm of King and King Architects is hereby appointed as Architect of Record for the 2025-2026 school year in accordance with the resolution dated May 13, 2024.”

Moved by MRS. CUSHING
Ayes - 7, Nays - 0 Carried

Seconded by MRS. KOLOD

11. External Audit Firm

“RESOLVED THAT, firm of D’Arcangelo & Company, LLP, is hereby appointed as External Audit Firm for the 2025-2026 school year in accordance with the resolution dated March 31, 2025.”

Moved by MRS. CUSHING
Ayes - 7, Nays - 0 Carried

Seconded by MRS. ABDELLA

12. Bond Counsel

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

Moved by MRS. KOLOD
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CAIN

13. Financial Advisor

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

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CUSHING

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.”

Moved by MRS. KOLOD
Ayes - 7, Nays - 0 Carried

Seconded by MRS. GALLERY

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.”

Moved by MRS. KOLOD
Ayes - 7, Nays - 0 Carried

Seconded by MRS. ABDELLA

16. Certifier of Payrolls

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

Moved by MRS. CUSHING
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CAIN

17. Chemical Hygiene Officer

“RESOLVED THAT, John Young be appointed Chemical Hygiene Officer until the next Annual Organizational Meeting.”

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. KOLOD

18. Chief Emergency Officer

“RESOLVED THAT, Grenardo Avellino be appointed Chief Emergency Officer until the next Annual Organizational Meeting.”

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CUSHING

19. Civil Rights Compliance Officer

“RESOLVED THAT, Pamela Buddendeck be appointed Civil Rights Compliance Officer until the next Annual Organizational Meeting.”

Moved by MRS. KOLOD
Ayes - 7, Nays - 0 Carried

Seconded by MRS. GALLERY

20. 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 Pamela Buddendeck 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.”

Moved by MRS. CAIN
Ayes - 7, Nays - 0 Carried

Seconded by MRS. KOLOD

21. Copyright Officer

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

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CUSHING

22. Designated Data Protection Officer

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

Moved by MRS. ABDELLA
Ayes - 7, Nays - 0 Carried

Seconded by MRS. GALLERY

23. Designated Education Official

“RESOLVED THAT, Grenardo Avellino be appointed Designated Education Official until the next Annual Organizational Meeting.”

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CAIN

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

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

Moved by MRS. CUSHING
Ayes - 7, Nays - 0 Carried

Seconded by MRS. GALLERY

25. Federal Child Nutrition Program Officials

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

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CUSHING

Federal Child Nutrition Program Officials

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

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CUSHING

26. (AHERA) LEA Designee:

“RESOLVED THAT, John Young be appointed as the Asbestos Hazard Emergency Response Act (AHERA) LEA Designee for the 2025-2026 school year, until the next Annual Organizational Meeting.”

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. ABDELLA

27. Medicaid Compliance Officer

“RESOLVED THAT, Katherine Skahen be appointed Medicaid Compliance Officer until the next Annual Organizational Meeting.”

Moved by MRS. KOLOD
Ayes - 7, Nays - 0 Carried

Seconded by MRS. GALLERY

28. Payroll Certifier for Capital Projects

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

Moved by MRS. CUSHING
Ayes - 7, Nays - 0 Carried

Seconded by MRS. ABDELLA

29. Purchasing Agent

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

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. ABDELLA

30. Purchasing Cooperatives

Best Value Determination

“WHEREAS, the District's purchases of materials and services are made in accordance with General Municipal Law Article 5-A;

WHEREAS, General Municipal Law 103(16) allows the District, as a municipal entity, to purchase certain materials and services at a price determined to be "best value," rather than lowest responsible bidder, by the Board of Education;

WHEREAS, "best value" is defined by New York State Finance Law 163 as "the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offers. Such basis shall reflect, wherever possible, objective and quantifiable factor for offerers that are small businesses, certified minority - or women-owned business enterprises as defined in subdivisions one, seven, fifteen and twenty of section three hundred ten of the executive law or service-disabled veteran-owned business enterprises as defined in subdivision one of section three hundred sixty-ninth of the executive law to be used in evaluation of offers for awarding of contracts for services.”

“WHEREAS, the District, as a municipal entity, may purchase, in accordance with General Municipal law 103(16), through bids solicited by the United States government, the New York State government, and New York's political subdivisions, including school districts; through bids let in a manner consistent with or materially equivalent to New York State requirements for bidding; or may piggyback on any contract or bid approved for piggybacking through the New York State Office of General Services.”

“NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the East Syracuse Minoa Central School District hereby authorizes the purchase of materials and services using a "best value" determination, as an option to "lowest responsible bidder," in accordance with General Municipal law 103(16), and in compliance with all District purchasing policies and procedures, with Board approval;

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately on adoption.”

Purchasing Cooperatives

“WHEREAS, the East Syracuse Minoa Central School District (School District) pursuant to the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103 desires to participate in the following purchasing cooperatives: Equalis, Sourcewell, OMNIA Partners, PEPPM, TIPS, and HGAC; and

WHEREAS, Section 103 of the General Municipal Law permits the School District to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, may make such purchases, or may contract for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, as may be required by the School District therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; and

WHEREAS, the School District desires to participate for the purpose of fulfilling and executing its public governmental purposes, goals, objectives, programs and functions; and

WHEREAS, the School District has reviewed the benefits of participating in this program and based on this review has concluded the program will provide the best value to taxpayers of this School District through the anticipated savings to be realized.”

“NOW, THEREFORE BE IT RESOLVED, that the Board of Education of the East Syracuse Minoa Central School District authorizes the District's participation in the Equalis, Sourcewell, OMNIA Partners, PEPPM, TIPS, and HGAC Purchasing Cooperatives and authorizes the Executive Director of School Business Administration to register for the aforementioned purchasing programs on behalf of the School District.”

Moved by MRS. KOLOD
Ayes - 7, Nays - 0 Carried

Seconded by MRS. GALLERY

31. Records Access and Management Officer

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

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. ABDELLA

32. Records Access and Management Appeals Officer

“RESOLVED THAT, Grenardo Avellino be appointed Records Access and Management Appeals Officer until the next Annual Organizational Meeting.”

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CUSHING

33. Records Retention and Distribution Designee

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

Moved by MRS. ABDELLA
Ayes - 7, Nays - 0 Carried

Seconded by MRS. GALLERY

34. School Pesticide Representative

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

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. ABDELLA

E. Bonding

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

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CUSHING

F. Bank Designations

“RESOLVED THAT, JP Morgan Chase Bank, M&T Bank, New York Cooperative Liquid Assets Securities System (NYCLASS) and other banks as required, be designated as depositories for the various District funds during the 2025-2026 School Year.”

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. ABDELLA

G. Designation of Official Newspaper:

“RESOLVED THAT, the Post Standard be designated as the official newspaper for the District for the 2025-2026 School Year.”

Moved by MRS. CAIN
Ayes - 7, Nays - 0 Carried

Seconded by MRS. GALLERY

H. Board of Education Audit Committee/Liaisons:

- A. Appointment of Audit Committee - The Board of Education as a whole.
- B. Designation of Building Liaisons - CHS: Tracy Callahan & Jolie Bonaparte; PGMS: Diana Abdella & Kay Gallery; FE: John Albanese; WE: Debbie Kolod; ESE: Kay Gallery; ME: Paul Waltz; PH: Leah Cushing; TC: Susan Cain.

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.”

Moved by MRS. CUSHING
Ayes - 7, Nays - 0 Carried

Seconded by MRS. CAIN

5. Impartial Hearing Officer (IHO) Appointment

“RESOLVED THAT, the President and Vice President are designated by the Board of Education to appoint and authorize an Impartial Hearing Officer (IHO), selected in accordance with Part 200 of the Commissioners Regulations and Board of Education Policy.”

Moved by MRS. GALLERY
Ayes - 7, Nays - 0 Carried

Seconded by MRS. KOLOD

6. Mileage Reimbursement Rate

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

Moved by MRS. CUSHING
Ayes - 7, Nays - 0 Carried

Seconded by MRS. ABDELLA

“RESOLVED BY MRS. CAIN, SECONDED BY MRS. GALLERY THAT, THE ANNUAL ORGANIZATIONAL MEETING BE ADJOURNED AT 6:30PM.”

Ayes - 7, Nays - 0, Motion Carried

Respectfully submitted,

Katherine Skahen, District Clerk

Approved _____
Filed _____