



July 8, 2024 ~ 6:00pm Annual Organizational Meeting
of the ESM Board of Education
Pine Grove Middle School Community Cafe

II-A-4786
08/19/2024

ANNUAL ORGANIZATIONAL MEETING

Board of Education Present: Mrs. Diana Abdella, Mrs. Lori Aird, Mrs. Susan Cain, Mrs. Tracy Callahan, Mrs. Leah Cushing, Mrs. Kay Gallery, Mrs. Deborah Kolod, Mr. D. Paul Waltz.

Board of Education Absent: Mr. John Albanese.

Administrative Personnel Present: Dr. Donna DeSiato, Supt.; Mr. Grenardo Avellino, Deputy Supt.; Mrs. Katherine Skahen, Exec. Dir. of School Bus. Admin./Clerk; Ms. Pamela Buddendeck, Executive Director 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, Director of Facilities II; Mr. Michael Clonan, Director of Athletics, PhEd. and Health;

Other Present: Mr. Michael Rood, District Treasurer; ESMUT; Ms. Tammy Hughes.

MOTION FOR TEMPORARY CHAIR OF DR. DESIATO,
RESOLVED BY MRS. KOLOD, SECONDED BY MR. CUSHING

- A. Opening of Meeting by Superintendent of Schools called to order at 6:01 pm
- B. Administer Oath of Office to Re-Elected Board Members [Oath Administered on 7/3/2024]
- C. Elections
 - 1. Election of President:
RESOLVED BY MRS. KOLOD, SECONDED BY MRS. GALLERY THAT,
D. PAUL WALTZ be nominated as Board President for the 2024-2025 School Year.”

Ayes – 8, Nays -0, Motion Carried

OATH OF OFFICE

Election of Vice President:
“RESOLVED BY MRS. CAIN, SECONDED BY MRS. GALLERY THAT, TRACY
CALLAHAN be nominated as Vice-President for the 2024-2025 School Year.”

Ayes – 7, Nays -0, Motion Carried

OATH OF OFFICE

D. Appointments:

1. District Clerk District Clerk
“RESOLVED THAT, Katherine Skahen be appointed District Clerk to the Board of Education.” [Oath Administered on 7/3/2024]

OATH OF OFFICE

2. Deputy District Clerk
“RESOLVED THAT, Tracy Lothridge be appointed Deputy District Clerk to the Board of Education.” [Oath Administered on 7/3/2024]

OATH OF OFFICE

3. District Treasurer:
RESOLVED THAT, Michael Rood be appointed District Treasurer until the next Annual Organizational Meeting.” [Oath Administered on 7/3/2024]

OATH OF OFFICE

4. Deputy District Treasurer:
RESOLVED THAT, Tracy Lothridge be appointed Deputy District Treasurer until the next Annual Organizational Meeting.” [Oath Administered on 7/3/2024]

OATH OF OFFICE

5. Tax Collector:
“RESOLVED THAT, Katherine Skahen be appointed Tax Collector for the Town of Sullivan for the 2023-2024 School Year.” [Oath Administered on 7/3/2024]

OATH OF OFFICE

6. Internal Auditor:
“RESOLVED THAT, Frederick Intondi be appointed Internal Auditor until the next Annual Organizational Meeting.” [Oath Administered on 7/3/2024]

OATH OF OFFICE

7. Internal Claims Auditor:
“RESOLVED THAT, Katherine Phillips be appointed Internal Claims Auditor until the next Annual Organizational Meeting.” [Oath Administered on 7/3/2024]

OATH OF OFFICE

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.”

“RESOLVED BY MRS. KOLOD, SECONDED BY MRSCAIN THAT, SCHOOL DISTRICT COUNSEL appointment be approved.”

Ayes –8, Nays – 0, Motion Carried

9. School Physician

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

“RESOLVED BY MRS. CALLAHAN, SECONDED BY MRS.KOLOD THAT, SCHOOL PHYSICIAN appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

10. Architect of Record

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

“RESOLVED BY MRS. MRS. KOLOD, SECONDED BY MRS.MRS. CAIN THAT, ARCHITECT OF RECORD appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

11. External Audit Firm

“RESOLVED THAT, firm of D’Arcangelo & Company, LLP, is hereby appointed as External Audit Firm for the 2024-2025 school year in accordance with the resolution dated July 11, 2022.”

“RESOLVED BY MRS. GALLERY, SECONDED BY MRS. KOLOD THAT, EXTERNAL AUDIT FIRM appointment be approved.”

Ayes –8, Nays – 0, Motion Carried

12. Bond Counsel

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

“RESOLVED BY MRS. KOLOD, SECONDED BY MRS. ABDELLA THAT, BOND COUNSEL appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

13. Financial Advisor

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

“RESOLVED BY MRS. CALLAHAN, SECONDED BY MRS.KOLOD THAT, FINANCIAL ADVISOR appointment be approved.”

Ayes –8, Nays – 0, Motion Carried

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.”

“RESOLVED BY MRS. KOLOD, SECONDED BY MRS. CALLAHAN THAT, BROKER OF FOR ANCILLARY INSURANCE BENEFITS appointment be approved.”

Ayes –8, Nays – 0, Motion Carried

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, BROKER OF RECORD FOR COMMERCIAL, PROPERTY & CASUALTY INSURANCE appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

16. Certifier of Payrolls

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

“RESOLVED BY MRS. CALLHAN, SECONDED BY MRS.KOLOD THAT, CERTIFIER OF PAYROLL appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

17. Chemical Hygiene Officer

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

“RESOLVED BY MRS. GALLERY, SECONDED BY MRS. ABDELLA THAT, CHEMICAL HYGIENE OFFICER, appointment be approved.”

Ayes –8, Nays – 0, Motion Carried

18. Chief Emergency Officer

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

“RESOLVED BY MRS. GALLERY, SECONDED BY MRS. ABDELLA THAT, CHIEF EMERGENCY OFFICER, appointment be approved.”

Ayes –8, Nays – 0, Motion Carried

19. Civil Rights Compliance Officer

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

“RESOLVED BY MRS. CALLHAN, SECONDED BY MRS. KOLOD THAT, CIVIL RIGHTS COMPLIANCE OFFICER, appointment be approved.”

Ayes –8, Nays – 0, Motion Carried

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.”

“RESOLVED BY MRS. GALLERY, SECONDED BY MRS. KOLOD THAT, DESIGNATED COOPERATIVE HEALTH INSURANCE FUND REPRESENTATIVE appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

21. Copyright Officer

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

“RESOLVED BY MRS. CALLAHAN, SECONDED BY MRS. KOLOD THAT, COPYRIGHT OFFICER appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

22. Designated Data Protection Officer

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

“RESOLVED BY MRS.GALLERY SECONDED BY MRS.KOLOD THAT, DESIGNATED DATA PROTECTION OFFICER appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

23. Designated Education Official

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

“RESOLVED BY MRS.CALLHAN, SECONDED BY MRS. GALLERY THAT, DESIGNATED EDUCATION OFFICIAL appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

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.”

“RESOLVED BY MRS.KOLOD, SECONDED BY MRS.CAIN THAT, DESIGNATED EDUCATIONAL RESOURCES FOR SUBSTANCE ABUSE PROGRAM SERVICES & MATERIALS DESIGNATED, appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

25. Federal Child Nutrition Program Officials

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

“RESOLVED BY MRS. CUSHING, SECONDED BY MRS. CAIN THAT, FEDERAL CHILD NUTRITION PROGRAM OFFICIAL appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

Federal Child Nutrition Program Officials

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

“RESOLVED BY MRS.GALLERY, SECONDED BY MRS. CAIN THAT, FEDERAL CHILD NUTRITION PROGRAM OFFICIAL appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

26. (AHERA) LEA Designee:

“RESOLVED THAT, John Young be appointed as the Asbestos Hazard Emergency Response Act (AHERA) LEA Designee for the 2024-2025 school year without additional compensation, until the next Annual Organizational Meeting.”

“RESOLVED BY MRS. CAIN, SECONDED BY MRS. KOLOD THAT, (AHERA) LEA DESIGNEE appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

27. Medicaid Compliance Officer

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

“RESOLVED BY MRS.GALLERY, SECONDED BY MRS. KOLOD THAT, MEDICAID COMPLIANCE OFFICER appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

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.”

“RESOLVED BY MRS. CALLAHAN, SECONDED BY MRS. KOLOD THAT, PAYROLL CERTIFIER FOR CAPITAL PROJECTS appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

29. Purchasing Agent

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

“RESOLVED BY MRS. CALLAHAN, SECONDED BY MRS. KOLOD THAT, PURCHASING AGENT appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

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, OMNI 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 School District's participation in the Equalis, Sourcewell, OMNI 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.”

“RESOLVED BY MRS. CAIN, SECONDED BY MRS. KOLOD THAT, PURCHASING COOPERATIVES appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

31. Records Access and Management Officer

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

“RESOLVED BY MRS. GALLERY, SECONDED BY MRS. ABDELLA THAT, RECORDS ACCESS AND MANAGEMENT OFFICER appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

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.”

“RESOLVED BY MRS. KOLOD, SECONDED BY MRS.CAIN THAT, RECORD ACCESS AND MANAGEMENT APPEALS OFFICER appointment be approved.”

Ayes –8, Nays – 0, Motion Carried

33. Records Retention and Distribution Designee

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

“RESOLVED BY MRS. CALLAHAN SECONDED BY MRS. KOLOD THAT, RECORDS RETENTION AND DISTRIBUTION DESIGNEE appointment be approved.”

Ayes –8, Nays – 0, Motion Carried

33. School Pesticide Representative

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

“RESOLVED BY MRS.GALLERY, SECONDED BY MR. CALLAHAN THAT, SCHOOL PESTICIDE REPRESENTATIVE appointment be approved.”

Ayes – 8, 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. CALLAHAN, SECONDED BY MRS. KOLOD THAT, BONDING appointment be approved.”

Ayes –8, Nays – 0, Motion Carried

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 2024-2025 School Year.”

“RESOLVED BY MRS. KOLOD, SECONDED BY MRS. GALLERY THAT, JP MORGAN BANK, M&T BANK, NEW YORK COOPERATIVE LIQUID ASSETS SERCURITIES SYSTEM (NYCLASS) appointment be approved.”

Ayes – 7, 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 2024-2025 School Year.”

“RESOLVED BY MRS. CALLAHAN, SECONDED BY MRS. GALLERY THAT, DESIGNATION OF OFFICIAL NEWSPAPER appointment be approved.”

Ayes – 8, Nays – 0, Motion Carried

H. Board of Education Audit Committee/Liaisons:

- A. Appointment of Audit Committee
- B. Designation of Building Liaisons
 - High School- Mrs. Callahan, Mrs. Cain
 - Pine Grove- Mrs. Abdella
 - East Syracuse Elementary- Mrs. Gallery
 - Fremont- Mr. Albanese
 - Minoa Elementary- Mr. Waltz
 - Park Hill- Mrs. Cushing
 - Transportation- Mrs. Aird
 - Woodland Elementary- 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 MRS. CALLAHAN, SECONDED BY MRS. KOLOD THAT, AUTHORIZATIONS be approved.”

Ayes – 8, Nays – 0, Motion Carried

Adjourn to Regular Meeting.

RESOLVED BY MRS. CALLAHAN, SECONDED BY MR. KOLOD THAT, THE ANNUAL ORGANIZATIONAL MEETING BE ADJOURNED AT 6:26 PM”

Ayes - 8, Nays - 0, Motion Carried

Respectfully submitted,

Katherine Skahen
District Clerk

Approved _____
Filed _____



July 8, 2024 ~ 6:00pm Annual Organizational Meeting
of the ESM Board of Education
Pine Grove Middle School Community Cafe'

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. Chemical Hygiene Officer
 - 18. Chief Emergency Officer
 - 19. Civil Rights Compliance Officer
 - 20. Designated Cooperative Health Insurance Fund Representative
 - 21. Copyright Officer
 - 22. Designated Data Protection Officer
 - 23. Designated Education Official
 - 24. Educational Resources for Substance Abuse Program Services & Materials Designee
 - 25. Federal Child Nutrition Program Officials
 - 26. (AHERA) LEA Designee
 - 27. Medicaid Compliance Officer
 - 28. Payroll Certifier for Capital Projects
 - 29. Purchasing Agent
 - 30. Purchasing Cooperatives
 - 31. Records Access and Management Officer
 - 32. Records Access and Management Appeals Officer
 - 33. Records Retention and Distribution Designee
 - 34. School Pesticide Representative

- 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