

## ADMINISTRATION

**JASON A. MITCHELL**

*Superintendent*

**BRIAN J. LATELLA**

*Director of Curriculum,  
Instruction and Special  
Education*

**LARRY NICHOLS**

*Middle/High School Principal*

**LEEANN CUCCI**

*Elementary Principal*

**MELANIE BROUILLETTE**

*Treasurer*



## BOARD OF EDUCATION

**JENNIFER LAVOIE**

*President*

**JONA SNYDER**

*Vice President*

**TOBIAS ABRAMS**

**LAURA BILLINGS**

**JESSICA CLARK**

**BRETT REITER**

**JENNAH TURNER**

**TRACEY LEWIS**

*District Clerk*

# Madison Central School District

7303 State Route 20, Madison, NY 13402

315-893-1878 • 315-893-7111 Fax

madisoncentralny.org

## BOARD OF EDUCATION

### 2023-2024 REORGANIZATIONAL MEETING

JULY 5, 2023

6:00 P.M. - AUDITORIUM

- I. Call to Order and Pledge – District Clerk
- II. Oath of Office
  - a. District Clerk
  - b. Superintendent
  - c. Newly re-elected members
    1. Brett Reiter
- III. Election of 2023-2024 Board President and Oath of Office
- IV. Election of 2023-2024 Board Vice President and Oath of Office
- V. Appointment of District Officers
  - a. District Clerk – Tracey Lewis
  - b. District Treasurer – Melanie Brouillette – bonded at \$300,000
  - c. Deputy Treasurer - Larry Nichols – bonded at \$300,000
  - d. District Tax Collector – Laura Fuess
  - e. Internal Claims Auditor – Amanda Barton
  - f. Extra-Classroom Activity Accounts – Tracey Lewis
  - g. Purchasing Agent – Melanie Brouillette / Alternate Jason Mitchell
- VI. Appointments
  - a. School Physician – Community Memorial Hospital (Contract previously approved for July 1, 2021 through June 30, 2024)
  - b. School Attorney – Ferrara, Fiorenza, Larrison, Barrett and Reitz, P.C., Hancock & Estabrook and Costello Cooney Fearon PLLC
  - c. Attendance Officer – Tracey Lewis
  - d. Independent Auditor – TBD
  - e. Records Access Officer – Jason Mitchell
  - f. Records Management Officer – Melanie Brouillette
  - g. Representative to OMH (Tri County) School Boards Association – Jona Synder, Alternate Laura Billings
  - h. Dignity Act Coordinator – MS/HS Principal Larry Nichols, Elementary Principal LeeAnn Cucci, Committee on Special Education Chairperson Brian Latella, School Counselors Michael Lee and Jennifer Buckley
  - i. Compliance Coordinator - Brian Latella, Director of Curriculum, Instruction and Special Education
  - j. Director of Physical Education - Larry Nichols
  - k. Title IX Coordinator - Brian Latella, Director of Curriculum, Instruction and Special Education
  - l. Data Protection Officer – Kurt Peavey
  - m. Medicaid Compliance Officer - Brian Latella, Director of Curriculum, Instruction and Special Education
  - n. HIPAA Compliance Officer - Brian Latella, Director of Curriculum, Instruction and Special Education

*Commitment to Excellence*

VII. Committee Appointments

- a. Committee on Special Education (CSE)
  - Parent or Person in Parental Relationship to the Student
  - Regular Education Teacher of the Student
  - Special Education Teacher of the Student
  - School Psychologist – TBD
  - Chairperson/Administrator – Brian Latella
  - Subcommittee Chairperson – TBD
  - School Physician
  - Parent Member – TBD
  - Other Persons Having Knowledge or Special Expertise Regarding the Student
  - Student, if appropriate
  - Office Assistant: Shania Stoddard
- b. Committee on Pre-School Education (CPSE)
  - Parent or Person in Parental Relationship to the Student
  - Regular Education Teacher of the Student
  - Special Education Teacher of the Student
  - School Psychologist – TBD
  - Chairperson/Administrator – Brian Latella
  - Subcommittee Chairperson – TBD
  - School Physician
  - Parent Member – TBD
  - Other Persons Having Knowledge or Special Expertise Regarding the Student
  - Student, if appropriate
  - Office Assistant: Shania Stoddard
  - Early intervention Transition specialist, if appropriate
  - Representative from Madison County – Ms. Rosanne Lewis
  - Representative from Oneida County – Ms. Barb Pelligrino
- c. Committee Appointments
  1. Budget - Mr. Snyder, Ms. Clark, Mrs. Billings
  2. Negotiations - Mr. Snyder, Mrs. Billings
  3. Policy - Ms. Clark, Mr. Reiter
  4. Building and Grounds - Mr. Snyder, Ms. Clark, Mrs. Billings
- d. Acceptance to use Impartial Hearing Officer List as provided by NYSED Impartial Hearing Reporting System @[pd.nysed.gov/specedhelp/ihrs](http://pd.nysed.gov/specedhelp/ihrs).
- e. District Wide Safety Plan - Information Item
- f. District Safety Team – see enclosed list

VIII. Designations

Asbestos Designee – Christopher Post  
Official Depository – Key Bank, National Bank and Trust, Bank of America, HSBC and First Niagara Bank  
Investment Banks – Bank of America, Chase Bank, National Bank and Trust and MBIA (Class), New York  
Liquid Assets Funds (NYLAF), Citizens Bank, HSBC, Key Bank and First Niagara Bank  
Official Newspaper – Oneida Daily Dispatch  
Health Consortium Representative – Melanie Brouillette / Alternate Jason Mitchell  
Homeless Liaison – Brian Latella  
Homeschool Coordinator - Brian Latella  
Worker’s Compensation Consortium Representative – Melanie Brouillette / Alternate Jason Mitchell

- IX. Authorizations
  - Payroll Certification – Melanie Brouillette
  - Conference Approval – Jason Mitchell, Brian Latella
  - Petty Cash Funds – Melanie Brouillette
  - Signatures for all checks, deposits for all funds except Extra Classroom Activity – Melanie Brouillette / Alternate Larry Nichols
  - Signatures for Extra Classroom Activity – Jason Mitchell and Tracey Lewis / Alternate Larry Nichols
  - Budgetary Transfers – Jason Mitchell
  - Applications and Reports for Federal Funds – Jason Mitchell
  - School Lunch and Breakfast Claims and Applications – William Cotter
  - Authorization to Suspend
    - a. Jason Mitchell - Superintendent
    - b. Brian Latella - Director of Curriculum, Instruction and Special Education
    - c. Larry Nichols – MS/HS Principal
    - d. LeeAnn Cucci – Elementary Principal
  - Authorization for the use of the District Credit Card - Superintendent Jason Mitchell or his designee with a limit of \$2,500.00
- X. Adoption of Board Policies
  - a. All policies in the District Board Policy Manual
  - b. Review of Code of Conduct Policy # 1006
- XI. Authorization to borrow up to \$900,000 in revenue anticipation notes for the 2023-2024 school year.
- XII. Approval of Mileage Reimbursement Rate at the IRS variable rate
- XIII. Approval of Annual Reserve Report
- XIV. Approval of Annual Out of District Student Tuition of \$1,100.00 per year for 2023-2024
- XV. Substitute Rate of Pay as per the attached worksheet
- XVI. Combination of sports annually with Morrisville Eaton
- XVII. Adoption of Calendars
  - a. Board of Education Meetings
  - b. Establishment of Hours for Budget Vote and Election – Recommendation 12:00 Noon to 8:00 p.m. on May 21, 2024
- XVIII. Appointment of Election Inspector and Clerks
  - a. Susan Anderson, Inspector
  - b. Gary Anderson, Inspector
  - c. Diane Janney, Inspector
  - d. Laura Fuess
  - e. Jo Blunt
  - f. Gerry Peckham
  - g. Alternate - Tracey Lewis
  - h. Alternate - Melanie Brouillette
- XIX. Acceptance of Free and Reduced Lunch Price Income Eligibility Guidelines for School Lunch 2023-2024
- XX. Approval of Extra-Curricular Organizations as listed on enclosed listing
- XXI. Additional Authorizations
  - a. Retiree Drug Subsidy (RDS) Center Authorized Representative Verification – Lisa M. Decker as Authorized Representative
- XXII. Adjournment