

**Reorganization Meeting (Tuesday, July 11, 2023)**

Tully Central School District  
Board of Education – Reorganization  
Tully Junior-Senior High School  
Library  
6:00 p.m.

*Generated by Jeanette Neadom on Wednesday, July 12, 2023*

**MEMBERS PRESENT**

Dr. Andrea Mourey, President  
Mr. Edward Wortley, Vice President  
Mrs. Ryan Chatfield, Member  
Mrs. Colleen Kania, Member  
Ms. Jessica McAnaney, Member  
Mrs. Bettemae Russell, Member  
Ms. Cheryl Wayne, Member  
Ms. Rachel Daddona, Student Ex Officio Member

**ADMINISTRATION PRESENT**

Dr. Darcy Woodcock, Superintendent  
Mrs. Cristy Bobbett, Director of Student Support Services  
Mr. Ed Kupiec, Elementary School Principal  
Mr. Kevin Sommer, School Business Administrator

**ADMINISTRATION ABSENT**

Mr. Mike O'Brien, Jr./Sr. High School Principal  
Mr. Paul Schiener, Director of Instructional Support Services

**OTHERS PRESENT**

Jeanette Neadom, District Clerk

**1. Call Meeting to Order** - Meeting was called to order by the District Clerk at 6:00 p.m.

1.1 Pledge of Allegiance

1.2 Oath of Office - District Clerk provided Oath of Office to the two new BOE Members, Cheryl Wayne and Jessica McAnaney.

1.4 Election of President - Nominations for Election of President, Edward Wortley nominated Andrea Mourey for President of Board of Education and Colleen Kania seconded the nomination. No other nominations. Nominations were declared closed.

Roll call vote for Andrea Mourey for President of the Board of Education.

<u>Board Member</u>	<u>Voting</u>
Ryan Chatfield	Aye
Colleen Kania	Aye
Jessica McAnaney	Aye
Andrea Mourey	Aye
Bettemae Russell	Aye
Cheryl Wayne	Aye
Edward Wortley	Aye

Vote 7 to 0. Motion Carried. Andrea Mourey appointed President of the Board of Education. Oath of Office to Andrea Mourey, President.

1.5 Newly elected President - Meeting turned over to newly elected President, Andrea Mourey.

1.6 Election of Vice President - Nominations for election of Vice President. Andrea Mourey nominated Edward Wortley for Vice President and Colleen Kania seconded the nomination. No other nominations. Nominations were declared closed.

Roll call vote for Edward Wortley for Vice President of the Board of Education.

<u>Board Member</u>	<u>Voting</u>
Ryan Chatfield	Aye
Colleen Kania	Aye

Jessica McAnaney	Aye
Andrea Mourey	Aye
Bettemae Russell	Aye
Cheryl Wayne	Aye
Edward Wortley	Aye

Vote 7 to 0. Motion Carried. Edward Wortley appointed Vice President of the Board of Education. Oath of Office to Edward Wortley, Vice President.

## **2. Appointments by Board**

2.1 District Clerk - Motion by Edward Wortley, seconded by Ryan Chatfield to appoint Jeanette Neadom at no additional remuneration as District Clerk.

Vote 7 to 0. Motion Carried. Oath of Office to Jeanette Neadom, District Clerk.

2.2 Deputy District Clerk - Kevin Sommer at no additional remuneration

2.3 District Treasurer - Donna Doody at no additional remuneration

2.4 Deputy Treasurer - Jeanette Neadom at no additional remuneration

2.5 Chief Emergency Officer - Paul Schiener at no additional remuneration

2.6 Bond Counsel - Trespasz and Marquardt

2.7 Property and Liability Insurance Advisor - Haylor, Freyer & Coon, Inc.

2.8 Student Accident Insurance Advisor - Haylor, Freyer & Coon, Inc.

2.9 External Auditors - Grossman St. Amour CPAs, PLLC

2.10 Internal Claims Auditor - Janice Sheldon at a remuneration of \$3,479.

2.11 Investment Officer - Kevin Sommer at no additional remuneration

2.12 Central Treasurer - Extra Curricular Classroom Accounts - Donna Doody at a remuneration of \$3,891

2.13 Impartial Hearing Officers (PL 94-142) Handicapped Ed. per NYSED - Cristy Bobbett at no additional remuneration

2.14 Chairperson of Committee on Special Education - Cristy Bobbett at no additional remuneration

2.15 Alternate Chairperson of Committee on Special Education - Timothy Villhauer

2.16 Chairperson of Committee on Pre-School Special Education - Cristy Bobbett at no additional remuneration

2.17 Alternate Chairperson of Committee on Pre-School Special Education - Jennifer Ray

2.18 Committee Membership on CSE & CPSE - Cristy Bobbett at no additional remuneration

2.19 CSE Members and Parent Members - CSE Members and Parent Members as presented.

2.20 Liaison to the Education of Homeless Children and Youth - Paul Schiener at no additional remuneration

2.21 Liaison to Foster Care - Paul Schiener at no additional remuneration

2.22 Director of Physical Education - Edward Kupiec at no additional remuneration

2.23 Title IX Coordinators - Cristy Bobbett and Paul Schiener be appointed as Title IX Coordinators for the 2023-24 school year, at no additional remuneration

2.24 Civil Rights/504/ADA Compliance Officers - Edward Kupiec and Michael O'Brien be appointed as Civil Rights/504/ADA Compliance Officers for the 2023-24 school year, at no additional remuneration.

2.25 Dignity Act Coordinators (DAC) - Edward Kupiec and Michael O'Brien be appointed as Dignity Act Coordinators for the 2023-2024 school year, at no additional remuneration.

2.26 Data Protection Officer - Paul Schiener at no additional remuneration

2.27 Records Access/Management Officer - Kevin Sommer at no additional remuneration

2.28 Local Agency Asbestos, Asbestos (AHERA) and Pesticide Representative - Jerry Bishop at no additional remuneration

2.29 Purchasing Agent - Kevin Sommer, School Business Administrator or Darcy Woodcock, Superintendent of Schools in the absence of the School Business Administrator at no additional remuneration.

2.30 BOCES Safety Officer - Leland Dusharm

2.31 School Physicians Services - Upstate Emergency Medicine, Inc. as School Physicians for the 2023-2024 school year.

2.32 Director of School Health Services - Paul Klawitter, M.D. as Director of School Health Services for the 2023-2024 school year.

2.33 2023-2024 Tuition Charges for out-of-district students assigned to Tully Foster Homes - Approval of 2023-2024 Tuition Charges at the NYSED established rates.

2.34 Substitute and tutoring rates for teachers and non-instructional staff for the 2023-2024 school year as listed below.

- \$130/day certified teacher
- \$119/day non-certified teacher
- \$104/day certified teaching assistant
- \$104/day non-certified teaching assistant
- \$118/day school nurse
- \$38/hour tutoring
- \$16/hour clerical
- \$16/hour teacher aide
- \$15/hour cleaner
- \$15/hour custodian
- \$15/hour school monitor
- \$15/hour maintenance
- \$15/hour food service helper

Hourly rates subject to increase, in the event of minimum wage increases.

Additional \$10.00 per day for retired district employee substitutes as per past practice.

Motion by Edward Wortley, seconded by Ryan Chatfield to approve items 2.2 through 2.34 by consent. Vote 7 to 0. Motion Carried.

2.35 Audit Committee assignments for the 2023-2024 school year as listed below.

- Kevin Sommer, School Business Administrator, Guest
- Darcy Woodcock, Superintendent of Schools, Guest
- Grossman St. Amour CPAs, PLLC, Auditing Liaison
- Ryan Chatfield, BOE Member
- Colleen Kania, BOE Member
- Cheryl Wayne, BOE Member
- Lisa O'Neill, Community Representative

Motion by Edward Wortley, seconded by Bettemae Russell to approve individual Audit Committee Assignments as listed. Vote 7 to 0. Motion Carried.

2.36 Facilities Committee Assignments for the 2023-2024 school year as listed below.

- Kevin Sommer, School Business Administrator
- Darcy Woodcock, Superintendent of Schools
- Jerry Bishop, Assistant Director of Facilities II
- Lee Duvall, Faculty/Staff
- Edward Wortley, BOE Member
- Bettemae Russell, BOE Member
- Don Mohat, Community Representative
- Steve Pierce, Community Representative

Motion by Colleen Kania, seconded by Ryan Chatfield to approve individual Facilities Committee Assignments as listed. Vote 7 to 0. Motion Carried.

2.37 Policy Committee Assignments for the 2023-2024 school year as listed below.

- Darcy Woodcock, Superintendent of Schools
- Cristy Bobbett, Director of Student Support Services
- Jeanette Neadom-Ellis, Superintendent's Secretary
- Colleen Kania, BOE Member
- Cheryl Wayne, BOE Member

Motion by Ryan Chatfield, seconded by Bettemae Russell to approve individual Policy Committee Assignments as listed. Vote 7 to 0. Motion Carried.

2.38 Academic Advisory Committee Assignments for the 2023-2024 school year as listed below.

- Darcy Woodcock, Superintendent of Schools
- Edward Kupiec, Elementary Principal
- Michael O'Brien, JSHS Principal
- Jessica McAnaney, BOE Member
- Bettemae Russell, BOE Member
- Ryan Chatfield, BOE Member

Motion by Edward Wortley, seconded by Colleen Kania to approve individual Academic Advisory Committee Assignments as listed. Vote 7 to 0. Motion Carried.

2.39 Athletics Advisory Committee Assignments for the 2023-2024 school year as listed below.

- Darcy Woodcock, Superintendent of Schools
- Ryan Dando, Athletic Director
- Sarah Panzarella, Tully Recreation Director
- Andrea Mourey, BOE Member
- Edward Wortley, BOE Member

Motion by Ryan Chatfield, seconded by Bettemae Russell to approve individual Athletic Advisory Committee Assignments as listed. Vote 7 to 0. Motion Carried.

2.40 Health and Safety Committee Assignments for the 2023-2024 school year as listed below.

- Darcy Woodcock, Superintendent of Schools
- Paul Schiener, Director of Instructional Support Services
- Kevin Sommer, School Business Administrator
- Edward Kupiec, Elementary Principal
- Jerry Bishop, Assistant Director of Facilities II
- Kathleen Murphy, Bus Dispatcher
- Raymond Herrick, SRO
- Andrea Mourey, BOE Member
- Edward Wortley, BOE Member
- Devin Shay, Community Representative
- Jonathan Dilmore, Community Representative

Motion by Colleen Kania, seconded by Ryan Chatfield to approve individual Health and Safety Committee Assignments as listed. Vote 7 to 0. Motion Carried.

2.41 Wellness Committee Assignments for the 2023-2024 school year as listed below.

- Darcy Woodcock, Superintendent of Schools
- Paul Schiener, Director of Instructional Support Services
- Alyssa Ganzhorn, JSHS Nurse
- Aleisha Pforter, JSHS Health Teacher
- TBD, Elementary Faculty/Staff Representative
- TBD, TES SW/Counselor
- Kate Davin, JSHS Counselor
- Mark Guccardi, Cook/Manager
- Rachel Daddona, Student Ex Officio Member

- Jessica McAnaney, BOE Member
- Ryan Chatfield, BOE Member
- Bettemae Russell, BOE Member

Motion by Edward Wortley, seconded by Cheryl Wayne to approve individual Wellness Committee Assignments as listed. Vote 7 to 0. Motion Carried.

2.42 DEI Committee Assignments for the 2023-2024 school year as presented on attachment and in addition:

- Andrea Mourey, BOE Member
- Edward Wortley, BOE Member

Motion by Bettemae Russell, seconded by Colleen Kania to approve individual DEI Committee Assignments as listed plus additional BOE members. Vote 7 to 0. Motion Carried.

2.43 Tax Collector - NBT and Jamie Wortley, Tax Collector/Tax Recorder

Motion by Ryan Chatfield, seconded by Bettemae Russell to approve item 2.43. Vote 6 to 0, 1 abstention - Edward Wortley. Motion Carried.

### **3. Other Organization**

3.1 Date and Time of Regular Meetings - 6:00 pm

3.2 Depository of District Funds - Any commercial bank having an office in Onondaga or Cortland County and MBIA Class including those shown below.

3.3 Official Newspaper - Post Standard

Motion by Colleen Kania, seconded by Jessica McAnaney to approve items 3.1 through 3.3 by consent. Vote 7 to 0. Motion Carried.

### **4. Authorizations**

4.1 Certifier of Payrolls - Superintendent of Schools or the School Business Administrator in the absence of the Superintendent of Schools

4.2 Establish Petty Cash Funds as listed below:

- High School Fund - \$75 - Responsible Person - Michael O'Brien
- Elementary School - \$75 - Responsible Person - Edward Kupiec
- District Office - \$75 - School Business Administrator

4.3 Authorize Budget Transfers up to \$10,000 - Superintendent of Schools

4.4 Re-adopt all Policies and Code of Ethics in effect during 2023-2024

4.5 Establish Mileage Reimbursement Rate per mile at the IRS established rate

4.6 Attendance at Conferences - Superintendent of Schools or the School Business Administrator in the absence of the Superintendent of Schools be authorized to grant approval for district personnel to attend conferences, conventions, workshops, etc., and that the President of the Board of Education be authorized to grant approval for board member attendance at such events, at district expense, within the scope of budget appropriations.

4.7 Opening of Bids - School Business Administrator and the District Clerk be individually authorized to open bids at designated times.

4.8 Bonding of Personnel as listed below:

- It is recommended that the Superintendent of Schools, School Business Administrator, District Treasurer, Deputy Treasurer, Deputy Tax Collector/Tax Recorder, and Internal Claims Auditor be bonded for \$1,000,000 each
- It is recommended that all other employees be bonded for \$100,000 each

All coverage is contained in the District General Insurance Policy

4.9 Items \$2,500 or less - Any individual item purchased by the district worth \$2,500 or less, may be considered materials and supplies.

- 4.10 Official Bank Signatories - District Treasurer and Deputy Treasurer be authorized as official bank signatories.
- 4.11 Designated Education Official - Superintendent of Schools be authorized as the Designated Education Official to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.
- 4.12 Designated Grants in Aid Official - Superintendent of Schools be authorized to apply for Grants in Aid (State and Federal) as appropriate.
- 4.13 Authorized Users of Credit Cards - Superintendent of Schools and the School Business Administrator be authorized users of the school credit cards at a credit line not to exceed \$5,000, per authorized user.
- 4.14 Conflict of Interest Forms - Each member of the Board of Education and each member of the administrative team sign an individual acknowledgement of conflict of interest policy form.
- 4.15 Designee for Cooperative Health Insurance Fund of CNY - School Business Administrator
- 4.16 Designee for Onondaga-Cortland-Madison Workers' Compensation Consortium - School Business Administrator
- 4.17 Temporary Personnel and Impartial Hearing Officer Appointments - Superintendent of Schools be authorized to make temporary personnel and impartial hearing officer appointments pending formal Board of Education approval at the next regularly scheduled Board of Education meeting.
- 4.18 Approval of Booster Clubs - Superintendent of Schools be authorized to approve all Booster Clubs.
- 4.19 Approval of Athletic Mergers - Superintendent of Schools be authorized to approve all Athletic Mergers.
- 4.20 Approval of Health and Welfare Contracts - Superintendent of Schools and the Board President be authorized to sign all health and welfare contracts.
- 4.21 Authorization of cell phone reimbursement to the district employees as listed per policy #5322.

\$70/month

Employees to be reimbursed:

- Superintendent of Schools
- Business Administrator
- JSHS Principal
- Director of Instructional Support Services
- ES Principal
- Director of Student Support Services
- Assistant Director of Facilities II
- Technology Coordinator
- Transportation Supervisor
- Athletic Director
- Head Mechanic

4.22 Administrative Authority During Absence of Superintendent - Superintendent of Schools shall delegate to another administrator the authority and responsibility for making decisions and taking such actions as may be required during the absence of the Superintendent.

4.23 Approval of the Standard Work Day Forms as presented.

Motion by Edward Wortley, seconded by Colleen Kania to approve items 4.1 through 4.23 by consent. Vote 7 to 0. Motion Carried.

## **5. Move Into Regular Meeting**

*Jeanette Neadom*

Jeanette Neadom, District Clerk

Draft Minutes: 07-20-2023  
Scheduled for BOE Review: 08-22-2023

BOE Approved: 08-22-2023