

Reorganization Meeting (Wednesday, July 2, 2025)

Tully Central School District
Board of Education
Tully Junior-Senior High School
Library, 5:00 P.M.

MEMBERS PRESENT

Edward Wortley, President
Shannon Brown, Member
Donna Doody, Member
Scott Haynes, Member
Jeffrey Phelps, Member
Cheryl Wayne, Member

MEMBERS ABSENT

Bettemae Russell, Member
Wyatt Lund, Student Ex Officio

ADMINISTRATION PRESENT

Kevin Sommer, Interim Superintendent
Ed Kupiec, Elementary Principal
Adam O'Neill, Director of Student Support Svcs.
Kevin Sommer, School Business Administrator

OTHERS

Jeanette Neadom, District Clerk

1. Call Meeting to Order - Meeting was called to order by Jeanette Neadom, District Clerk at 5:02 p.m.

1.1 Pledge of Allegiance

1.3 Oath of Office - District Clerk provided Oath of Office to two out of the three newly elected board members: Shannon Brown, Scott Haynes and Bettemae Russell (absent).

1.4 Election of President - Jeffrey Phelps nominated Edward Wortley for President of the Board of Education and Donna Doody seconded nomination. No other nominations. Nominations were declared closed.

Roll Call vote for Edward Wortley for President of the Board of Education

MEMBERS

Edward Wortley - Aye
Shannon Brown - Aye
Donna Doody - Aye
Scott Haynes - Aye
Jeffrey Phelps - Aye
Cheryl Wayne - Aye

Vote 6 to 0. Motion Carried. Edward Wortley appointed President of the Board of Education. Oath of Office was given to Edward Wortley, President.

1.5 Meeting Turned Over to Newly Elected President

1.6 Election of Vice President - Edward Wortley nominated Bettemae Russell for Vice President of the Board of Education and Jeffrey Phelps seconded nomination. No other nominations. Nominations were declared closed.

Roll Call vote for Bettemae Russell for Vice President of the Board of Education

MEMBERS

Edward Wortley - Aye
Shannon Brown - Aye
Donna Doody - Aye
Scott Haynes - Aye
Jeffrey Phelps - Aye
Cheryl Wayne - Aye

Vote 6 to 0. Motion Carried. Bettemae Russell appointed Vice President of the Board of Education. Oath of Office will be given at a later date.

2. Appointments by Board

2.1 District Clerk - Jeanette Neadom at a remuneration of \$6,500, followed by Oath of Office to District Clerk.

Motion by Jeffrey Phelps, seconded by Donna Doody to appoint Jeanette Neadom as District Clerk. Vote 6 to 0. Motion Carried. Oath of Office given to Jeanette Neadom.

2.2 Deputy District Clerk - Kevin Sommer at no additional remuneration.

2.3 District Treasurer - Timothy Lynch 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 - 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 as Internal Claims Auditor at a remuneration of \$3,479.

2.11 Deputy Claims Auditor - Lauren Emigholz as Deputy Claims Auditor at \$38/hour.

2.12 Investment Officer - Kevin Sommer at no additional remuneration.

2.13 Central Treasurer - Extra Curricular Classroom Accounts - Timothy Lynch at a remuneration of \$3,000.

2.14 Impartial Hearing Officers (PL 94-142) Handicapped Ed. per NYSED - Adam O'Neill at no additional remuneration.

2.15 Chairperson of Committee on Special Education - Adam O'Neill at no additional remuneration

2.16 Alternate Chairperson of Committee on Special Education - Timothy Villhauer at no additional remuneration

2.17 Chairperson of Committee on Pre-School Special Education - Adam O'Neill at no additional remuneration

2.18 Alternate Chairperson of Committee on Pre-School Special Education - Jennifer Ray at no additional remuneration

2.19 Committee Membership on CSE & CPSE - Adam O'Neill at no additional remuneration

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

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

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

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

2.24 Title IX Coordinators - Adam O'Neill and Paul Schiener be appointed as Title IX Coordinators for the 2025-26 school year, at no additional remuneration

2.25 Civil Rights/504/ADA Compliance Officers - Edward Kupiec and Michael O'Brien be appointed as Civil Rights/504/ADA Compliance Officers for the 2025-26 school year, at no additional remuneration.

2.26 Dignity Act Coordinators (DAC) - Edward Kupiec and Michael O'Brien be appointed as Dignity Act Coordinators for the 2025-2026 school year, at no additional remuneration.

2.27 Data Protection Officer - Lee Duvall at no additional remuneration and the Data Protection Officer is authorized to sign the same.

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

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

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

2.31 BOCES Safety Officer - Leland Dusharm

2.32 School Physicians Services - Interim Superintendent or Superintendent of Schools recommends the appointment of Physical Medicine and Rehabilitation MSG, LLP (PM&R) for School Physicians for the 2025-2026 school year.

2.33 Director of School Health Services - Interim Superintendent or Superintendent of Schools recommends appointment of Paul Klawitter, M.D. as Director of School Health Services for the 2025-2026 school year.

2.34 Tuition Charges for out-of-district students assigned to Tully Foster Homes - Approval of 2025-2026 Tuition Charges at the NYSED established rates.

2.35 Substitute and tutoring rates for teachers and non-instructional staff - Substitute and tutoring rates for teachers and non-instructional staff for the 2025-2026 school year as listed below.

Motion by Jeffrey Phelps, seconded by Donna Doody to approve appointment items 2.2 through 2.35 by consent. Vote 6 to 0. Motion Carried.

2.36 Audit Committee Assignments - Audit Committee assignments for the 2025-2026 school year as listed below.

Todd Freeman, Interim Superintendent
Kevin Sommer, School Business Admin
Grossman, St. Amour, Auditing Liaison, Guest
TBD, Community Representative
Shannon Brown, BOE Member
Donna Doody, BOE Member
Cheryl Wayne, BOE Member

Motion by Jeffrey Phelps, seconded by Edward Wortley to approve appointment item 2.36. Vote 6 to 0. Motion Carried.

2.37 Facilities Committee Assignments - Facilities Committee Assignments for the 2025-2026 school year as listed below.

Todd Freeman, Interim Superintendent
Kevin Sommer, School Business Admin
Ed Kupiec, Elementary Principal
Mike O'Brien, JSHS Principal
Jerry Bishop, Assistant Director of Facilities II
Lee Duvall, Faculty/Staff Representative
Don Mohat, Community Representative
Steve Pierce, Community Representative
Jeffrey Phelps, BOE Member
Bettemae Russell, BOE Vice President
Edward Wortley, BOE President

Motion by Donna Doody, seconded by Cheryl Wayne to approve appointment item 2.37. Vote 6 to 0. Motion Carried.

2.38 Policy Committee Assignments - Policy Committee Assignments for the 2025-2026 school year as listed below.

Todd Freeman, Interim Superintendent
Adam O'Neill, Dir of Student Support Svces
Jeanette Neadom, Superintendent's Sec
Donna Doody, BOE Member
Jeffrey Phelps, BOE Member
Bettemae Russell, BOE Vice President

Motion by Cheryl Wayne, seconded by Jeffrey Phelps to approve appointment item 2.38. Vote 6 to 0. Motion Carried.

2.39 Academic Advisory Committee Assignments - Academic Advisory Committee Assignments for the 2025-2026 school year as listed below.

Todd Freeman, Interim Superintendent
Edward Kupiec, Elementary Principal
Michael O'Brien, JSHS Principal
Rachel Bennett, Ag Sub Committee Member
Jade Atherton, Ag Sub Committee Member
Shannon Brown, BOE Member
Donna Doody, BOE Member
Bettemae Russell, BOE Vice President

Motion by Jeffrey Phelps, seconded by Shannon Brown to approve appointment item 2.39. Vote 6 to 0. Motion Carried.

2.40 Athletics Advisory Committee Assignments - Athletics Advisory Committee Assignments for the 2025-2026 school year as listed below.

Todd Freeman, Interim Superintendent
Ryan Dando, Athletic Director
Sarah Panzarella, Tully Recreation Director
Shannon Brown, BOE Member

Jeffrey Phelps, BOE Member
Edward Wortley, BOE President

Motion by Cheryl Wayne, seconded by Donna Doody to approve appointment item 2.40. Vote 6 to 0.
Motion Carried.

2.41 Health and Safety Committee Assignments - Health and Safety Committee Assignments for the 2025-2026 school year as listed below.

Todd Freeman, Interim Superintendent
Kevin Sommer, School Business Administrator
Paul Schiener, Dir of Instr Support Services
Edward Kupiec, Elementary Principal
Jerry Bishop, Assistant Director of Facilities II
Kathleen Murphy, Transportation Supervisor
Joe Lamoureux, Security Resource Officer
Andy Barnes, Security Resource Officer
Devin Shay, Community Representative
Jonathan Dilmore, Community Representative
Scott Haynes, BOE Member
Jeffrey Phelps, BOE Member
Edward Wortley, BOE President

Motion by Jeffrey Phelps, seconded by Donna Doody to approve appointment item 2.41. Vote 6 to 0.
Motion Carried.

2.42 Wellness Committee Assignments - Wellness Committee Assignments for the 2025-2026 school year as listed below.

Todd Freeman, Interim Superintendent
Paul Schiener, Dir of Instr Support Serv.
Nicole Beatson, PE Teacher
James Best, PE Teacher
Kate Davin, JSHS Counselor
Alyssa Ganzhorn, JSHS Nurse
Mark Guccardi, Cook Manager
Victoria McKeever, TES SW/Counselor
Aleisha Pforter, JSHS Health Teacher
Wyatt Lund, Student Ex Officio Member
Donna Doody, BOE Member
TBD, BOE Member

Motion by Jeffrey Phelps, seconded by Cheryl Wayne to approve appointment item 2.42. Vote 6 to 0. Motion Carried.

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

Motion by Jeffrey Phelps, seconded by Donna Doody to approve appointment item 2.43. Vote 5 to 0, 1 abstention-Edward Wortley. Motion Carried.

3. Other Organization

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

3.2 Depository of District Funds - 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 - Official Newspaper - Post Standard

Motion by Cheryl Wayne, seconded by Jeffrey Phelps to approve Other Organization items 3.1 through 3.3 by consent. Vote 6 to 0. Motion Carried.

4. Authorizations

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

4.2 Establish Petty Cash Funds - 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 Budget Transfers up to \$10,000 - Authorize Budget Transfers up to \$10,000 - Interim Superintendent or Superintendent of Schools

4.4 Policies and Code of Ethics - Re-adopt all Policies and Code of Ethics in effect during 2025-2026.

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

4.6 Attendance at Conferences - It is recommended that the School Business Administrator in the absence of the Interim Superintendent or 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 - It is recommended that the School Business Administrator and the District Clerk be individually authorized to open bids at designated times.

4.8 Bonding of Personnel - Bonding of Personnel as listed below:

- It is recommended that the Superintendent of Schools, School Business Administrator, District Treasurer, Deputy Treasurer, 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 - It is recommended that any individual item purchased by the district worth \$2,500 or less, may be considered materials and supplies.

4.10 Official Bank Signatories - It is recommended that the District Treasurer and Deputy Treasurer be authorized as official bank signatories.

4.11 Designated Education Official - It is recommended that the Interim Superintendent or 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 - It is recommended that the Interim Superintendent or Superintendent of Schools be authorized to apply for Grants in Aid (State and Federal) as appropriate.

4.13 Authorized Users of Credit Cards - It is recommended that the Interim Superintendent or 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 - It is recommended that 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 - Designee for Cooperative Health Insurance Fund of CNY - School Business Administrator

4.16 Designee for Onondaga-Cortland-Madison Worker's Compensation Consortium - Designee for Onondaga-Cortland-Madison Workers' Compensation Consortium - School Business Administrator

4.17 Temporary Personnel and Impartial Hearing Officer Appointments - It is recommended that the Interim Superintendent or 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 - It is recommended that the Interim Superintendent or Superintendent of Schools be authorized to approve all Booster Clubs.

4.19 Approval of Athletic Mergers - It is recommended that the Interim Superintendent or Superintendent of Schools be authorized to approve all Athletic Mergers.

4.20 Approval of Health and Welfare Contracts - It is recommended that the Interim Superintendent or Superintendent of Schools and the Board President be authorized to sign all health and welfare contracts.

4.21 Approval of Agreements and Contracts - It is recommended that the Interim Superintendent or Superintendent of Schools be authorized to enter into agreements and/or contracts up to \$10,000.

4.22 Cell Phone Reimbursement - Superintendent of Schools recommends authorization of cell phone reimbursement to the district employees as listed per policy #5322.

4.23 Administrative Authority During Absence of Superintendent - The Interim Superintendent or 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/Interim Superintendent.

4.24 Standard Workday Forms - Interim Superintendent or Superintendent of Schools recommends approval of the Standard Work Day Forms as presented.

Motion by Jeffrey Phelps, seconded by Cheryl Wayne to approve Authorization items 4.1 through 4.24 by consent. Vote 6 to 0. Motion Carried.

5. Move Into Regular Meeting



Jeanette Neadom, District Clerk

Draft Minutes: 7/8/2025

Scheduled for BOE Review: 6/17/2025

BOE Approval: 8/19/2025