

Reorganization Meeting (Tuesday, July 9, 2024)

Tully Central School District
Board of Education
Tully Junior-Senior High School
Library, 6:00 P.M.

MEMBERS PRESENT

Ryan Chatfield, Vice President
Donna Doody, Member
Jessica McAnaney, Member
Jeffrey Phelps, Member
Bettemae Russell, Member
Cheryl Wayne, Member
Edward Wortley, President

ADMINISTRATION PRESENT

Darcy Woodcock, Superintendent
Kevin Sommer, School Business Administrator
Cristy Bobbett, Director of Student Support Svcs.
Ed Kupiec, Elementary Principal
Mike O'Brien, JSBS Principal
Paul Schiener, Director of Instructional Support Svcs.

OTHERS PRESENT

Jeanette Neadom, District Clerk

1. Call Meeting to Order - The meeting was called to order by Jeanette Neadom, District Clerk at 6:00 p.m.

1.2 Pledge of Allegiance

1.3 Oath of Office - District Clerk provided Oath of Office to the three newly elected BOE members: Donna Doody, Jeffrey Phelps and Edward Wortley.

1.4 Election of President - Ryan Chatfield nominated Edward Wortley for President of the Board of Education and Bettemae Russell seconded nomination. No other nominations. Nominations were declared closed.

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

<u>Board Member</u>	<u>Voting</u>
Ryan Chatfield	Aye
Donna Doody	Aye
Jessica McAnaney	Aye
Jeffrey Phelps	Aye
Bettemae Russell	Aye
Cheryl Wayne	Aye
Edward Wortley	Aye

Vote 7 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 - Cheryl Wayne nominated Ryan Chatfield for Vice President of the Board of Education and Jessica McAnaney seconded nomination. No other nominations. Nominations were declared closed.

Roll Call vote for Ryan Chatfield for Vice President of the Board of Education

<u>Board Member</u>	<u>Voting</u>
Ryan Chatfield	Aye
Donna Doody	Aye
Jessica McAnaney	Aye
Jeffrey Phelps	Aye
Bettemae Russell	Aye
Cheryl Wayne	Aye
Edward Wortley	Aye

Vote 7 to 0. Motion Carried. Ryan Chatfield appointed Vice President of the Board of Education. Oath of Office was given to Ryan Chatfield by BOE President Edward Wortley.

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 Cheryl Wayne, seconded by Jeffrey Phelps to appoint Jeanette Neadom at a remuneration of \$6,500 as District Clerk. Vote 7 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 at a remuneration of \$3,479.

2.11 Investment Officer - Kevin Sommer at no additional remuneration

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

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 at no additional remuneration

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 at no additional remuneration

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 on attachment.

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 2024-25 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 2024-25 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 2024-2025 school year, at no additional remuneration.

2.26 Data Protection Officer - Lee Duvall 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 - Appointment of Physical Medicine and Rehabilitation MSG, LLP (PM&R) for School Physicians for the 2024-2025 school year.

2.32 Director of School Health Services - Appointment of Paul Klawitter, M.D. as Director of School Health Services for the 2024-2025 school year.

2.33 Tuition Charges for out-of-district students assigned to Tully Foster Homes - Approval of 2024-2025 Tuition Charges at the NYSED established rates.

2.34 Substitute and tutoring rates for teachers and non-instructional staff - Substitute and tutoring rates for teachers and non-instructional staff for the 2024-2025 school year as listed below.

Motion by Cheryl Wayne, seconded by Jessica McAnaney to approve appointments by Board 2.2 through 2.34 by consent. Vote 7 to 0. Motion Carried.

2.35 Audit Committee Assignments - Audit Committee assignments for the 2024-2025 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 Vice President
- Donna Doody, BOE Member
- Cheryl Wayne, BOE Member
- Lisa O'Neill, Community Representative

Motion by Jeffrey Phelps, seconded by Jessica McAnaney to approve individuals for the Audit Committee as assigned. Vote 7 to 0. Motion Carried.

2.36 Facilities Committee Assignments for the 2024-2025 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
- Jeffrey Phelps, BOE Member
- Bettemae Russell, BOE Member
- Edward Wortley, BOE President
- Don Mohat, Community Representative
- Steve Pierce, Community Representative

Motion by Ryan Chatfield, seconded by Donna Doody to approve individuals for the Facilities Committee as assigned. Vote 7 to 0. Motion Carried.

2.37 Policy Committee Assignments for the 2024-2025 school year as listed below.

- Darcy Woodcock, Superintendent of Schools
- Cristy Bobbett, Director of Student Support Services
- Jeanette Neadom, Superintendent's Secretary
- Jessica McAnaney, BOE Member
- Bettemae Russell, BOE Member

Motion by Jeffrey Phelps, seconded by Ryan Chatfield to approve individuals for the Policy Committee as assigned. Vote 7 to 0. Motion Carried.

2.38 Academic Advisory Committee Assignments for the 2024-2025 school year as listed below.

- Darcy Woodcock, Superintendent of Schools
- Edward Kupiec, Elementary Principal
- Michael O'Brien, JSBS Principal
- _____, Agriculture Committee Representative
- _____, Agriculture Committee Representative
- Ryan Chatfield, BOE Member
- Bettemae Russell, BOE Member

Motion by Jeffrey Phelps, seconded by Cheryl Wayne to approve individuals for the Academic Advisory Committee as assigned. Vote 7 to 0. Motion Carried.

2.39 Athletics Advisory Committee Assignments for the 2024-2025 school year as listed below.

- Darcy Woodcock, Superintendent of Schools
- Ryan Dando, Athletic Director
- Sarah Panzarella, Tully Recreation Director
- Jeffrey Phelps, BOE Member
- Edward Wortley, BOE President

Motion by Jessica McAnaney, seconded by Ryan Chatfield to approve individuals for the Athletics Advisory Committee as assigned. Vote 7 to 0. Motion Carried.

2.40 Health and Safety Committee Assignments for the 2024-2025 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
- Joe Lamoureux, SRO
- Shannon Ray, SRO
- Jeffrey Phelps, BOE Member
- Edward Wortley, BOE President
- Devin Shay, Community Representative
- Jonathan Dilmore, Community Representative

Motion by Cheryl Wayne, seconded by Jessica McAnaney to approve individuals for the Health and Safety Committee as assigned. Vote 7 to 0. Motion Carried.

2.41 Wellness Committee Assignments for the 2024-2025 school year as listed below.

- Darcy Woodcock, Superintendent of Schools
- Paul Schiener, Director of Instructional Support Services
- Nicole Beatson, PE Teacher
- James Best, PE Teacher
- Alyssa Ganzhorn, JSJS Nurse
- Aleisha Pforter, JSJS Health Teacher
- Victoria McKeever, TES SW/Counselor
- Kate Davin, JSJS Counselor
- Mark Guccardi, Cook Manager
- Elaina Iozzo, Student Ex Officio Member
- _____, DEI Committee Representative
- _____, DEI Committee Representative
- Donna Doody, BOE Member
- Jessica McAnaney, BOE Member

Motion by Jeffrey Phelps, seconded by Ryan Chatfield to approve individuals for the Wellness Committee as assigned. Vote 7 to 0. Motion Carried.

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

Motion by Cheryl Wayne, seconded by Ryan Chatfield to approve item 2.42. 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 Jessica McAnaney, seconded by Ryan Chatfield to approve other organization 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 2024-2025.

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

4.6 Attendance at Conferences – It is recommended that the 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 - 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 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 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 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 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 - 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 - It is recommended that the 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 Superintendent of Schools be authorized to approve all Booster Clubs.

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

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

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

4.23 Administrative Authority During Absence of Superintendent - The 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.

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

Motion by Bettemae Russell, seconded by Cheryl Wayne to approve authorization items 4.1 through 4.24 by consent. Vote 7 to 0. Motion Carried.

5. Move Into Regular Meeting


Jeanette Neadom, District Clerk

Draft Minutes: 07/15/2024

Scheduled for BOE Review: 08/20/2024

BOE Approved: 08/20/2024