

**NORWICH CITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
MARCH 10, 2021
6:00 p.m.**

The Regular Meeting of the Board of Education of the City School District of the City of Norwich, in the County of Chenango, New York, was held at District Office, 89 Midland Drive, Norwich, New York with two members attending remotely on Wednesday, March 10, 2021.

Present: Mr. Brian Reid - President, Mr. John Williams, Mr. Brian Burton, Mrs. Kiernan Hamilton.

Via Zoom – Mrs. Jamie Maistros, Vice President, Mr. Christopher Olds

Absent – Mrs. Roz DeRensis

Mr. Brian Reid called the meeting to order at 6:01 pm with the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

- 1) **MINUTES** – It is recommended that the Board of Education adopt minutes from the February 10, 2021 Regular Meeting and the February 17, 2021 Work Session.

A motion to adopt the minutes was made by Mr. Brian Burton, seconded by Mr. John Williams and carried 5-0.

2) **SUPERINTENDENT'S REPORT**

Mr. Ryan gave an update on COVID vaccines – NCSD was able to have 150 vaccines through Walgreens and the clinic was held at District Office on Monday, March 9th.

Budget Update – Brian

Mr. Brian Bartlett gave an update on the Federal Stimulus bill that was passed – IF we get what we think our aid is going to be may be \$1.5 million plus \$258,000 but it is to last for 2-3 years. In the next 2-3 weeks we will know more. We need to hold \$95,000 yearly.

Insurance was looked into and there will be a 7% increase which is the best and lowest we could get. Going forward there may be a chance to combine with BOCES for a consortium but not for this next school year.

Apptegy – Scott

Mr. Scott Ryan did a brief discussion on a new program that would help with parents, staff, community begin kept up to date on the happenings within the district – ie: sports, events within the school district, breakfast and lunch menus. There was a short video on the application. This is new cutting-edge technology and this application would give people real time information. Changes or updates to games, etc. would happen almost instantly. There was discussion that over the next 4 month there would be communication with the community. Mrs. Kiernan Hamilton loves the idea that there would be one application and all information needed would be right there however there would have to be someone monitoring things so that there were no mistakes or content that should not be on there. Mr. John Williams asked if more than one person can be entering things at one time and what if there was an emergency – is that something that could be put on there? The cost would be \$11,000 initially and then \$5800 annually which is BOCES aidable. Mr. Ryan plans to discuss this with the Leadership Team (administrators) within the next two weeks then hopefully roll it out as soon as possible.

Grant Update – Scott

Mr. Scott Ryan gave a brief update on our Grants:

Smart Schools Grant is being worked on by Mr. Steve Andrus, Mrs. Jessica Poyer and Mr. Brian Bartlett – our biggest needs assessment is how to get the community engaged in our schools.

School Violence Grant will give us \$350,000 per year over five year. There will be many hours of data collecting.

Board Docs – Scott

Mr. Ryan talked briefly about a new record keeping program that is being used. Training over two days for those involved was held Tuesday, March 9th and Wednesday, March 10th. Mr. Ryan asked Ms. Figary, District Clerk what her thoughts the training to date. Ms. Figary stated that initially there will be a lot of clicks from one piece of the agenda to the next but over time it should get easier.

6:30 PM - NYSSBA Membership Zoom Presentation by Barry Entwistle

Mr. Scott Ryan introduced Mr. Barry Entwistle who did an overview of NYSSBA and the benefits to our district to become a member again. The cost to the district would be \$9654 per year. If we were to re-join this year we would have the benefits of 4 free months with payment being due on July 1st. NYSSBA would

3) DISCUSSION ITEM

- Outside groups using facilities – Mr. Scott Ryan stated that with protocols changing and things easing up that our facilities could be used again with the understanding that the protocols are followed.
- May voting process – Mr. Scott Ryan stated that things are moving along and that the time is quickly approaching and that there is hope of changing the location for the voting.

4) CONSENT ITEM

- Approval of – [Special Education and Preschool Special Education Reports](#)

A motion to approve the Special Education and Preschool Special Education Reports was made by Mr. Brian Burton, seconded by Mr. John Williams and carried 6-0

- Approval of – [February 2021 BOCES Bill and March 2021 BOCES Bill](#)

A motion to approve the February 2021 BOCES Bill and the March 2021 BOCES Bill was made by Mr. Brian Burton, seconded by Mr. John Williams and carried 6-0.

- Approval of – [February 2021 Treasurer's Report](#)

A motion to approve the February 2021 Treasurer's Report was made by Mr. Brian Burton, seconded by Mr. John Williams and carried 6-0.

5) ACTION ITEMS

- Board Policy Approval: It is recommended that the Board of Education approve the following Board Policy for *Second Reading:* [A703.5 Visitors to School Buildings Revised 1/21](#)

A motion to approve Board Policy A703.5 was made by Mr. Brian Burton, seconded by Mr. John Williams and carried 6-0.

- Board Policy Approval: It is recommended that the Board of Education approve the following Board Policy for *First Reading:* [A201.2 Administration Organizational Chart 2021](#)
- Board Policy Approval: It is recommended that the Board of Education approve the following Board Policy for *First Reading:* [B402.3, B502.6, B602.3 Sexual Harassment Revised 2/21](#)
- Board Policy Approval: It is recommended that the Board of Education approve the following Board Policy for *First Reading:* [Admin Guidelines B402.4 Procedures for Resolution of Bullying Harassment Complaints Revised 2/21](#)
- Board Policy Approval: It is recommended that the Board of Education approve the following Board Policy for *First Reading:* [Use of Email in the School District A701.5 Revised 3/21](#)
- Board Policy Approval: It is recommended that the Board of Education approve the following Board Policy for *First Reading:* [Substitute Teachers A606 Revised 3/21](#)
- Board Policy Approval: It is recommended that the Board of Education approve the following Board Policy for *First Reading:* [Student Immunization A400.3 Revised](#)
- Board Policy Approval: It is recommended that the Board of Education approve the following Board Policy for *First Reading:* [Annual District Meeting School Election A102-8 revised](#)

A motion to approve Board Policies A201.2, B402.3, B502.6, B602.3, B402.4, S701.5, A606, A400.3 and A102-8 was made by Mr. Brian Burton, seconded by Mr. John Williams and carried 6-0. Mr. Brian Burton would like Mr. Scott Ryan to check with Legal to see if updates to policies with no change to the policy itself can be approve on the first reading. There was also discussion around increasing the substitute pay amount on the policy before the second reading.

- IPA Resolution Approval: It is recommended that the Board of Education approve the attached resolution committing to the purchase of technology equipment for the instructional technology and NSS services from the Broome-Tioga BOCES.

A motion to approve the IPA Resolution was made by Mr. Brian Burton, seconded by Mr. John Williams and carried 6-0.

- Capital Outlay SEQRA Type II Resolution Approval: It is recommended that the Board of Education approve the attached resolution NCSD Capital Outlay SEQRA Type II.

A motion to approve the Capital Outlay SEQRA Type II Resolution was made by Mr. Brian Burton, seconded by Mr. John Williams and carried 6-0.

- Smart Schools Bond Act SEQRA Type II Resolution Approval: It is recommended that the Board of Education approve the attached resolution for NCSD SSBA SEQRA Type II.

A motion to approve the Smart Schools Bond Act SEQRA Type II Resolution was made by Mr. Brian Burton, seconded by Mr. John Williams and carried 6-0.

- Resolution to Modify Election District: It is recommended that the Board of Education approve the attached resolution to Modify The Election District.

A motion to approve the Resolution to Modify Election District was made by Mr. Brian Burton, seconded by Mrs. Kiernan Hamilton, there was discussion and Mrs. Jamie Maistros asked that Mr. Scott Ryan check with Legal to be sure that the district is in compliance to do this, the vote was 4 Nays and it was tabled to next meeting.

- Transfer of Function to BOCES Resolution Approval: It is recommended that the Board of Education approve the attached resolution for E-70(2) Transfer of Function to BOCES.

A motion to approve the Transfer of Funds to BOCES Resolution was made by Mr. Briand Burton, seconded by Mr. John Williams and carried 6-0.

6) PERSONNEL RECOMMENDATIONS

INSTRUCTIONAL STAFF

APPOINTMENT – PROBATIONARY

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Sansevere, Mary Jane	Pre-K Teacher	SG	\$43506.00	3/22/2021

APPOINTMENTS – EXTRA DUTY

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>
Carpenter, Megan	Marching Band	HS/MS	\$7,588
Melville, Amy	Student Ambassadors	MS	\$542.50
Golden, Misty	Student Ambassadors	MS	\$542.50

APPOINTMENTS – ELEMENTARY INSTRUCTIONAL CURRICULUM COUNCIL

<u>Name</u>	<u>Area</u>	<u>Bldg</u>
Nial, Francis	Kindergarten	SG

APPOINTMENTS – SECONDARY INSTRUCTIONAL CURRICULUM COUNCIL

<u>Name</u>	<u>Area</u>	<u>Bldg</u>
Barlow, Morgan	Mathematics	MS

APPOINTMENTS – CHANGE - FALL II COACHING

<u>Name</u>	<u>Position</u>	<u>8 week Stipend</u>
Wenzel, Kyle	Girls' Assistant Swimming & Diving	\$2810.00

APPOINTMENTS – VOLUNTEER FALL II COACHING

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Reid, Brian	Varsity Boys Soccer Assistant Volunteer	\$0

APPOINTMENTS – HIGH SCHOOL MUSICAL

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Lindsley, Tyler	Lighting & Sound Designer	\$1300
Williams, Mary	Vocal Coach	\$600
Rehn, Allison	Pit Director	\$600
Grenier, Susan	Props & Costumes Manager	\$500
Jackson, Kaitlyn	Acting Coach	\$500
Burns, Julie	Assistant	\$300

APPOINTMENT - SUBSTITUTE

<u>Name</u>	<u>Effective</u>
Crosby, Dana	3/04/2021

SUPPORT STAFF**APPOINTMENT – PROVISIONAL**

<u>Name</u>	<u>Area</u>	<u>Salary</u>	<u>Effective</u>
Parker, Kaitlyn	Food Service Worker	\$13.16	03/15/2021
Brown, Randy	Maintenance Worker	\$15.05	03/15/2021
Badger, Dustin	Building & Grounds	\$14.00	03/25/2021
Rogers, Karen	School Lunch Cook	\$12.50	03/22/2021

APPOINTMENT

<u>Name</u>	<u>Area</u>	<u>Differential</u>	<u>Effective</u>
Brown, Randy	Building & Grounds	\$1/hr	03/15/2021
Badger, Dustin	Maintenance Worker	\$1/hr	03/25/2021

APPOINTMENT – SALARY CHANGE

<u>Name</u>	<u>Area</u>	<u>Salary</u>	<u>Effective</u>
Gager, Ellery	Cleaner/Groundskeeper	\$15.45	03/10/2021

APPOINTMENT - STIPEND

<u>Name</u>	<u>Area</u>	<u>Stipend</u>	<u>Effective</u>
Gager, Ellery	Cleaner/Groundskeeper	\$125/month	03/10/2021

APPOINTMENT – TEMPORARY

<u>Name</u>	<u>Area</u>	<u>Salary</u>	<u>Effective</u>
Salvati, Pamela	Assistant District Clerk	\$0	03/01/2021

UPDATED LEAVE OF ABSENCE – UNPAID

<u>Name</u>	<u>Area</u>	<u>Bldg</u>	<u>Reason</u>	<u>Effective</u>
Aylesworth, Sheri	Food Service Worker	BG	LOA	02/19/2021-04/01/2021

END OF EMPLOYMENT

<u>Name</u>	<u>Area</u>	<u>Bldg</u>	<u>Reason</u>	<u>Effective</u>
Heinly, Charles	Cleaner	HS	Resignation	03/01/2021
Wallen, Julie	Secretary II	DO	Resignation	03/17/2021
Konz, Dana	Senior Office Specialist	DO	Abolishment	03/31/2021

A motion to approve the Personnel Recommendations was made by Mr. Brian Burton, seconded by Mr. John Williams and carried 5-0 with Mr. Brian Reid abstaining.

Before moving to Public Comment Mr. Scott Ryan wanted the board to know that the Leadership Team (administrators) would be working on Budget and what is needed for next year. The Board of Education Work Session for next week will also be working on Budget.

7) PUBLIC COMMENT

There was discussion on moving the May voting process to District Office and some concerns. Mr. Scott Ryan explained that the intent of moving to the District Office was to engage the community, have one place instead of several and to save monies as there are numerous costs involved in holding it at other locations: fees for use of building, people to “man” the place, cleaning prior to and after to follow the protocols. There was no intent to exclude people from the voting process. Mrs. Kiernan Hamilton expressed concern over transportation issues for those that usually vote in Preston or Plymouth. Mr. Brian Burton stated that if those particular individuals don’t feel safe or don’t have transportation to get to District Office they could request a mail in vote.

Miss Destine Smith spoke regarding what programs will be restored. Asked what the plan is to get programs back to normal. Offered as a former NCS D student who was also a music student, that if there is anything she can help with to please let her know. She has websites that could help if needed.

Mr. Brian Reid assured Miss Smith that Art and Music are on the top of the list to be looked at.

Mrs. Miranda Hunter expressed her excitement about things being opened back up. Wanted to do a plug for the Music department and feels that in order for the program to work there would need to be 2 positions of the 3 we lost reinstated.

Mr. Jamey Mullen thanked everyone in the district for their hard work to accomplish what they have regarding sports. The YMCA is willing to help in anyway going forward with anything.

Mrs. Jamie Maistros wanted it noted that she is trying to be more “appropriate” as a board member and limiting her questions.

8) EXECUTIVE SESSION

There was nothing to discuss in Executive Session.

A motion to adjourn the meeting was made by Mr. John Williams, seconded by Mr. Brian Burton and carried 6-0. The meeting was adjourned at 7:48 pm.

Topic: 3/10 NCS D BOE meeting

Time: Mar 10, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://E2CCB-GST.zoom.us/j/91532843943?pwd=dEJkM2U3L2U0KzFnWEZLb0hld01Ydz09>

Meeting ID: 915 3284 3943

Passcode: 453840

One tap mobile

+16468769923,,91532843943# US (New York)

+16465189805,,91532843943# US (New York)

Dial by your location

+1 646 876 9923 US (New York)

+1 646 518 9805 US (New York)

Meeting ID: 915 3284 3943

Find your local number: <https://E2CCB-GST.zoom.us/j/auJWLwDWX>

Respectfully submitted,



Joni L. Figary

District Clerk

RESOLUTION SMALL CAPITAL OUTLAY PROJECT

WHEREAS, the Board of Education of Norwich City School District (the "Board") has considered the impacts to the environment of following Scope of Work to be completed:

District wide data infrastructure and cabling upgrades and associated work in all school buildings.

WHEREAS, the Board has reviewed the Scope of Work presented and has further consulted with its Architects with respect to the potential for environmental impacts resulting from the Proposed Action, and

WHEREAS, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR Part 617.5(c) and concluded that the project involves the maintenance and reconstruction of existing facilities involving no substantial changes in an existing structure, and replacement, rehabilitation and reconstruction of structures in kind, now therefore;

BE IT RESOLVED, by the Norwich City School District as follows:

1. The Proposed Actions, individually and cumulatively, do not exceed thresholds established under 6 NYCRR Part 617, of the State Environmental Quality Review Act, (SEQRA).
2. The Board hereby determines the Proposed Action is a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. The total cost of the Proposed Action shall not exceed \$100,000.00 and shall be a capital outlay expense.
5. This resolution shall be effective immediately.

RESOLUTION SMART SCHOOLS INVESTMENT PLAN

WHEREAS, the Board of Education of Norwich City School District (the "Board") has considered the impacts to the environment of following Scope of Work to be completed:

Smart Schools Investment Plan (SSIP): including \$215,260 for Classroom Devices, \$79,266 for High Speed Networking, \$1,857,993 for High Tech Security Projects, and the mandated Non-Public Share of \$23,455

WHEREAS, the Board has reviewed the Scope of Work presented and has further consulted with its Architects with respect to the potential for environmental impacts resulting from the Proposed Action, and

WHEREAS, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR Part 617.5(c) and concluded that the SSIP project involves the maintenance and reconstruction of existing facilities involving no substantial changes in an existing structure, and replacement, rehabilitation and reconstruction of structures in kind, now therefore;

BE IT RESOLVED, by the Norwich City School District as follows:

1. The Proposed Actions, individually and cumulatively, do not exceed thresholds established under 6 NYCRR Part 617, of the State Environmental Quality Review Act, (SEQRA).
2. The Board hereby determines the Proposed Action is a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. The total cost of the Proposed Action shall not exceed the district's Smart Schools Bond Act allocation of \$2,175,975.
5. This resolution shall be effective immediately.

RESOLUTION
Transfer of Function to BOCES

WHEREAS, the District is presently performing certain administrative duties within the business office via employment of an individual in the Civil Service title of “Senior Office Specialist”; and

WHEREAS, the District has evaluated its needs with regards to certain business office functions, including those performed by the Senior Office Specialist, and has determined that the services currently can be efficiently performed by the Delaware-Chenango-Madison-Otsego Board of Cooperative Educational Services (the “BOCES”) via a Cooperative Services (“Co-Ser”) Agreement; and

WHEREAS, the BOCES has offered to provide the necessary services to the District via a Co-Ser Agreement; and

WHEREAS, the District is aware of certain requirements under the New York State Civil Service Law relative to a transfer of function from one agency to another; and

WHEREAS, the District wishes to effectuate a transfer of function to the BOCES from the District effective March 31, 2021.

NOW, THEREFORE, IT IS RESOLVED:

1. The following functions are to be transferred from the District to the BOCES, effective March 31, 2021: work performed by a Senior Office Specialist, such as accounts payable.
2. The Superintendent of Schools, or his designee, shall provide a copy of this resolution to the BOCES, together with a list of the names and titles of the employees substantially engaged in the performance of the functions being transferred, and shall

post the same in appropriate locations at the District with a copy of Civil Service Law Section 70(2).

3. The Superintendent of Schools, or his designee, shall provide a copy of this resolution to the local Civil Service Commission, and shall liaise with, and provide information to, the Civil Service Commission and the BOCES as is necessary in order to effectuate the transfer of function.

**RESOLUTION COMMITTING TO THE PURCHASE OF
TECHNOLOGY EQUIPMENT FOR THE
INSTRUCTIONAL TECHNOLOGY AND NSS SERVICES FROM THE BROOME-TIOGA BOCES**

WHEREAS the Instructional Technology Service (557) and the Network Support Service (610) require additional technology equipment to the currently available equipment.

WHEREAS the Norwich City School District wishes to finance the cost over five (5) years with a multi-year installment purchase; the Broome-Tioga BOCES is hereby authorized to expend annually, on behalf of the Norwich City School District, in conjunction with the IT and NSS services, funds to acquire the following equipment.

QTY	DESCRIPTION	
	STA 1218884	
100	APPLE 10.2" iPad MYLU2LL/A	
1	APPLE 27" iMac Z0ZV, AppleCare	
	NCPA 01-42	
5	DELL Pecision 3640 Tower	
5	DELL 27 Gaming Monitor S2721DGF	
24	DELL UltraSharp 27 Monitor U2721DE	
6	DELL Elo Stand for touchscreen	
6	DELL OptiPlex 3080 Micro	
150	DELL Latitude 5320	
	NCPA 01-48	
4	TVARMOR Custom VIZIO Enclosure	
	NCPA 01-97	
1	HP HPE 5412R 92GT PoE Switch	
9	HP HPE 5400R Expansion Mod J9986A	
15	ARUBA AP-535 WAP JZ337A	
30	ARUBA AP-505 WAP R2H29A	
	NYS PT68783	
3	AVLIGILON Video Server HD-NVR4-EDU-96TB	
	TOTAL PURCHASE PRICE	\$305,500.00
	ESTIMATED FINANCING COSTS	\$31,940.25
	TOTAL COSTS	\$337,440.25

ESTIMATED INSTALLMENT PAYMENT SCHEDULE

2021-2022	Year 1	\$67,488.05
2022-2023	Year 2	\$67,488.05
2023-2024	Year 3	\$67,488.05
2024-2025	Year 4	\$67,488.05
2025-2026	Year 5	<u>\$67,488.05</u>
	TOTAL:	<u>\$337,440.25</u>

The payment schedule above is based on the estimated interest rate of 5%. The annual payment amount may fluctuate depending on the final rate assigned 3-7 days prior to the funding date. The interest rate will not exceed 5.5% and the payment amount will not exceed \$68,128.04.

Signature of Board President

Date



Signature of Board Clerk