

**NORWICH CITY SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
August 17, 2022
6:00 p.m.
District Office Conference Room**

PLEDGE OF ALLEGIANCE

- 1) **MINUTES** – It is recommended that the Board of Education adopt minutes from the August 17, 2022, Regular Meeting.

- 2) **SUPERINTENDENT'S REPORT**
 - Inero & Co. Financial Report Presentation -
 - Teaching & Learning Update
 - i. Staffing & Program Update
 - Business Services Update
 - i. Transportation Update
 - ii. Student Enrollment
 - iii. Long Range Financial Planning
 - Flu Clinic

- 3) **DISCUSSION ITEM**
 - Athletic Handbook
 - 2023-2024 Cell Phone Policy
 - Scope of Community Action Team

- 4) **SUBCOMMITTEE UPDATE**
 - Subcommittee updates as presented by the Board Committee Members

- 5) **CONSENT ITEM**
 - Approval of – September 2022 Special Education and Preschool Special Education Report
 - Approval of – August 2022 Income / Expense Report
 - Approval of – June 2022, July 2022 & August 2022 Treasurer's Reports
 - Approval of – September 2022 BOCES Bill
 - Acceptance of – Anonymous Donation in the amount of \$20,000.00
 - Acceptance of - STOP Grant in the amount of \$134,517.00
 - Acceptance of – PLTW-NHS (Biomedical) Grant in the amount of \$14,000.00
 - Acceptance of – PLTW-NMS (Gateway Unit) Grant in the amount of \$9,100.00
 - Acceptance of – Farm to School Grant in the amount of \$87,000.00
 - Acceptance of – Donation from Wayne & Linda Emmons in the amount of \$5,000

- 6) **ACTION ITEMS**
 - Board Policy Approval: It is recommended that the Board of Education approve the attached Board Policy for *second reading*: A203.4 Terms and Conditions of Employment: Managerial, Confidential and Non-Represented Employees.
 - Approval of The Interlocal Purchasing System (TIPS) Resolution: It is recommended that the Board of Education approve the attached TIPS Resolution.

- Approval of 2021-2022 External Audit Report - It is recommended that the Board of Education approve the attached 2021-2022 External Audit Reports. (5082 2022 XC Report & 5082 2022 Financial Report)
- Confirmation & Authorization of REVISED Tax Warrant - It is recommended that the Board of Education approve the attached REVISED Tax Warrant. (Revised 2022.2023 Tax Spreadsheet)

7) PERSONNEL RECOMMENDATIONS

8) PUBLIC COMMENT

9) EXECUTIVE SESSION

**CITY SCHOOL DISTRICT OF THE CITY OF NORWICH
BOARD OF EDUCATION
September 28, 2022 - Regular Meeting Minutes**

The Regular Meeting of the Board of Education of the City School District of the City of Norwich, in the County of Chenango, State of New York, was held at the District Office Conference Rooms 1 & 2, 89 Midland Drive, Norwich, New York, in said District on Wednesday, September 28, 2022.

PRESENT: Mr. Christopher Olds, President; Mr. Clyde Birch; Mr. Brian Burton; Mrs. Roz DeRensis; Mrs. Kiernan Hamilton; Mrs. Debra Phelps; Mr. Scott Ryan, Superintendent; Mr. Brian Bartlett, Dir. of Business Services & Transportation; Mrs. Jessica Poyer, Dir. of Teaching & Learning; and Mrs. Pamela Salvati, Assistant District Clerk.

ABSENT: Mr. Brian Reid, Vice-President.

Mr. Olds, President, called the meeting to order at 6:00 p.m. Pledge of Allegiance was recited by the Board.

1. **MINUTES** – Upon the recommendation by the Superintendent and on a motion by Mr. Burton, seconded by Mr. Birch and carried 6-0, the Board of Education adopted the minutes from the August 17, 2022, Regular Meeting of the Board of Education.
2. **SUPERINTENDENT'S REPORTS** –
 - Insero & Co. Financial Report Presentation – Mr. Ryan, introduced Duane Shoen from Insero & Co. Mr. Shoen review the financial report with the Board. (Report is attached to the official minutes of the District.) Mr. Shoen wanted to thank Brian Bartlett, Wendy Burdick and Scott Ryan for all their work. It was a great audit!!
 - Teaching & Learning Update – Mrs. Jessica Poyer, Dir. of Teaching & Learning reviewed a presentation sharing updates on the programs being offered for the 2022-2023 school year and staffing. (Presentation is attached to the official minutes.)

Mr. Brian Reid arrived at 6:20 p.m.

- Staffing & Program Update – presentation shows an increase in students taking college courses and the great new course choices for this year.
- Business Services Update – Mr. Brian Bartlett, Dir. of Business Services & Transportation. (Presentation is attached to the official minutes.)
 - Transportation Update – Mr. Bartlett explained the changes that have occurred in the transportation department. Buses are arriving on time to all the buildings. Staffing continues to be a struggle.
 - Student Enrollment – lower enrollment would allow for a smaller fleet.
 - Long Range Financial Planning – 2023-2024 SY – Challenges: inflation & recession; cost of food and paper up; and 70% of our money is State aided.

Mr. Bartlett informed the Board that the Free & Reduced applications are required and need to be turned in by all families in order to continue with the Free breakfast and lunch program.

Security upgrades continue; Operation & Maintenance still has staffing issues; and the High School & Middle School are lacking 4 people (staff members).

- Flu Clinic – Mr. Ryan informed the Board that (Walgreens) will be at Gibson school to administer flu shots to employees on October 5th from 1:00 – 3:00 p.m. – Board Members are welcome to get their flu shots at this clinic.

3. DISCUSSION ITEM –

- Athletic Handbook – Mr. Ryan opened the discussion with, around the third week in August the Handbook went out for the Fall sports season) there were questions regarding some of the contents of the Handbook. Mr. Reid asked to take over the discussion since he was the one questioning *Policy vs. Practice*. After much discussion, the Board agreed that they will have the school attorney review the Handbook and Athletic Code of Conduct and then meet with the Board and/or policy committee to rewrite some of the sections so there is clarity as to what the expectations are for the students and their families who are participating in extracurricular activities.
- 2023 – 2024 Cell Phone Policy – After some discussion, the Board feels there should be the community involvement with putting a policy in place. Get the community's support!
- Scope of Community Action Team – Mr. Ryan asked what the purpose of a Community Action Team? Board members response was that the committee was created several years ago to get the community involved and to get the voice of the community i.e., concerns of the community.

Use of thought exchange; confidentiality; survey; have a consultant reach out to other schools that have a *Cell Phone Policy* in place. The administration and Board have enough on there agenda. Maybe NYSSBA can help with collecting data? Roz will reach out to them.

4. SUBCOMMITTEE UPDATE –

- Subcommittee updates as presented by the Board Committee Members – Audit & Policy committees were already discussed, and the Capital Project Committee has not met yet. Waiting for documents from SED who are short staffed. Update: 7 contractors visited & a Pre-Bid meeting was held; Boiler expansion tank was installed – close to being finished.

5. CONSENT ITEMS – Upon the recommendation of the Superintendent and on a motion by Mr. Birch, seconded by Mrs. Hamilton and carried 7-0, the Board of Education approved / accepted the following Consent Agenda Items: (Information attached to the official minutes of the District.)

- September 2022 Special Education & Preschool Special Education Report
- August 2022 Income / Expense Report
- June, July, & August 2022 Treasurer's Reports
- September 2022 BOCES Bill
- Anonymous Donation in the amount of \$20,000.00 (The donation will be used for STEAM.)
- STOP Grant in the amount of \$134,517.00
- PLTW-NHS (Biomedical) Grant in the amount of \$14,000.00
- PLTW-NMS (Gateway Unit) Grant in the amount of \$9,100.00
- Farm to School Grant in the amount of \$87,000.00
- Donation from Wayne & Linda Emmons in the amount of \$5,000.00

6. ACTION ITEMS –

- **Board Policy A203.4** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. DeRensis and carried 7-0, the Board of Education approved the *second reading: A203.4 Terms and Conditions of Employment: Managerial, Confidential and Non-Represented Employees*. (Policy is attached to the official minutes of the District.)
- **The Interlocal Purchasing System (TIPS) Resolution** - Upon the recommendation of the Superintendent and on a motion by Mrs. DeRensis, seconded by Mr. Reid and carried 7-0, the Board of Education approved The Interlocal Purchasing System (TIPS) Resolution. (Resolution is attached to the official minutes of the District.)

- **2021-2022 External Audit Report** – Upon the recommendation of the Superintendent and on a motion by Mr. Birch, seconded by Mrs. Phelps and carried 7-0, the Board of Education approved the 2021-2022 External Audit Reports. (Reports are attached to the official minutes of the District.)
- **Confirmation & Authorization of Revised Tax Warrant** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Hamilton and carried 7-0, the Board of Education approved the *Revised Tax Warrant*. (Warrant is attached to the official minutes of the District.)

Mr. Olds informed the Board that there would be two more action items: (1) CCSBA Representative (2) NYSSBA Voting Delegate needed

Mr. Olds asked that a member of the Board be nominated to be a representative on the Chenango County School Board Association (CCSBA), he noted that this should occur at the Reorganizational Meeting each year. Mr. Olds stated that Mrs. Phelps was interested in being the representative for the NCSD and asked for nominations.

Mrs. DeRensis made a motion to nominate Mrs. Phelps, seconded by Mr. Reid and carried 7-0, the Board approved Mrs. Phelps to be the NCSD representative on the CCSBA for the 2022-2023 school year.

Mr. Olds stated that a member of the Board needs to be nominated to be a New York State School Boards Association voting delegate. Mr. Olds offered to serve if nominated. Mr. Birch made a motion to nominate Mr. Olds, seconded by Mrs. DeRensis and carried 7-0, Mr. Olds will serve as the NYSSBA voting delegate for the 2022-2023 school year.

PERSONNEL RECOMMENDATIONS - Upon the recommendation of the Superintendent and on a motion by Mr. Burton, seconded by Mr. Reid and carried 7-0, the Board of Education approved the following Administrative, Managerial, Instructional, and Support Staff Personnel Recommendations:

ADMINISTRATIVE STAFF

APPOINTMENT - CORRECTION

Name	Position	Bldg	Original Per Diem Rate	Daily Rate for SSC Salary Plus \$75.00	Effective
Gilbeau, Sara	Acting Principal	PB	\$75.00	\$381.82	08/17/2022

MANAGERIAL STAFF

APPOINTMENT - PROBATIONARY

Name	Position	Bldg	Salary	Effective
Hackett, Kimberly	Senior Clerk	DO	\$15.14	07/29/2022 – 07/28/2023

APPOINTMENT – REGULAR SUBSTITUTE

Name	Position	Bldg	Salary	Effective
Joslyn, Brittany	Student Success Coordinator	PB	\$60,000.00	10/24/2022

INSTRUCTIONAL STAFF

END OF EMPLOYMENT

Name	Position	Bldg	Reason	Effective
Tribby, Samantha	Teaching Assistant	SG	Resignation	08/31/2022
Hartman, Jessica	Elementary Teacher	SG	Resignation	08/31/2022
Maholchic, Matthew	English Teacher	HS	Resignation	09/23/2022
Ellis, Kyle	JV Head Girls Soccer Coach	HS	Resignation - Position Change	07/01/2022

APPOINTMENTS – PROBATIONARY

Name	Position	Bldg	Salary	Effective
Glassman, Allison	Elementary Teacher	PB	\$54,491.00	09/01/2022
Fornito, Jr., Richard	School Counselor	HS	\$48,555.00	08/31/2022
Ritter, Heidi	Teaching Assistant	PB	\$13.73 p/hr.	08/24/2022
Bennett, Teresa	Teaching Assistant	HS	\$13.55 p/hr.	09/01/2022
LaFever, Virginia Susan	Part Time School Counselor	PB	\$386.36/per diem	09/20/2022

APPOINTMENTS – REGULAR SUBSTITUTE

Name	Position	Bldg	Salary	Effective
Turnbull, Stephanie	Teaching Assistant	PB	\$13.55 p/hr.	09/01/2022 – 06/30/2023
Kenyon, Gretchen	Teaching Assistant	PB	\$13.55 p/hr.	09/01/2022 – 06/30/2023
Gelsomin, Alicia	Teaching Assistant	SG	\$13.55 p/hr.	09/01/2022 – 06/30/2023
Gross, Amy	Teaching Assistant	PB	\$13.55 p/hr.	09/01/2022 – 06/30/2023
Skinner, Kiersten	Teaching Assistant	MS	\$13.55 p/hr.	09/01/2022 – 06/30/2023
Brybag, Brandon	Teaching Assistant	MS	\$13.55 p/hr.	09/01/2022 – 06/30/2023
Gregory, Carrie	Teaching Assistant	SG	\$13.55 p/hr.	09/01/2022 – 06/30/2023
DAbbraccio, Michael	Teaching Assistant	MS	\$13.55 p/hr.	09/06/2022 – 06/30/2023
Wood-Kinney, Christina	Earth Science Teacher	HS	\$51,675.00	09/01/2022 – 06/30/2023
Garruto, Angela	School Counselor	HS	\$56,830.00	09/06/2022 – 06/30/2023
Ragonese, Amy	English Teacher	HS-CARE	\$58,000.00	10/24/2022 – 06/30/2023
Dunham, Daniel	Teaching Assistant	HS	\$13.55 p/hr.	10/03/2022 – 06/30/2023

APPOINTMENTS – LATCHKEY 2022-2023

Name	Position	Effective
Lawrence, Shawna	Director	09/01/2022 – 06/30/2023
Carnachan, Katlyn	Director	09/01/2022 – 06/30/2023
Cooper, Lori	Supervisor	09/01/2022 – 06/30/2023
Macalalad, Elaine	Supervisor	09/01/2022 – 06/30/2023
Brown, Beth	Supervisor	09/01/2022 – 06/30/2023
Bernard, Jerevy	Supervisor	09/01/2022 – 06/30/2023
Flanagan, Deborah	Substitute Director	09/01/2022 – 06/30/2023
Yanowiak, Jennifer	Substitute Director	09/01/2022 – 06/30/2023
Flanagan, Deborah	Substitute Supervisor	09/01/2022 – 06/30/2023
Yanowiak, Jennifer	Substitute Supervisor	09/01/2022 – 06/30/2023
Valashinas, Samantha	Substitute Supervisor	09/01/2022 – 06/30/2023
Camiel, Jacob	Substitute Supervisor	09/01/2022 – 06/30/2023

APPOINTMENTS – EXTRA DUTY

Name	Position	Bldg	Stipend	Effective
Danaher, Sarah	Freshman Class Advisor	HS	\$2,290.00	07/01/2022 – 06/30/2023
Bartle, Jennifer	PLT Lead Speech	SG	\$3,500.00	07/01/2022 – 06/30/2023
Rehn, Allison	Musical Director	MS	\$3,595.00	07/01/2022 – 06/30/2023
Hunter, Miranda	Assistant Musical Director	MS	\$1,960.00	07/01/2022 – 06/30/2023
Melville, Amy	Co-Advisor Student Council	MS	\$1,470.00	07/01/2022 – 06/30/2023
Colley, Jessica	Co-Advisor Student Council	MS	\$1,470.00	07/01/2022 – 06/30/2023
Button, Jessica	National Junior Honor Society	MS	\$1,960.00	07/01/2022 – 06/30/2023
Robles, Diego	Yearbook Advisor	HS	\$2,290.00	07/01/2022 – 06/30/2023
Benson, Sarah	Madrigal Singers	HS	\$1,960.00	07/01/2022 – 06/30/2023
Clark, Karen	Music Club	PB	\$1,305.00	07/01/2022 – 06/30/2023
Maust, Janet	Future Possibilities Club	PB	\$1,305.00	07/01/2022 – 06/30/2023

GRADUATE CREDIT INCREASE

Name	From	To	Effective
Fagnani, Suzanne	\$62,105.00 (36)	\$62,465.00 (42)	09/01/2022
Chase, Kinsey	\$49,744.00 (0)	\$50,284.00 (9)	09/01/2022

APPOINTMENTS - SUBSTITUTE

Name	Effective
Law, Branden	09/06/2022
Wenzel, Dawn	09/06/2022
Youngs, Sarah	09/08/2022
Nial, Makenna	09/14/2022
Meo, Linda	09/14/2022
Natoli, Anna	09/14/2022
Marshall, Patrick	09/14/2022
Lawton, Lisa	09/29/2022

SUPPORT STAFF**END OF EMPLOYMENT**

Name	Position	Bldg	Reason	Effective
Parker, Arnold	Groundskeeper	BG	Resignation	09/09/2022
MacLaury, Lynn	Cleaner	MS/HS	Retirement	06/03/2023
Britton, Phyllis	Physical Therapy Assistant	SG	Retirement	06/30/2023

APPOINTMENT - ANNUAL

Name	Position	Bldg	Salary	Effective
Jenkins, Stephanie	Office Manager	MS	\$5,000.00	08/29/2022-06/30/2023

CORRECTION

Name	Position	Bldg	Original Salary	2022-2023 Starting Salary	Effective
Jenkins, Stephanie	Secretary II	MS	\$13.94 p/hr.	\$13.99 p/hr.	08/29/2022

APPOINTMENTS - NESSA - PROBATIONARY

Name	Position	Bldg	Salary	Effective
Ramirez, George	School Bus Driver	BG	\$18.55 p/hr.	09/06/2022
VanIngen, John	School Bus Aide	BG	\$13.45 p/hr.	09/06/2022
Stage, Gavin	Maintenance Worker	BG	\$17.00 p/hr.	09/19/2022

APPOINTMENT

Name	Position	Differential	Effective
Stage, Gavin	Groundskeeper	\$1.00 p/hr.	09/19/2022

UNPAID LEAVE OF ABSENCE - NO BENEFITS

Name	Position	Bldg	Effective
MacLaury, Lynn	Cleaner	MS/HS	09/29/2022 - 06/02/2023

APPOINTMENTS - SUBSTITUTES

Name	Position	Effective
Squires, Raven	Substitute School Bus Driver	06/27/2022
Badger, Brandy	Substitute Clerical	09/01/2022

APPOINTMENTS – SUBSTITUTES (cont.)

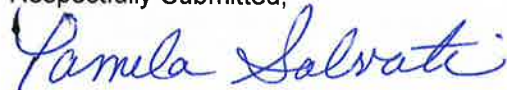
Name	Position	Effective
Youngs, Sarah	Substitute Teacher Aide	09/08/2022
Turner, Katherine	Substitute Teacher Aide	09/14/2022
DAbbraccio, Emma	Substitute Teacher Aide	09/20/2022
MacLaury, Lynn	Substitute Cleaner	09/29/2022
Branagan, Gladys	Substitute Bus Aide	10/03/2022
Hackett, Gladys	Substitute Bus Aide	10/03/2022
Lawton, Lisa	Substitute Clerical	09/29/2022

7. **PUBLIC COMMENT** – None

8. **EXECUTIVE SESSION** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mr. Birch and carried 7-0, the Board of Education ended the Regular Meeting to go into Executive Session at 8:20 p.m. to discuss personnel matters. Mr. Olds invited Mr. Brian Bartlett and Mrs. Jessica Poyer to the Executive Session. The Board entered Executive Session at 8:30 p.m.

On a motion by Mr. Reid, seconded by Mrs. Hamilton and carried 7-0, the Board of Education left Executive Session at 9:15 p.m. With no further business the Regular Meeting of the Board of Education was adjourned at 9:15 p.m.

Respectfully Submitted,



Pamela Salvati
Assistant District Clerk
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