

**NORWICH CITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
January 25, 2023  
4:30 p.m.  
District Office Conference Room**

**PLEDGE OF ALLEGIANCE**

- 1) **MINUTES** – It is recommended that the Board of Education adopt minutes from the December 14, 2022, Regular Meeting.
  
- 2) **CONSENT ITEM**
  - Approval of – January 2023 Special Education and Preschool Special Education Report
  - Approval of – December 2022 Income / Expense Report
  - Approval of – December 2022 Treasurer’s Report
  - Approval of – December 2022 and January 2023 BOCES Bills
  - Approval of – December 2022 Claims Audit Report
  - Acceptance of – Donation from Sandra and Carl Colton in the amount of \$1,000.00 to the Holiday Clothing Drive
  - Acceptance of – Donation from Vitanza & DiStafano in the amount of \$500.00 to the Holiday Clothing Drive
  - Acceptance of – Anonymous donation #1 in the amount of \$1,000.00 to the Holiday Angels Program
  - Acceptance of – Anonymous donation #2 in the amount of \$1,000.00 to the Holiday Angels Program
  - Acceptance of – Anonymous donation #3 in the amount of \$1,000.00 to the Holiday Angels Program
  - Acceptance of – Anonymous donation #4 in the amount of \$1,000.00 to the Holiday Angels Program
  - Acceptance of – Anonymous donation #5 in the amount of \$1,000.00 to the Holiday Angels Program
  - Acceptance of – Anonymous donation #6 in the amount of \$5,000.00 to the Holiday Angels Program
  - Acceptance of – Donation from the Emmanuel Episcopal Church in the amount of \$1,000.00 to the Holiday Clothing Drive
  - Acceptance of – Donation from the RC Smith Foundation Inc. in the amount of \$3,000.00 to the Holiday Clothing Drive
  - Acceptance of – Donation from NBT Bank in the amount of \$1,000.00 to the Holiday Clothing Drive
  
- 3) **ACTION ITEMS**
  - **Board Policy Approval:** It is recommended that the Board of Education approve the attached Board Policy for *first reading:* A102 Board of Education Membership, Elections and Terms of Office
  - **Board Policy Approval:** It is recommended that the Board of Education approve the attached Board Policy for *first reading:* A102.7 Board of Education Authority, Compensation, Reimbursement and Orientation
  - **Board Policy Approval:** It is recommended that the Board of Education approve the attached Board Policy for *first reading:* A201.2 Administrative Organizational Chart
  - **Board Policy Approval:** It is recommended that the Board of Education approve the attached Board Policy for *second reading:* A406 Graduation
  - **Board Policy Approval:** It is recommended that the Board of Education approve the attached Board Policy for *second reading:* A303 Programs for Students with Disabilities

- Board Policy Approval: It is recommended that the Board of Education approve the attached Board Policy for *second reading*: A402.1 Code of Conduct Policy
- Approval of Resolution: It is recommended that the Board of Education approve the attached resolution approving settlement agreement and release.

4) **PERSONNEL RECOMMENDATIONS**

5) **PUBLIC COMMENT**

6) **EXECUTIVE SESSION**

**CITY SCHOOL DISTRICT OF THE CITY OF NORWICH  
BOARD OF EDUCATION  
January 25, 2023 - 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, January 25, 2023.

**PRESENT:** Mr. Christopher Olds, President; Mr. Brian Reid, Vice-President; Mr. Brian Burton; Mrs. Debra Phelps; and Mr. Scott Ryan, Superintendent.

**ABSENT:** Mr. Clyde Birch; Mrs. Roz DeRensis; Mrs. Kiernan Hamilton; and Mrs. Pamela Salvati, Asst. District Clerk.

Mr. Olds, President, called the meeting to order at 4:30 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. Reid and carried 4-0, the Board of Education adopted the minutes from the December 14, 2022, Regular Meeting of the Board of Education.
2. **SUPERINTENDENT’S REPORTS** – None (Meeting was abbreviated because of weather & illness.)
3. **DISCUSSION ITEM** – None
4. **SUBCOMMITTEE UPDATE** –
  - Subcommittee updates as presented by the Board Committees – Board is still discussing student representatives for the Board.
  - Policy committee met and have asked the school attorney to research other district policies.
5. **CONSENT ITEMS** – Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Phelps and carried 4-0, the Board of Education approved / accepted the following Consent Agenda Items: (Information attached to the official minutes of the District.)
  - January 2023 Special Education & Preschool Special Education Report
  - December 2022 Income / Expense Report
  - December 2022 Treasurer’s Reports
  - December 2022 and January 2023 BOCES Bill
  - December 2022 Claims Audit Report
  - Donation from Sandra & Carl Colton in the amount of \$1,000.00 to the Holiday Clothing Drive.
  - Donation from Vitanza & DiStefano in the amount of \$500.00 to the Holiday Clothing Drive.
  - Donation (Anonymous #1) in the amount of \$1,000 to the Holiday Angels Program.
  - Donation (Anonymous #2) in the amount of \$1,000 to the Holiday Angels Program.
  - Donation (Anonymous #3) in the amount of \$1,000 to the Holiday Angels Program.
  - Donation (Anonymous #4) in the amount of \$1,000 to the Holiday Angels Program.
  - Donation (Anonymous #5) in the amount of \$1,000 to the Holiday Angels Program.
  - Donation (Anonymous #6) in the amount of \$1,000 to the Holiday Angels Program.
  - Donation from Emmanuel Episcopal Church in the amount of \$1,000.00 to the Holiday Clothing Drive.
  - Donation from RC Smith Foundation Inc. in the amount of \$3,000.00 to the Holiday Clothing Drive.
  - Donation from NBT Bank in the amount of \$1,000.00 to the Holiday Clothing Drive.

**6. ACTION ITEMS –**

- **Board Policy A102 Board of Education Membership, Elections and Term of Office; A102.7 Board of Education Authority, Compensation, Reimbursement and Orientation; and A201.2 Administrative Organizational Chart** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Phelps and carried 4-0 the Board of Education approved the *first reading* of the following Board Policies: *A102 Board of Education Membership, Elections and Term of Office; A102.7 Board of Education Authority, Compensation, Reimbursement and Orientation; and A201.2 Administrative Organizational Chart.* (Policies are attached to the official minutes of the District.)
- **Board Policies A303 Programs for Students with Disabilities; A402.1 Code of Conduct; and A406 Graduation** – Upon the recommendation of the Superintendent and on a motion by Mr. Burton, seconded by Mrs. Phelps and carried 4-0 the Board of Education approved the *second reading* of the following Board Policies: *A303 Programs for Students with Disabilities; A402.1 Code of Conduct; and A406 Graduation.* (Policies are attached to the official minutes of the District.)
- **Resolution** - Upon the recommendation of the Superintendent and on a motion by Mr. Burton, seconded by Mr. Reid and carried 4-0 the Board of Education approved the Resolution for approving settlement and release. (Resolution is attached to the official minutes of the District.)

**7. RECOMMENDATIONS** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mr. Burton and carried 4-0, the Board of Education approved the following Administrative, Instructional, and Support Staff Personnel Recommendations:

**ADMINISTRATIVE STAFF**

**END OF EMPLOYMENT**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Reason</b>	<b>Effective</b>
Gilbeau, Sara	Acting Principal	PB	Position Change	01/02/2023
Gilbeau, Sara	Student Success Coordinator	PB	Resignation – Position Change	01/02/2023
Roe, Jacob	Interim Principal	HS	Position Change	01/02/2023

**APPOINTMENTS - PROBATIONARY**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Salary</b>	<b>Effective</b>
Gilbeau, Sara	Elementary Principal	PB	\$90,000.00	01/03/2023
Roe, Jacob	Secondary Principal	HS	\$99,900.00	01/03/2023

**APPOINTMENT - ANNUAL**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Salary</b>	<b>Effective</b>
Devine, Terence	Extra-Curricular Coordinator	DW	\$5,000.00 (Pro- Rated)	01/03/2023

**LEAVE OF ABSENCE – UPAID**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Reason</b>	<b>Effective</b>
Foote, Jamie	At-Risk Coordinator	HS	Maternity Leave	01/11/2023 – 03/31/2023

**INSTRUCTIONAL STAFF**

**END OF EMPLOYMENT**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Reason</b>	<b>Effective</b>
Parmalee, Brooke	Teaching Assistant	HS	Resignation	01/04/2023
Minck, Karen	Teaching Assistant	MS	Resignation	02/05/2023
Chetronie, Jennifer	Special Education Teacher	PB	Resignation	03/17/2023

**APPOINTMENTS – REGULAR SUBSTITUTE TO PROBATIONARY**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Salary</b>	<b>Effective</b>
Stocum, Alexis	Elementary Teacher	SG	\$46,379.00	05/09/2022
Robles, Diego	Social Studies Teacher	HS	\$49,425.00	09/01/2022

**APPOINTMENTS – REGULAR SUBSTITUTE**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Salary</b>	<b>Effective</b>
Turner, Katherine	Teaching Assistant	PB	\$14.20/hr.	01/17/2023
D'Abbraccio, Emma	Teaching Assistant	HS	\$14.20/hr.	01/17/2023

**GRADUATE CREDIT INCREASE**

<b>Name</b>	<b>From</b>	<b>To</b>	<b>Effective</b>
Fagnani, Suzanne	\$62,465.00 (42)	\$62,825.00 (48)	01/03/2023

**APPOINTMENTS – WINTER COACHING**

<b>Name</b>	<b>Area</b>	<b>Stipend</b>
D'Abbraccio, Pasquale	Volunteer Bowling Coach	\$0
Schena, Bridget	Volunteer Girls Basketball Coach	\$0
Morris, Marshall	Volunteer Wrestling Coach	\$0

**APPOINTMENT – SPRING COACHING**

<b>Name</b>	<b>Area</b>	<b>Stipend</b>
Alpern, Zachary	Volunteer Baseball Coach	\$0

**APPOINTMENTS – HIGH SCHOOL MUSICAL**

<b>Name</b>	<b>Area</b>	<b>Stipend</b>
Rehn, Allison	Lighting Designer	\$1,000.00
Grenier, Susan	Props & Costume Manager	\$1,000.00
Clark, Karen	Pit Musician	Up to \$400.00 based on rehearsals

**APPOINTMENTS - SUBSTITUTE**

<b>Name</b>	<b>Effective</b>
LaFever, Virginia Susan	01/03/2023
Nelson, Joseph	01/03/2023
Pomares, Maria	01/03/2023
Armstrong, Brielle	01/05/2023
Squires, Lauren N.	01/05/2023
Keator, Lynn	01/10/2023
Parmalee, Brooke	01/11/2023
Baker, Brenna	01/25/2023
Fornito, Richard Sr.	01/30/2023
Baxley, Chanel	02/01/2023

**SUPPORT STAFF****APPOINTMENT – END EMPLOYMENT**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Reason</b>	<b>Effective</b>
Parker, Kaitlyn	Food Service Worker	PB	Resignation	01/16/2023

**LEAVE OF ABSENCE – UPAID**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Effective</b>
Gager, Ellery	Cleaner	MS/HS	12/19/2022

**APPOINTMENTS – PROVISIONAL**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Salary</b>	<b>Effective</b>
Gager, Ellery	Senior Custodian – Night Supervision	MS/HS	\$20.00	12/19/2022
Stillman, Sandra	Senior Custodian – Night Supervision	SG/PB	\$20.00	02/06/2023

**APPOINTMENTS – PROVISIONAL TO PROBATIONARY**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Salary</b>	<b>Effective</b>
Miller, Kristen	Secretary II	DO	\$15.75	12/28/2022 – 12/27/2023
Hager, Kathryn Teresa	Secretary II	HS	\$14.68	12/28/2022 – 12/27/2023
Beardslee, Dorothy	Secretary II	HS	\$13.95	12/28/2022 – 12/27/2023

**APPOINTMENTS – PROBATIONARY**

<b>Name</b>	<b>Position</b>	<b>Bldg</b>	<b>Salary</b>	<b>Effective</b>
Conway, Lisa	School Bus Aide	BG	\$14.20	01/17/2023
Brown, Matthew	Cleaner	MS/HS	\$14.70	01/23/2023
Kunkel, Angela	School Lunch Cook Manager	HS	\$15.50	01/25/2023
Bradley, Lisa	Food Service Worker	PB	\$14.20	01/25/2023
Angle, Xandra	School Bus Aide	BG	\$14.20	02/01/2023

**APPOINTMENTS - SUBSTITUTE**

<b>Name</b>	<b>Area</b>	<b>Effective</b>
Armstrong, Brielle	Teacher Aide	01/05/2023
Squires, Lauren N.	Teacher Aide	01/05/2023
Keator, Lynn	Teacher Aide	01/10/2023
Parmalee, Brooke	Teacher Aide	01/11/2023
Ryan, Elizabeth	Teacher Aide	01/13/2023
Gordon, Camille	Teacher Aide	01/19/2023
Minck, Karen	Teacher Aide	02/06/2023
Baker, Brenna	Teacher Aide	01/30/2023
Baxley, Chanel	Teacher Aide	02/01/2023
Minck, Karen	Teacher Aide	02/06/2023

8. PUBLIC COMMENT – None

9. EXECUTIVE SESSION – None

Respectfully Submitted,

Scott Ryan  
District Clerk Pro-Tem  
SR/pgs