

**CITY SCHOOL DISTRICT OF THE CITY OF NORWICH
BOARD OF EDUCATION
April 19, 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, April 19, 2023.

PRESENT: Mr. Christopher Olds, President; Mr. Brian Reid, Vice-President; Mr. Brian Burton; Mrs. Roz DeRensis; Mrs. Kiernan Hamilton; Mrs. Debra Phelps; and Mr. Scott Ryan, Superintendent; Mrs. Jessica Poyer, Dir. of Teaching & Learning; Mr. Brian Bartlett, Dir. of Business Services; Mr. Rafael Olazagasti, Dir. of Human Resources; and Mrs. Pamela Salvati, Asst. District Clerk.

ABSENT: Mr. Clyde Birch.

Mr. Olds, President, called the meeting to order at 6:03 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 6-0, the Board of Education adopted the minutes from the March 15, 2023, Regular Meeting of the Board of Education.
2. **PUBLIC COMMENT** – None
3. **SUPERINTENDENT’S REPORTS** –
 - 2023-2024 Proposed Budget Presentation (attached) – Brian Bartlett reviewed the 23-24 budget proposal with the Board. Scott Ryan reviewed the sports complex portion of the presentation.
 - Phase I Capital Project Update – Scott Ryan reviewed a presentation of the Phase I Capital project with the Board.
 - Phase II Capital Rendering Reviews – Scott Ryan reviewed a presentation of the Phase II Capital project with the Board.
4. **DISCUSSION ITEM** –
 - Spring CCSBA Dinner – Deb Phelps reminded the Board that the Spring Dinner was on April 27th and deadline is April 20th if anyone was interested. She shared some details about the event.
 - Counselor Advisory Committee – Deb Phelps met with the committee and shared her experience and thoughts. Discussion took place on the topic of mental health issues and ways to learn more about how to help.
5. **SUBCOMMITTEE UPDATE** –
 - Subcommittee updates as presented by the Board Committee Members – Mr. Burton shared with the Board that Policy Committee met, and Chapter 2 has been reduced to 12 pages from approximately 40. Chapter 3 is next.
 - Mr. Burton also shared that the Finance Committee has not been able to meet, however, the audit has been shared with the committee for review.
6. **CONSENT ITEMS** – Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Hamilton and carried 6-0, the Board of Education approved the following Consent Agenda Items: (Information attached to the official minutes of the District.)
 - April 2023 Special Education & Preschool Special Education Report
 - March 2023 Income / Expense Report
 - March 2023 Treasurer’s Reports
 - March 2023 & April 2023 BOCES Bills
 - March 2023 Claims Audit Report
 - Budget Transfer A-12 #873; Transfer A-11 #877; and Transfer A-11 #872
 - Surplus of the following items: 395 student chairs from classrooms & cafeterias; 6 rectangle tables w/seats (MS); 8 purple rectangle tables w/no seats (HS); 3 purple circle tables

w/seats (HS); 1 purple circle table w/no seat (HS); 7 gray circle tables w/no seats (HS); 6 computer tables (MS) receiving room.

- Surplus of books from Perry Browne; Middle School & High School.

7. ACTION ITEMS –

- **OSC Audit Results** – Upon the recommendation of the Superintendent and on a motion by Mrs. DeRensis, seconded by Mrs. Phelps and carried 6-0, the Board of Education accepted the *results of the OSC Audit*. (Information is attached to the official minutes of the District.)
- **OSC Audit / Corrective Action Plan** - Upon the recommendation of the Superintendent and on a motion by Mrs. Phelps, seconded by Mr. Reid and carried 6-0, the Board of Education approved the *Corrective Action Plan*. (Plan is attached to the official minutes of the District.)
- **Cooperative Purchasing Resolution** - Upon the recommendation of the Superintendent and on a motion by Mrs. DeRensis, seconded by Mrs. Phelps and carried 6-0, the Board of Education approved the *Cooperative Purchasing Resolution*. (Resolution is attached to the official minutes of the District.)
- **Generic Resolution** – Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. DeRensis and carried 6-0, the Board of Education approved the *Generic Resolution*. (Resolution is attached to the official minutes of the District.)
- **Cafeteria Supplies & Food Bid Resolution** - Upon the recommendation of the Superintendent and on a motion by Mr. Burton, seconded by Mr. Reid and carried 6-0, the Board of Education approved the *Cafeteria Supplies & Food Bid Resolution*. (Resolution is attached to the official minutes of the District.)
- **Property Tax Report Card** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. DeRensis and carried 6-0, the Board of Education approved the *Property Tax Report Card*. (Information is attached to the official minutes of the District.)
- **Uncollected Taxes Resolution** - Upon the recommendation of the Superintendent and on a motion by Mr. Burton, seconded by Mrs. Phelps and carried 6-0, the Board of Education approved the *Resolution Certifying Uncollected Taxes to be turned over to the City of Norwich or Chenango County*. (Resolution and information are attached to the official minutes of the District.)
- **NCSD 2023-2024 Budget Adoption** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. DeRensis and carried 6-0, the Board of Education adopt the *Budget for the 2023-2024 school year including a Capital Outlay Project and a Transfer to Capital Project*. (Information is attached to the official minutes of the District.)
- **GML Budget Adoption** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mr. Burton and carried 6-0, the Board of Education adopt the *2023-2024 Guernsey Memorial Library Budget*. (Budget information is attached to the official minutes of the District.)
- **Internal Audit and Corrective Action Plan** - Upon the recommendation of the Superintendent and on a motion by Mrs. Phelps, seconded by Mrs. Hamilton and carried 6-0, the Board of Education approved the *2021-2022 Internal Audit & Corrective Action Plan*. (Information is attached to the official minutes of the District.)
- **Board Policy A606 Substitutes** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Hamilton.

Mr. Ryan explained the reason for changes to the policy and asked the Board to consider moving the *first reading* to *second reading* so the amended policy could be put into effective on April 24, 2023.

Mr. Burton made a motion to move the reading from *first to second reading*, motion seconded by Mr. Reid and carried 6-0, the Board of Education approved the *second reading* of Board Policy *A606 Substitutes*. (Policy is attached to the official minutes of the District.)

- **Tax Certiorari Resolution** - Upon the recommendation of the Superintendent and on a motion by Mr. Burton, seconded by Mr. Reid and carried 6-0, the Board of Education approved the attached *Tax Certiorari Resolution*. (Resolution is attached to the official minutes of the District.)
- **Transfer of Funds Resolution** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. DeRensis and carried 6-0, the Board of Education approved the *Transfer of Funds Resolution*. (Resolution is attached to the official minutes of the District.)
- **DCMO 2023-2024 Services Guide & Unit Cost Methodology** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. DeRensis and carried 6-0, the Board of Education approved the *DCMO 2023-2024 Services Guide & Unit Cost Methodology*. (Information is attached to the official minutes of the District.)

8. PERSONNEL RECOMMENDATIONS - Upon the recommendation of the Superintendent and on a motion by Mr. Burton, seconded by Mr. Reid and carried 6-0, the Board of Education approved the following Managerial Confidential / Non-Represented, Instructional and Support Staff Personnel Recommendations:

MANAGERIAL CONFIDENTIAL / NON-REPRESENTED

END OF EMPLOYMENT

Name	Position	Bldg	Reason	Effective
Lanfair, Odessa	Finance Clerk	DO	Resignation	03/31/2023

INSTRUCTIONAL STAFF

END OF EMPLOYMENT

Name	Position	Bldg	Reason	Effective
Garruto, Angela	Counselor	HS	Resignation	03/24/2023
Camiel, Jacob	Teaching Assistant	SG	Resignation	03/31/2023
Glassman, Allison	Elementary Teacher	PB	Resignation	04/06/2023
Turner, Katherine	Teaching Assistant	PB	Resignation	06/30/2023
Storch, Christopher	School Social Worker	PB	Resignation	06/30/2023

APPOINTMENTS – PROBATIONARY

Name	Position	Bldg	Salary	Effective	Reason
Rutan, Roni-Mae	Elementary Teacher	PB	\$46,155.00	03/27/2023	Vacancy due to Resignation
Mercer, Mary	Elementary Teacher	SG	\$49,712.00	09/05/2023	Vacancy due to Position Change

GRADUATE CREDIT INCREASE

Name	From	To	Effective
Chaffee, Sydney	\$50,678.00 (21)	\$51,218.00 (30)	09/01/2022
Chaffee, Sydney	\$51,218.00 (30)	\$51,398.00 (33)	01/01/2023

APPOINTMENTS - SUBSTITUTE

Name	Effective
Foland, Morgan	03/22/2023
Fox, Aubrey	03/22/2023
LoGerfo, Arianne	04/10/2023
Revoir, Riley	05/01/2023

SUPPORT STAFF

END EMPLOYMENT

Name	Position	Bldg	Reason	Effective
Backus, Mary	Cleaner	PB	Resignation	03/28/2023
Brown, Matthew	Cleaner	BG	Resignation	04/07/2023

APPOINTMENT – PROBATIONARY

Name	Position	Bldg	Salary	Effective	Reason
McAveigh, Martin	Cleaner	SG	\$14.70	04/10/2023	Replacing Cleantec

APPOINTMENT – LATCHKEY 2022-2023

Name	Position	Rate	Effective	Reason
Bonney, Deborah	Latchkey Supervisor	\$14.45	03/24/2023-06/30/2023	Vacancy due to Resignation

APPOINTMENTS - SUBSTITUTE

Name	Area	Effective
Testani, Elaine	Teacher Aide	03/27/2023
LoGerfo, Arianne	Teacher Aide	04/10/2023
Deredita, Alicia	Bus Aide	04/17/2023
Revoir, Riley	Teacher Aide	05/01/2023

9. PUBLIC COMMENT – None

10. EXECUTIVE SESSION – None

With no further business, Mr. Olds asked for a motion to adjourn the meeting. On a motion by Mr. Burton, seconded by Mrs. Hamilton and carried 6-0, the Regular Meeting was adjourned at 7:29 p.m.

Respectfully Submitted,



Pamela Salvati
Assistant District Clerk
PS

**NORWICH CITY SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
April 19, 2023
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 March 15, 2023, Regular Meeting.
- 2) **PUBLIC COMMENT**
- 3) **SUPERINTENDENT’S REPORT**
 - Proposed 2023-2024 Budget Presentation
 - Phase I Capital Project Update
 - Phase II Rendering Reviews
- 4) **DISCUSSION ITEM**
 - Spring CCSBA Dinner
 - Counselor Advisory Committee
- 5) **SUBCOMMITTEE UPDATE**
 - Subcommittee updates as presented by the Board Committee Members
- 6) **CONSENT ITEM**
 - Approval of – April 2023 Special Education and Preschool Special Education Report
 - Approval of – March 2023 Income / Expense Report
 - Approval of – March 2023 Treasurer’s Report
 - Approval of – March 2023 and April 2023 BOCES Bills
 - Approval of – March 2023 Claims Audit Report
 - Approval of – Budget Transfer A-12 #873
 - Approval of – Budget Transfer A-11 #872
 - Approval of – Surplus of:
 - 395 student chairs from classrooms and Cafeteria
 - 6 rectangle table with seats (2009) at Middle School
 - 8 purple rectangle tables with no seats (2009) at HS
 - 3 circle purple tables with seats at HS
 - 1 circle purple table with no seats at HS
 - 7 gray circle tables with no seats at HS
 - 6 computer tables at MS receiving (3Wx4Lx30”H)
 - Approval of – Surplus of books from Perry Browne, Middle School, and High School
- 7) **ACTION ITEMS**
 - **Acceptance of OSC Audit Results** It is recommended that the Board of Education accept the attached results of the OSC Audit.
 - **Approval of OSC Audit Corrective Action Plan:** It is recommended that the Board of Education approve the attached OSC Audit Corrective Action Plan.
 - **Approval of Cooperative Purchasing Resolution:** It is recommended that the Board of Education approve the attached Cooperative Purchasing Resolution.

- **Approval of Generic Resolution:** It is recommended that the Board of Education approve the attached Generic Resolution.
- **Approval of Cafeteria Supplies and Food Bid Resolution:** It is recommended that the Board of Education approve the attached Cafeteria Supplies and Food Bid Resolution.
- **Approval of Property Tax Report Card:** It is recommended that the Board of Education approve the attached Property Tax Report Card.
- **Approval of Uncollected Taxes Resolution:** It is recommended that the Board of Education approve the resolution certifying uncollected taxes to be turned over to the City of Norwich and Chenango County. 2022-2023 Tax Comparison; 2022-2023 Unpaid School Tax by Town
- **Adoption of NCSD Budget:** It is recommended that the Board of Education adopt the budget for the 2023-2024 school year including a Capital Outlay Project and a Transfer to Capital Project.
- **Adoption of GML Budget:** It is recommended that the Board of Education adopt the Guernsey Memorial Library Budget for the 2023-2024 school year.
- **Approval of Internal Audit and Corrective Action Plan:** It is recommended that the Board of Education approve the 2021-2022 Internal Audit and Corrective Action Plan.
- **Board Policy Approval:** It is recommended that the Board of Education approve the attached Board policy for *first reading*: A606 Substitutes
- **Approval of Tax Certiorari Resolution:** It is recommended that the Board of Education approve the attached Tax Certiorari Resolution.
- **Approval of Transfer of Funds Resolution:** It is recommended that the Board of Education approve the attached Transfer of Funds Resolution.
- **Approval of 2023-2024 Unit Cost Methodology:** It is recommended that the Board of Education approve the attached DCMO BOCES Services Guide and Unit Cost Methodology for the 2023-2024 school year.

8) **PERSONNEL RECOMMENDATIONS**

9) **PUBLIC COMMENT**

10) **EXECUTIVE SESSION**