

CITY SCHOOL DISTRICT OF THE CITY OF NORWICH
BOARD OF EDUCATION
June 21, 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 in the High School Cafeteria of the Norwich City School District, 89 Midland Drive, Norwich, New York, in said District on Wednesday, June 21, 2023.

PRESENT: Mr. Christopher Olds, President; Mr. Brian Reid, Vice-President; Mr. Clyde Birch; 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; Mr. Rafael Olazagasti, Dir. of Human Resources; and Mrs. Pamela Salvati, Assistant District Clerk.

ABSENT: Mr. Brian Burton, and Mrs. Roz DeRensis.

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. Reid, seconded by Mr. Birch and carried 5-0, the Board of Education adopted the minutes from the May 3, 2023, Public Hearing & Regular Meeting and the May 19, 2023, Special Meeting of the Board of Education.
2. **PUBLIC COMMENT** – None
3. **SUPERINTENDENT’S REPORTS** –

Mr. Ryan wanted to thank former Board Member, Roz DeRensis for her two terms of service.

Dir. of Human Resources - Raf's last BOE meeting, he was a shared service with Capital Region BOCES, Thank you for your service.

Brian Bartlett's last meeting – Thank you for the past 3 years. You have been an asset, a partner and a friend. Brian has promised to be here to cut the ribbon on the building project groundbreaking! (We will hold him to it.)

Graduation on Saturday...Weather - holding out until Friday night / Saturday morning to make a decision. Keep fingers crossed. Each Grad only receives 4 tickets and that's a hard decision to make when you have people coming from out of town to be at the graduation. Families will be notified as soon as a decision has been made.

- Top 10 Engagement – Honoring the top 10 students of the Class of 2023. Mr. Ryan as the students; Board Members; and Leadership Team to join in a reflection circle. Students were asked to reflect on their time as students and share an area of strength and pride and why; and share an area of deficit and explain why.

Top 10 students are: Val: Emma Brooks; Sal: Elspeth Hunter; Kaitlyn Zieno; Drew Brooks; Donovan Gillen; Adrianna Palmer; Caiden Lewis; Elli Ryan; Mason Edwards; and Isabella Natoli.

A celebration cake was provided for the students; Leadership Team and Board Members to enjoy.

- End of Year Building Reports – Principal from each building shared a presentation regarding the improvement from the beginning of the school year to now. Presentation is attached to the official minutes of the district.
- State of Athletics – Mr. Joe Alger review a presentation regarding athletics and APP Guidelines. Presentation is attached.

4. **DISCUSSION ITEM** –

- Field Trip Excursions (Policy) – Table discussion until all members are in attendance.

- Prep for Reorganizational Meeting – Subcommittees to be assigned; Board Meeting dates; Plan Retreat & topics to discuss. Mrs. Hamilton had some ideas for discussion topics.

5. SUBCOMMITTEE UPDATE –

Subcommittee updates as presented by the Board Committee Members – Mr. Ryan noted that the policies reviewed and discussed are included in the Action Items for 1st Reading. Mrs. Hamilton & Mrs. Phelps had nothing new to add.

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

- June 2023 Special Education & Preschool Special Education Report
- May 2023 and June 2023 Income / Expense Reports
- April 2023 and May 2023 Treasurer's Reports
- May 2023 and June 2023 BOCES Bills
- April 2023 and May 2023 Claims Audit Reports
- Donation Acceptance – Donation of approximately \$699 of curriculum supplies from the Reading and Writing Project.
- Surplus Instructional Items Disposal (List Attached)

7. ACTION ITEMS –

- **Board Policies A606 Substitutes; A301.10 RTI; A300.6 Print & Non Print; A300.11 Title I Program; and A301.3 School Volunteer** – Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Hamilton and carried 5-0, the Board approved the *1st Reading* of Board Policies A606 Substitutes; A301.10 RTI; A300.6 Print & Non Print; A300.11 Title I Program; and A301.3 School Volunteer. (Policies are attached to the official minutes of the District.)
- **2022 Capital Reserve Funding Resolution** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mr. Birch and carried 5-0, the Board approved the 2022 Capital Reserve Funding Resolution. (Resolution is attached to the official minutes of the District.)
- **Retired Contribution Reserve Funding** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Phelps and carried 5-0, the Board approved the Funding Resolution for the Retirement Contribution Reserve Fund and Retirement Contribution Reserve TRS/ERS Sub-Fund. (Resolution is attached to the official minutes of the District.)
- **Head Start Lease Resolution** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Hamilton and carried 5-0, the Board approved the Head Start Lease Resolution for lease of district classrooms for the Head Start Program. (Resolution is attached to the official minutes of the District.)
- **Autism and ADHD Services Lease Resolution** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Phelps and carried 5-0, the Board approved the Autism and ADHD Services Lease Resolution. (Resolution is attached to the official minutes of the District.)
- **Reorganizational Board Meeting Resolution** – On a motion by Mrs. Hamilton to amend the Reorganizational Board Meeting Resolution to change time of meeting from *6:00 p.m. to 4:00 p.m.*, seconded by Mr. Birch and carried 5-0, Resolution has been amended. (Resolution is attached.)

Upon the recommendation of the Superintendent and on a motion by Mrs. Hamilton, seconded by Mr. Birch and carried 5-0, the Board approved the Amended Resolution to move the Reorganization Board Meeting to July 12, 2023, at 4:00 p.m. for the 2023-2024 school year. (Amended Resolution is attached to the official minutes of the District.)

- **Designation of Signature on District Bank Accounts** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mr. Birch and carried 5-0, the Board approved the District Treasurer and the Superintendent to be designated as signatures on all Norwich City School District bank accounts, effective June 30, 2023, through July 19, 2023.
- **District Wire Transfers** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Phelps and carried 5-0, the Board authorized the District Treasurer, with the approval of the Superintendent, to perform wire transfers with the maximum limit of \$5,000,000 to be transferred at one time, effective June 30, 2023, through July 19, 2023.
- **School Purchasing Agent** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mr. Birch and carried 5-0, the Board appointed the Superintendent as the School Purchasing Agent, effective June 30, 2023, through July 19, 2023.

8. **PERSONNEL RECOMMENDATIONS** - Upon the recommendation of the Superintendent and on a motion by Mr. Birch, seconded by Mrs. Hamilton and carried 5-0, the Board of Education approved the following Administrative; Managerial, Confidential, Non-Represented; Instructional and Support Staff Personnel Recommendations:

ADMINISTRATIVE

END OF EMPLOYMENT

Name	Position	Bldg	Reason	Effective
Alger, Joseph	Secondary Associate Principal/Director of PE, Athletics, Health, Aquatics & Wellness	HS	Position Change	06/30/2023
Joslyn, Brittany	Student Success Coordinator	PB	Position Change	06/30/2023
Powers, Elyse	Student Success Coordinator	MS	Position Change	06/30/2023
Race, Lorri	MTSS Coordinator 6-12	MS/HS	Position Change	06/30/2023

APPOINTMENTS - PROBATIONARY

Name	Position	Bldg	Salary	Reason	Effective
Alger, Joseph	Director of School Operations & Athletics	DW	No Change	Position Change	07/01/2023
Powers, Elyse	Associate Principal	MS	\$87,500.00	Position Change	07/01/2023
Race, Lorri	Secondary Associate Principal	HS	\$90,000.00	Position Change	07/01/2023

MANAGERIAL, CONFIDENTIAL, NON-REPRESENTED

2023 - 2024 MCNR SALARIES

Name	Position	Base Salary	Effective
Bowen, Yahna	Dispatcher/Shipping Receiving Clerk	\$59,134.00	07/01/2023
Burdick, Wendy	District Treasurer	\$78,328.00	07/01/2023
Correll, Aja	Secretary to Central Office	\$50,845.00	07/01/2023
DeMuro, Stacey	Coordinator of Personnel/Payroll	\$65,000.00	07/01/2023
Dodge, Scott	Head Motor Equipment Mechanic	\$58,860.00	07/01/2023
Eldred, Samantha	Transportation Supervisor	\$55,000.00	07/01/2023
Gardner, Kelly	School Psychologist	\$63,135.00	07/01/2023
Heggie, Cathie	Occupational Therapist	\$77,827.00	07/01/2023
Marino, Leslie	School Psychologist	\$81,124.00	07/01/2023
Mills III, Wesley	School Safety Officer	\$56,925.00	07/01/2023
Mucha, James	Supervisor of Facilities & Grounds	\$60,000.00	07/01/2023
Myers, Kimberly	Senior Clerk	\$42,000.00	07/01/2023
Natoli, John	Head Bus Driver	\$51,328.00	07/01/2023

2023 - 2024 MCNR SALARIES (cont.)

Name	Position	Base Salary	Effective
Parker, Jennifer	Occupational Therapist	\$77,100.00	07/01/2023
Stanistreet, Donna	School Psychologist	\$70,302.00	07/01/2023
Van Beers, Lauren	Human Resources Associate	\$55,000.00	07/01/2023

APPOINTMENTS – PROBATIONARY DUE TO POSITION CHANGE

Name	Current Position	End Date	New Position	Bldg	Effective
Correll, Aja	Finance Clerk	06/30/2023	Secretary / Central Office	DO	07/01/2023
Eldred, Samantha	Co-Head Bus Driver	06/30/2023	Transportation Supervisor	BG	07/01/2023
Van Beers, Lauren	Secretary II	06/30/2023	Human Resources Associate	DW	07/01/2023

APPOINTMENT – PROBATIONARY

Name	Current Position	Bldg	Salary	Effective	Reason
Parry Trisstann	Accounts Payable Specialist	DO	\$55,000.00	07/10/2023	Vacancy / Resignation

END OF EMPLOYMENT

Name	Position	Bldg	Reason	Effective
Burdick, Wendy	Asst. to Business Services	DO	End of Assignment	06/30/2023
Edwards, Mary Carol	Part-Time PLC Partner	DW	End of Assignment	06/30/2023
Hait, Diane	Part-Time PLC Partner	DW	End of Assignment	06/30/2023
Moutarde, Margarite	At-Risk Coordinator	MS	Position Change	06/30/2023

INSTRUCTIONAL STAFF**END OF EMPLOYMENT**

Name	Position	Bldg	Reason	Effective
Johnson, Kayla	Elementary Teacher	MS	Resignation	07/01/2023
Quillen, Jonathan	Teaching Assistant	MS	Resignation	06/06/2023
Rutan, Roni-Mae	Elementary Teacher	PB	Resignation	06/23/2023

APPOINTMENTS – PROBATIONARY

Name	Position	Bldg	Salary	Effective	Reason
Fitzgerald, Kelly	Special Education Teacher	PB	\$46,155.00	09/05/2023	Vacancy / Resignation
Garcia, Frank	Elementary Teacher	PB	\$50,829.00	09/05/2023	Vacancy / Resignation
Campeau, Camren	Science Teacher	HS	\$48,675.00	09/05/2023	Vacancy / Resignation
Smith, Destinie	Music Teacher	MS/HS	\$47,000.00	09/05/2023	Vacancy / Resignation

APPOINTMENTS – REGULAR SUBSTITUTE TEACHER

Name	Position	Bldg	Salary	Effective	Reason
Winn, Allison	Elementary Teacher	SG	\$46,155.00	09/05/2023	Vacancy / Resignation
Law, Branden	Art Teacher	HS	\$47,235.00	09/05/2023	Vacancy / Resignation
Gibbon, Brenda	Agriculture Teacher	MS/HS	\$64,500.00	09/05/2023	New Position
Lacey, Erin	School Social Worker	PB	\$64,000.00	09/05/2023	Vacancy / Resignation

APPOINTMENTS – REGULAR SUBSTITUTE TO PROBATIONARY

Name	Position	Bldg	Effective
Nial, Mackenna	Teaching Assistant	SG	10/31/2022
Schena, Bridget	Teaching Assistant	PB	11/28/2022
Skinner, Kiersten	Teaching Assistant	MS	06/06/2023

APPOINTMENTS – TEMPORARY

Name	Position	Bldg	Salary	Effective
Carson, Mary	TOSA – On-Track Coach	HS	Contractual Amount	07/01/2023 – 06/30/2024
Fagnani, Suzanne	TOSA – Student Success Coordinator	PB	Contractual Amount	07/01/2023 – 06/30/2024
LaHart, Elise	PLC Partner	DW	\$386.36 / Per Diem	07/01/2023 – 06/30/2024
Rice, Elyse	TOSA -PLC Partner	DW	Contractual Amount + \$6,000.00	07/01/2023 – 06/30/2024
Squires, Lauren	TOSA – MTSS Coordinator PK-12	DW	Contractual Amount	07/01/2023 – 06/30/2024

GRADUATE CREDIT INCREASE

Name	From	To	Effective
Chase, Kinsey	\$50,284.00 (9)	\$50,614.00 (15)	09/01/2022
Golden, Caitlin	\$48,729.00 (47)	\$48,909.00 (50)	09/01/2022

APPOINTMENTS - TENURE

Name	Position	Bldg	Effective
Chandler, Kylie	Special Education Teacher	PB	09/03/2023
Cummings, Courtney	Elementary Teacher	PB	09/28/2023
Carnachan, Katlyn	School Counselor	SG	10/12/2023

APPOINTMENTS - SUBSTITUTE

Name	Effective
Coombs, Ashley	06/05/2023
Correll, Angelina	06/07/2023
McLaughlin, Paul	06/07/2023

SUPPORT STAFF**END EMPLOYMENT**

Name	Position	Bldg	Reason	Effective
Dwyer, Riley	Keyboard Specialist	SG	Resignation	06/21/2023

APPOINTMENTS – SUMMER FEEDING

Name	Area	Effective
Shedd, Diane	Cook Manager	07/01/2023 – 08/31/2023
Harding, Brenda	School Lunch Cook	07/01/2023 – 08/31/2023
Kunkle, Angela	Food Service Worker	07/01/2023 – 08/31/2023
Da Costa Faro, Kelly	Substitute	07/01/2023 – 08/31/2023

APPOINTMENT – LATCHKEY SUBSTITUTE 2022-2023

Name	Area	Effective
Baxley, Chanel	Substitute Supervisor	05/19/2023

APPOINTMENTS – PROBATIONARY

Name	Area	Bldg	Salary	Effective	Reason
Mooney, Katelyn	School Nurse RN	SG	\$30.46	06/16/2023	Vacancy / Retirement
Brown, Matthew	Cleaner	PB	\$14.70	06/20/2023	Vacancy / Termination
Miller, Kristen	Secty. II for Special Programs	DO	\$20.00	07/01/2023	Position Change

APPOINTMENT

Name	Area	Bldg	Differential	Effective
Brown, Matthew	Groundskeeper	DW	\$1	06/20/2023

APPOINTMENTS – ANNUAL

Name	Position	Bldg	Salary	Effective
Armour, Crystal	Night Custodial Supervisor	PB	\$3,000.00	07/01/2023 – 06/30/2024
Devine, Terence	Extra-Curricular Coordinator	DW	\$5,000.00	07/01/2023 – 06/30/2024
Figary, Joni	Office Manager	SG	\$5,000.00	07/01/2023 – 06/30/2024
Gager, Dennis	Certified Pool Operator	HS	\$300.00	07/01/2023 – 06/30/2024
Gager, Ellery	Night Custodial Supervisor	HS	\$3,000.00	07/01/2023 – 06/30/2024
Grenier, Susan	Office Manager	PB	\$5,000.00	07/01/2023 – 06/30/2024
Howe, Kelly	District Safety Training Cord.	DW	\$8,000.00	07/01/2023 – 06/30/2024
Law-Shearer, Alysa	After School Stay & Play Cord.	SG/PB	\$10,000.00	07/01/2023 – 06/30/2024
Martinson, John	CSE Chairperson	DW	\$15,000.00	07/01/2023 – 06/30/2024
Miles, Timothy	Certified Pool Operator	HS	\$300.00	07/01/2023 – 06/30/2024
Mooney, Katelyn	Health Wellness Training Coordinator	SG	\$8,000.00 (Prorated)	06/16/2023 – 06/30/2023
Mooney, Katelyn	Health Wellness Training Coordinator	SG	\$8,000.00	07/01/2023 – 06/30/2024
Palmere, Nellene	Interscholastic Health & Safety Management Cord.	DW	\$8,000.00	07/01/2023 – 06/30/2024
Parry, Jacquelyn	Athletic Trainer	DW	\$10,000.00	07/01/2023 – 06/30/2024
Parry, Jacquelyn	Student & Staff Facility Cord.	DW	\$8,000.00	07/01/2023 – 06/30/2024
Roach, Stacey	District Safety Training Cord.	DW	\$8,000.00	07/01/2023 – 06/30/2024
Salvati, Pamela	Assistant District Clerk	DO	\$3,000.00	07/01/2023 – 06/30/2024
Stillman, Sandra	Night Custodial Supervisor	SG	\$3,000.00	07/01/2023 – 06/30/2024
Turnbull, Richard	Event Coordinator	DW	\$12,000.00	07/01/2023 – 06/30/2024
Van Beers, Lauren	District Clerk	DO	\$3,000.00	07/01/2023 – 06/30/2024

APPOINTMENTS - SUBSTITUTE

Name	Area	Effective
Coombs, Ashley	Teacher Aide	06/05/2023
Correll, Angelina	Teacher Aide	06/07/2023

9. PUBLIC COMMENT – None

10. EXECUTIVE SESSION – None

With no further business, Mr. Olds ask for a motion to adjourn. Mr. Birch made the motion to adjourn the meeting, seconded by Mrs. Phelps and carried 5-0, the Regular Meeting of the Board of Education was adjourned at 8:31 p.m.

Respectfully Submitted,

Pamela Salvati
Assistant District Clerk