

NORWICH CITY SCHOOL DISTRICT BOARD OF EDUCATION
REORGANIZATION MEETING
JULY 9, 2025
6:00 pm

1. Oaths of Office

Superintendent of Schools: Scott F. Ryan
Newly Elected Board Member: Kisten Giglio
Elected Incumbent: Julia Miller
District Treasurer: Wendy Burdick
District Clerk: Lauren Van Beers
District Assistant Clerk: Pamela Salvati

2. Pledge of Allegiance

3. Election of Board of Education Officers

President
Vice President

BOARD ACTIVITIES AND RESPONSIBILITIES

1. Resolution to Amend Tax Roll – It is recommended that the Board of Education approve the following resolution authorizing the School District Treasurer to make necessary adjustments in the tax roll with the approval of the Superintendent.

“RESOLVED, that the Board of Education of the Norwich City School District authorize the School District Treasurer, with the approval of the Superintendent, to make the required adjustments to the tax roll when the Treasurer has received the appropriate affidavits from the assessors indicating an incorrect assessment and when they have received the appropriate notice from the Chenango County Tax Director confirming the incorrect assessment, and,

BE IT FURTHER RESOLVED, that the School District Treasurer upon receiving the appropriate papers, then be authorized to direct the School Tax Collector to amend the tax roll and refund the erroneous tax collected or change the amount of tax due, and,

BE IT FURTHER RESOLVED, that the School District Treasurer be required to inform the Board of Education of any adjustments made through the informational section of the Board’s monthly agenda.”

2. Annual School District Election and Budget Vote – It is recommended that the Board of Education authorize the following actions in connection with the Annual School District Election and Budget Vote:

a). Verify or alter School Election District Boundaries for Norwich City School as follows: all residents residing in the City of Norwich and Town of Norwich Districts #1 & #2, North Norwich District #1, Oxford Districts #1 & #2, New Berlin District #1 and Guilford District #1, Towns of Plymouth, Smyrna, Preston, McDonough, and Pharsalia will vote at the Norwich City School District, 89 Midland Drive.

b). Appoint up to eight Inspectors of Election at said election location and set the rate of pay TBD. (Hourly rate of pay may not exceed “the basic compensation paid to inspectors of election at the preceding general election”.)

c). Authorize publication of legal notices.

d). Set hours of voting for Election Day – to be 11:00 a.m. to 8:00 p.m.

3. Consent Agenda – It is recommended that the Board of Education approve inclusion of the following types of actions within a Consent Agenda for Regular Board of Education meetings.

*Acceptance of Donations
Adoption of Budget Calendars
Annual School District Election Appointments
Appointment of Advisory Boards and Committees
Approval of Budget Transfers
Approval of Outstanding Encumbrances
Approval of Special Ed and Preschool Special Ed Reports
Approval for Participation in Cooperative Bidding
BOCES Internal Claims Auditor Reports
Disposition of Unneeded Property
Recognition of Religious Holidays
Requests for Use of Facilities
Treasurer's Report*

4. Policies – It is recommended that all school district policies in effect or adopted during the 2024-2025 school year be re-adopted and remain in effect for the 2025-2026 school year unless subsequently amended.
5. Federal Funds – Compliance with Regulations – In order to continue with Federal programs, it is recommended that the Board of Education renew its commitment to comply with Federal regulations as administered through the State Education Department.

LEGAL DEFENSE OF BOARD AND EMPLOYEES

1. Indemnification and Legal Defense Resolution – It is recommended that the Board of Education authorize the following resolution pertaining to Public Officers Law – Section 18.

WHEREAS, the Board of Education of the Norwich School City School District wishes to protect the District, the members of the Board of Education and any school district officers in actions brought against them or in any action or proceeding touching any district property or involving its rights or interests; and

WHEREAS, the Board of Education of the Norwich City School District wishes to protect the Superintendent, Assistant Superintendent for Business, Assistant Superintendent for Curriculum & Instruction, Director of School Operations & Athletics, Principals, members of the teaching or supervisory staff, members of a committee on Special Education or subcommittee thereof, surrogate parent, as defined in the regulations of the Commissioner of Education, any member of the Board of Education or non-instructional employee in any action or proceeding other than a criminal prosecution or an action or proceeding brought against him/her by the District, including proceedings before the Commissioner of Education, rising out of the exercise of his/her powers or the performance of his/her duties; and

WHEREAS, the Board of Education of the Norwich City School District wishes to protect its members, employees, officers, authorized volunteers or any other person holding a position by election, appointment or employment in the service of the school district, whether or not compensated, in any civil action or proceeding, state or federal, raising out of any alleged act or omission which occurred or allegedly occurred while the employee was acting within the scope of his/her employment or duties with the District,

BE IT RESOLVED, that the benefits and protection afforded provided pursuant to §3811 of the Education Law, shall be available, subject to the procedural requirements set forth therein and,

BE IT FURTHER RESOLVED, that the benefits and protections provided pursuant to §18 of the New York State Public Officers Law shall supplement and be available in addition to any defense or indemnification protection conferred by other statutes, rules or regulation, including but not limited to, the protections provided pursuant to Education Law §3811, §3023 and §3028, subject to the procedural requirements set forth therein.

BOARD APPOINTMENTS

1. Appointment of School District Officers – It is recommended that the following District Officers be appointed for the 2025-2026 school year.

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|--------------------------------------|---|
| <i>District Clerk</i> | <i>Lauren Van Beers</i> |
| <i>Assistant District Clerk</i> | <i>Pamela Salvati</i> |
| <i>District Treasurer</i> | <i>Wendy Burdick</i> |
| <i>Internal Claims Auditor</i> | <i>Kimberly Myers</i> |
| <i>Attendance Officer</i> | <i>Todd Griffin, Assistant Superintendent for Business</i> |
| <i>Records Management</i> | <i>Todd Griffin, Assistant Superintendent for Business</i> |
| <i>Safety Officer</i> | <i>Scott Ryan, Superintendent of Schools</i> |
| <i>Sexual Harassment</i> | <i>Amanda Tuller, Director of Human Resources</i> |
| <i>McKinney-Vento</i> | <i>Kelly Collins-Colosi & Amber Oliver</i> |
| <i>Title IX Officer</i> | <i>Amanda Tuller, Director of Human Resources</i> |
| <i>Athletic Director</i> | <i>Joe Alger, Director of School Operations & Athletics</i> |
| <i>Chief Information Officer</i> | <i>Scott Ryan, Superintendent of Schools</i> |
| <i>Chief Data Protection Officer</i> | <i>Scott Ryan, Superintendent of Schools</i> |

2. Approval of Resolution – It is recommended that the Board of Education approve the following resolution to establish the standard workday and reporting for elected and appointed officials for NYS retirement.

WHEREAS, NYS Retirement System Regulation 315.4 requires Employers to establish a Standard Workday for Elected and Appointed Officials and calculate the number of days to report to the retirement system for credit, and

WHEREAS, the attached Form RS 2417A was prepared based upon information provided by the submitted sample calendars, now therefore be it

RESOLVED, the Norwich City School District hereby adopts the attached Standard Workday and Reporting Resolution, and be it further

RESOLVED, that a copy of the attached Form RS 2417A shall be posted on the Norwich City School District website for 30 days after adoption.

3. School Physician – It is recommended that the Board of Education appoint Jennifer O'Reilly, Bassett Healthcare as our school physician for the 2025-2026 school year.
4. School Attorney - It is recommended that the firm of Ferrara, Fiorenza PC be appointed school attorney at the following hourly rates, which will remain in effect through June 30, 2026:
 - a. \$240 for partners and senior counsel and counsel attorney services
 - b. \$205 to \$235 for associates of counsel
 - c. \$165 for law clerks
 - d. \$145 for paralegals
5. School Auditors – It is recommended that Insero & Co., Certified Public Accountants be appointed auditors to be compensated at an amount not to exceed \$30,000 for services ending June 30, 2026.
6. Official Newspaper – It is recommended that “The Evening Sun” be designated as the official District newspaper for the 2025-2026 school year.

AWARDING OF BIDS

1. Awarding of Bids – It is recommended that the Board of Education authorize the Assistant Superintendent for Business with the approval of the Superintendent to award all bids to the lowest responsible bidder meeting specifications.

2. Special Project Authorization – It is recommended that the Board of Education authorize the Superintendent, or his designated representative, to sign and submit all applications for federal funds as well as other funds that may be available to the school district. The Board of Education, however, reserves to itself the right to accept all funds.

TRAVEL, CONFERENCE AND PARTICIPATION IN ORGANIZATIONS

1. District Credit Cards Approval – It is recommended that the Board of Education approve the use of two (2) credit cards for official school business purposes only; one for the Superintendent and the other for the Assistant Superintendent for Business with a combined credit limit not to exceed \$20,000.
2. Mileage Reimbursement Rate – It is recommended that the Board of Education approve mileage reimbursement consistent with the IRS mileage rate regulation. Further, tolls and overnight parking charges for out-of-district travel on official school business be approved. It is further recommended that all employees be eligible for reimbursement at the then current IRS mileage rate for all in-district mileage while in the performance of their official duties with the exception of traveling to and from their place of residence or between buildings for professional meetings.
3. Conferences and Out-of-District Travel – It is recommended that the Board of Education approve the following resolution:

RESOLVED, that the Superintendent is hereby empowered to authorize all expenditures including those for out-of-district travel for District employees and Board of Education members associated with attendance at conferences and meetings for which funds have been appropriated within the budget.

4. Participation in Associations – It is recommended that the Board of Education approve membership in the Chenango County School Boards Association. It is further recommended that the Board approve participation in conferences and meetings sponsored by these associations within established budgetary appropriations.

FINANCE

1. Designation of Signature on District Bank Accounts – It is recommended that the District Treasurer and Assistant Superintendent for Business be designated as signatures on all Norwich City School District bank accounts.
2. Designation of Signature on the Extra-Curricular Activity Funds – It is recommended that the Central Treasurer be designated as the signature on all Extra-Curricular Activity Funds.
3. District Wire Transfers – It is recommended that the Board of Education authorize the District Treasurer, with the approval of the Assistant Superintendent for Business, to perform wire transfers with the maximum limit of \$5,000,000 to be transferred at one time.
4. School Purchasing Agent – It is recommended that the Assistant Superintendent for Business be appointed School Purchasing Agent.
5. Bonding of Officials – It is recommended that the Board of Education authorize official undertakings as defined by Section 2527 of the Education Law in the form of a Faithful Performance Blanket Position Bond in the amount of \$1,000,000 with additional indemnity as specifically designated for the following positions:

| | |
|--|--------------------|
| <i>Treasurer</i> | <i>\$1,000,000</i> |
| <i>Tax Collector</i> | <i>\$1,000,000</i> |
| <i>Superintendent</i> | <i>\$1,000,000</i> |
| <i>Assistant Superintendent for Business</i> | <i>\$1,000,000</i> |

6. Official Depository – It is recommended that the following bank be designated as official depository for the 2025-2026 school year:
NBT Bank, N.A.

7. Fixed Asset Threshold – It is recommended that the Board of Education set the Fixed Asset Threshold at \$5,000 for the 2025-2026 school year.
8. Authorization of Budget Transfers – It is recommended that the Board of Education authorize the Assistant Superintendent for Business with the approval of the Superintendent to make budget transfers within budget appropriation categories of not more than one hundred thousand (\$100,000) dollars. Budget transfers in excess of this amount shall be made by the Board of Education upon recommendation of the Superintendent.
9. Investment in Idle Funds – It is recommended that the Board of Education authorize the Assistant Superintendent for Business and the District Treasurer with approval of the Superintendent to continually invest idle funds in certificates of deposit or interest accounts offering the most favorable rates.
10. Non-Resident Tuition – It is recommended that the Board of Education approve the non-resident tuition rates for the 2025-2026 school year as follows:

| | | | |
|--------------------|----------------|--------------------------------------|-----------------|
| <i>Grades K-6</i> | <i>\$1,847</i> | <i>Special Education Grades K-6</i> | <i>\$26,248</i> |
| <i>Grades 7-12</i> | <i>\$5,094</i> | <i>Special Education Grades 7-12</i> | <i>\$29,495</i> |
11. Certifying Payrolls – It is recommended that the Superintendent and/or Assistant Superintendent for Business be authorized to certify payrolls.
12. Approval of Revenue Anticipation Note Resolution: It is recommended that the Board of Education approve the following resolution:

REVENUE ANTICIPATION NOTE RESOLUTION OF THE BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT OF THE CITY OF NORWICH, NEW YORK, ADOPTED JULY 9, 2025, AUTHORIZING THE ISSUANCE OF REVENUE ANTICIPATION NOTES IN ANTICIPATION OF THE COLLECTION OF REVENUES TO BE RECEIVED IN THE FISCAL YEAR ENDING JUNE 30, 2026.

13. Authorization of Hiring and Payroll – It is recommended that the Board of Education authorize the Superintendent of Schools to hire and approve payroll for employees between Board of Education meetings. Final approval will be at the next regularly scheduled Board meeting.

BOCES AND LUNCH PROGRAM

1. Execution of BOCES Contracts – It is recommended that the Board of Education authorize the Superintendent to execute contracts on behalf of the school district with DCMO BOCES for contract services.
2. Career and Technical Education Advisory Council – It is recommended that the Board of Education authorize the Career and Technical Education Advisory Council of the Delaware-Chenango-Madison-Otsego BOCES to act as an Advisory Council for the Norwich City School District during the 2025-2026 school year.
3. Approval to Participate in the National School Lunch Program – It is recommended that the Board of Education approve the Norwich City School District's participation in the national school lunch program for the 2025-2026 school year.

BOARD COMMITTEES - It is recommended that the Board of Education approve the following committees for the 2025-2026 school year:

- Internal Audit & Finance Sub-Committee:
 - Members to be approved at the August Board meeting
- Policy Sub-Committee:
 - Members to be approved at the August Board meeting

BUILDING AND STUDENT ACTIVITIES

1. Student Accident Insurance – It is recommended that the Board of Education authorize the District to enter into a contract with Wright Risk Management, LLC Insurance for the provision of accident insurance coverage for all students in grades Pre-K through 12.
2. Extra-Curricular Activity Funds - Central Treasurer - It is recommended that the Board of Education appoint the following individual as Central Treasurer for the Extra-Curricular Activity Funds at the noted salary stipend. It is further recommended that the respective NCSD staff member be designated as Chief Faculty Advisor.

Leslie Marino \$2,000

3. Petty Cash – It is recommended that the following petty cash funds be established for the 2025-2026 school year:

| <u>Program</u> | <u>Amount</u> | <u>Supervisor</u> |
|---------------------------|---------------|---------------------------|
| School District Treasurer | \$100 | School District Treasurer |
| Middle School | \$100 | Principal |
| High School | \$100 | Principal |
| Perry Browne | \$100 | Principal |
| Stanford Gibson | \$100 | Principal |

COMMITTEES

1. Committee Appointment – Strategic Planning Team - It is recommended that the Board of Education appoint the following members of the Strategic Planning Team for the 2025-2026 school year:

| | | |
|---------------|--|---|
| District | Scott Ryan Todd Griffin Amy Marvin Jessica Poyer | Joe Alger Amanda Tuller Melissa Perry Kelly Collins-Colosi |
| High School | Jacob Roe Lorri Race Mark Moutarde Sarah Smith | Bethany Stratton Erik Korver Sarah Waters Gabrielle Bennett |
| Middle School | Terence Devine Jamie Dowdall Eric Stratton Gary Skellington | Amy Melville Sueann Edwards Ellyse Powers Margarita Moutarde Michele Pomares |
| Perry Browne | Sara Gilbeau Melissa Lawrence Heather Finch Sarah Baker Brian Ziemann-West | Suzanne Fagnani Jennifer Reed Courtney Cummings Erin Lacey |
| Gibson | Jennifer Oliver Alysa Law-Shearer Shawna Lawrence Paige Ottaviano Jennifer Bartle Jennifer Burpee | Amber Oliver Makenzie Marks Caitlin Golden Margaret Fetzko Nicole Beckwith Mary Mercer |

2. Committee Appointment – Committee on Special Education and Pre-School Special Education – It is recommended that the Board of Education appoint the following members of the Committee on Special Education and Pre-School Special Education for the 2025-2026 school year:

| | |
|--|--|
| Amy Marvin, Director of Special Programs Leslie Marino, Psychologist/Chairperson (Alt) Paul Sanna, Psychologist/Chairperson (Alt) Melissa Perry, CPSE/CSE Chairperson | Kimberly Reed, Parent Designee Special Ed Teacher Designee General Ed Teacher Jennifer O'Reilly, School Physician |
|--|--|

3. Committee Appointment – Sub-Committee on Special Education – It is recommended that the Board of Education appoint the following members of the Sub-Committee on Special Education for the 2025-2026 school year:

| | |
|--|--|
| Amy Marvin, Director of Special Programs Leslie Marino, Psychologist/Chairperson (Alt) Paul Sanna, Psychologist/Chairperson (Alt) Melissa Perry, CPSE/CSE Chairperson | Kimberly Reed, Parent Designee Special Ed Teacher Designee General Ed Teacher Jennifer O'Reilly, School Physician |
|--|--|

4. Dignity for All Students – It is recommended that the Board of Education approve the following DASA Building Coordinators for the 2025-2026 school year:

| | |
|---------------|-------------------|
| Gibson | Alysa Law-Shearer |
| Perry Browne | Suzanne Fagnani |
| Middle School | Ellyse Powers |
| High School | Lorri Race |

5. Committee Appointment – Site-Based Teams – It is recommended that the Board of Education approve the Site-Based Teams for the 2025-2026 school year:

| | | |
|---------------|--|--|
| High School | Jacob Roe Lorri Race Eric Cunningham Bethany Stratton Sarah Smith Sarah Danaher | Sarah Waters Mark Moutarde Erik Korver Gabrielle Bennett Jennifer Westervelt – Parent Whitney Downey - Parent |
| Middle School | Terence Devine Jessica Button Jamie Dowdall Elaina van der Sommen Ellyse Powers Margarita Moutarde Joshua Bennett Gary Skellington | Eric Stratton Amy Melville Michele Pomares Joe Skundrich – Parent Amy Mullen – Parent Katie Voss – Parent Tameka Leib – Parent Deborah Cruger - Parent |
| Perry Browne | Sara Gilbeau Suzanne Fagnani Erin Lacey Brian Ziemann-West Heather Finch | Courtney Cummings Jennifer Reed Sarah Baker Whitney McCracken – Parent Tameka Leib, Parent |
| Gibson | Jennifer Oliver Alysa Law-Shearer Brittany Joslyn Margaret Fetzko Jennifer Bartle Mary Mercer Shawna Lawrence Amber Oliver Nicole Beckwith | Leslie Marino Jennifer Burpee Makenzie Marks Paige Ottaviano Caitlin Golden Amos Parry- Parent Tameka Leib – Parent Alicia Testani – Parent Ryan Zieno – Parent Amy Mullen - Parent |

