

**CITY SCHOOL DISTRICT OF THE CITY OF NORWICH  
BOARD OF EDUCATION  
AUGUST 20, 2025 - 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 Room, 89 Midland Drive, Norwich, New York, in said District on Wednesday, August 20, 2025.

**PRESENT:** Mrs. Karen Sastri, Vice-President; Mrs. Kisten Giglio; Mrs. Melissa Beers; Mrs. Julia Miller; Mr. Richard O'Hara; Mr. Brian Reid; Mr. Scott Ryan, Superintendent; Mr. Todd Griffin, Assistant Superintendent for Business; Mrs. Amanda Tuller, Director of Human Resources; and Mrs. Pamela Salvati, Assistant District Clerk.

**ABSENT:** Mr. Christopher Olds, President

Mrs. Karen Sastri, Vice-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 Mrs. Beers, seconded by Mrs. Miller and carried 6-0, the Board of Education adopted the minutes from the July 9, 2025, Reorganizational and Regular Meetings of the Board of Education.
2. **PUBLIC COMMENT** – Eric Cunningham – addressed the Board regarding Board policies.
3. **SUPERINTENDENT'S REPORTS** –
  - Capital Project Update – Scott Ryan – The Board visited the Middle & High School renovated areas. There is still a lot of work to be done before September 4<sup>th</sup>.
  - Academic Data Review – Building Administrators reviewed a presentation. Presentation attached.
  - Blueprint for Excellence review - Building Administrators reviewed a presentation. Presentation attached.
  - 25-26 Building Level Strategic Planning update - Building Administrators reviewed a presentation. Presentation attached.
  - Update on Staffing – Director of Human Resources, Amanda Tuller – Still filling vacancies – Mr. Ryan will send an update soon.
4. **DISCUSSION ITEM** – Student Board Members – NYSSBA has a training for students to attend. There will be 4 senior cabinet members from the High School as the student board members. (September Board Meeting.)
5. **CONSENT ITEMS** – Upon the recommendation of the Superintendent and on a motion by Mrs. Giglio, seconded by Mr. Reid and carried 6-0, the Board of Education approved the following Consent Items:
  - *August 2025 Special Education & Pre-School Special Education Report*
  - *July 2025 Claims Audit Report*
  - *Central Treasurer's Report*
  - *July 2025 Budget Transfer Report*
  - *Surplus Items* –
    - *2019 International Wheelchair Bus*
    - *2021 International 66 Passenger Bus*
    - *2015 Subaru Impreza (2)*
    - *2012 Chevrolet Colorado w/plow*
6. **ACTION ITEMS** –
  - ***Ice Cream Recommendation*** – Upon the recommendation of the Superintendent and on a motion by Mrs. Beers, seconded by Mr. Reid and carried 6-0, the Board of Education approved *Hershey's Ice Cream* as the Norwich City School District ice cream vendor for the 2025-2026 school year.

- **Lease Agreement** – Upon the recommendation of the Superintendent and on a motion by Mrs. Miller, seconded by Mrs. Beers and carried 6-0, the Board of Education approved the attached *Lease Agreement between the Norwich City School District and Greater Opportunities for Broome and Chenango beginning July 1, 2025 through June 30, 2026.*
- **Resolution – Flanagan Field RFP** – Information unavailable for the meeting. Upon a motion by Mr. O'Hara, seconded by Mrs. Miller and carried 6-0, the Board of Education agreed to **pend** the action item until the information is available from the attorney.
- **2025-2026 Tax Warrant** - Upon the recommendation of the Superintendent and on a motion by Mr. Reid, seconded by Mrs. Beers and carried 6-0, the Board of Education approved the *2025-2026 Tax Warrant* and the *2025-2026 GML Tax Warrant.* (Information is attached to the official minutes.)
- **Committee Appointment Update – Strategic Planning Team** - Upon the recommendation of the Superintendent and on a motion by Mrs. Beers, seconded by Mr. O'Hara and carried 6-0, the Board of Education approved the *High School Strategic Planning Team for the 2025-2026 school year.*

|             |                  |                   |
|-------------|------------------|-------------------|
| High School | Jacob Roe        | Sarah Waters      |
|             | Lorri Race       | Mark Moutarde     |
|             | Bethany Stratton | Gabrielle Bennett |
|             | Sarah Smith      | Alison Locke      |

- **District Emergency Response Plan** – Upon the recommendation of the Superintendent and on a motion by Mrs. Miller, seconded by Mrs. Beers and carried 6-0, the Board of Education approved the *First Reading* of the *District Emergency Response Plan* for the *2025-2026 school year.*
7. **SALARY RECOMMENDATIONS FOR PERSONNEL** - Upon the recommendation of the Superintendent and on a motion by Mrs. Beers, seconded by Mrs. Miller and carried 5-0-1 (KS Abstained), the Board of Education approved the following Administrative; Managerial, Confidential, Non-Represented; Instructional; and Support Staff Salary Recommendations for Personnel:

#### ADMINISTRATIVE STAFF

##### APPOINTMENT – LEAVE OF ABSENCE

| <u>Name</u>    | <u>Position</u>                                      | <u>Reason</u>         | <u>Effective</u> |
|----------------|--|-----------------------|------------------|
| Poyer, Jessica | Assistant Superintendent of Curriculum & Instruction | Paid Leave of Absence | 08/11/2025       |

#### INSTRUCTIONAL STAFF

##### APPOINTMENTS – END OF EMPLOYMENT

| <u>Name</u>           | <u>Position</u>                  | <u>Reason</u>                 | <u>Effective</u> |
|-----------------------|----------------------------------|-------------------------------|------------------|
| Eaton, Halea          | Teaching Assistant               | Resignation                   | 07/24/2025       |
| Jankowski, Jonathan   | Teaching Assistant               | Resignation                   | 08/11/2025       |
| Carle, Christine      | Teaching Assistant               | Resignation                   | 08/15/2025       |
| Carle, Christine      | Extended School Year Teacher Sub | Resignation                   | 08/15/2025       |
| Nipe, Jessica         | Special Education Teacher        | Resignation                   | 08/31/2025       |
| Larkin, Paula         | Elementary Science Teacher       | Resignation                   | 08/31/2025       |
| Hodack, Jeanne        | Teaching Assistant               | Resignation – Position Change | 09/01/2025       |
| Ottaviano, Paige      | PLT Lead Grade 1-Extra Duty      | Resignation                   | Never Started    |
| Collins-Colosi, Kelly | Student Government Co-Advisor    |                               | Never Started    |
| Stratton, Bethany     | Student Government Co-Advisor    |                               | Never Started    |

##### APPOINTMENTS – PROBATIONARY

| <u>Name</u>           | <u>Position</u>    | <u>Salary</u> | <u>Effective</u> |
|-----------------------|--------------------|---------------|------------------|
| Verneuille, Samuel    | Music Teacher      | \$60,990.00   | 09/02/2025       |
| Montoya-Aceves, Juana | Elementary Teacher | \$50,177.00   | 09/02/2025       |

**APPOINTMENTS – REGULAR SUBSTITUTE TO PROBATIONARY**

| <u>Name</u>    | <u>Position</u>     | <u>Effective</u> |
|----------------|---------------------|------------------|
| Ellis, Kyle    | Mathematics Teacher | 09/02/2025       |
| Moutarde, Mark | Technology Teacher  | 09/02/2025       |
| Baker, Sarah   | Social Worker       | 09/02/2025       |

**APPOINTMENTS – REGULAR SUBSTITUTE WORKING TOWARD CERTIFICATION**

| <u>Name</u>       | <u>Position</u>           | <u>Salary</u> | <u>Effective</u> |
|-------------------|---------------------------|---------------|------------------|
| Swackhammer, Peri | Special Education Teacher | \$49,642.00   | 09/02/2025       |
| Colgan, Matthew   | Special Education Teacher | \$62,500.00   | 09/02/2025       |

**APPOINTMENT ADJUSTMENT – PROBATIONARY TO REGULAR SUBSTITUTE WORKING TOWARD CERTIFICATION**

| <u>Name</u>      | <u>Position</u> | <u>Effective</u> |
|------------------|-----------------|------------------|
| Woodcock, Alexis | FACS Teacher    | 09/02/2025       |

**APPOINTMENT – EXTENDED SCHOOL YEAR SUPPORT SUBSTITUTE**

| <u>Name</u>   | <u>Position</u>                       | <u>Stipend</u> | <u>Effective</u>        |
|---------------|---------------------------------------|----------------|-------------------------|
| Roach, Stacey | Extended School Year Nurse Substitute | \$35.00/hr.    | 07/01/2025 – 08/31/2025 |

**APPOINTMENTS – EXTRA DUTY UPDATES**

| <u>Name</u>     | <u>Area</u>                | <u>Bldg.</u> | <u>Stipend</u> | <u>Effective</u>        |
|-----------------|----------------------------|--------------|----------------|-------------------------|
| Sastri, Shawn   | Student Government Advisor | HS           | \$3,595.00     | 07/01/2025 – 06/30/2025 |
| Brightman, Mary | PLT Lead Grade 1           | SG           | \$3,500.00     | 07/01/2025 – 06/30/2025 |

**APPOINTMENTS – 2025-2026 MARCHING BAND**

| <u>Name</u>  | <u>Position</u>       | <u>Salary</u> | <u>Effective</u>        |
|--------------|-----------------------|---------------|-------------------------|
| Mullin, Emma | Colorguard Instructor | \$1,250.00    | 07/01/2025 – 06/30/2025 |
| Funaro, Marc | Pit Instructor        | \$1,250.00    | 07/01/2025 – 06/30/2025 |

**APPOINTMENTS – 2025-2026 AFTER SCHOOL PROGRAM**

| <u>Name</u>      | <u>Area</u>         | <u>Effective</u>        |
|------------------|---------------------|-------------------------|
| Kenyon, Gretchen | Director            | 07/01/2025 – 06/30/2025 |
| Files, Amanda    | Supervisor          | 07/01/2025 – 06/30/2025 |
| Benenati, Austin | Supervisor          | 07/01/2025 – 06/30/2025 |
| Benenati, Austin | Substitute Director | 07/01/2025 – 06/30/2025 |

**APPOINTMENTS – 2025-2026 FALL COACHING**

| <u>Name</u>     | <u>Area</u>               | <u>Stipend</u> | <u>Effective</u>        |
|-----------------|---------------------------|----------------|-------------------------|
| Carhart, Robert | Modified Football Coach   | \$5,140.00     | 07/01/2025 – 06/30/2025 |
| Oberg, Michael  | Boys Varsity Soccer Coach | \$6,445.00     | 07/01/2025 – 06/30/2025 |

**APPOINTMENTS – 2025-2026 COACHING VOLUNTEERS**

| <u>Name</u>            | <u>Area</u>           | <u>Stipend</u> | <u>Effective</u>        |
|------------------------|-----------------------|----------------|-------------------------|
| Righa, Mwenda          | Soccer Program        | \$0            | 07/01/2025 – 06/30/2025 |
| Mills, Griffin         | Football Program      | \$0            | 07/01/2025 – 06/30/2025 |
| Newton, Rebecca        | Swim Program          | \$0            | 07/01/2025 – 06/30/2025 |
| Dye, Mark              | Cross Country Program | \$0            | 07/01/2025 – 06/30/2025 |
| Dye, Mark              | Track Program         | \$0            | 07/01/2025 – 06/30/2025 |
| Conant, Chad           | Soccer Program        | \$0            | 07/01/2025 – 06/30/2025 |
| Kephart, Casie         | Volleyball Program    | \$0            | 07/01/2025 – 06/30/2025 |
| Matlack-Grey, Harrison | Football Program      | \$0            | 07/01/2025 – 06/30/2025 |

**ANNUAL GRADUATE CREDIT INCREASE**

| <b>Name</b>    | <b>Current Credits</b> | <b>Credit Increase</b> | <b>Total Credits</b> | <b>Effective</b> |
|----------------|------------------------|------------------------|----------------------|------------------|
| Ivey, Samantha | 18                     | \$540 (9 credits)      | 27                   | 09/01/2025       |

**MANAGERIAL, CONFIDENTIAL, NON-REPRESENTED****APPOINTMENTS – PROBATIONARY**

| <b>Name</b>      | <b>Position</b>             | <b>Salary</b> | <b>Effective</b> |
|------------------|-----------------------------|---------------|------------------|
| Scrivener, Megan | Career Services Coordinator | \$80,000.00   | 08/15/2025       |
| Riddle, Ferol    | Treasurer                   | \$80,000.00   | 08/18/2025       |

**SUPPORT STAFF****APPOINTMENTS – END OF EMPLOYMENT**

| <b>Name</b>       | <b>Position</b>          | <b>Reason</b> | <b>Effective</b> |
|-------------------|--------------------------|---------------|------------------|
| Baird, Stephanie  | Administrative Assistant | Resignation   | 08/20/2025       |
| Alberts, Georgene | Food Service Worker      | Resignation   | 09/01/2025       |
| Roach, Stacey     | School Nurse LPN         | Resignation   | 09/02/2025       |

**APPOINTMENTS – PROBATIONARY**

| <b>Name</b>        | <b>Position</b>          | <b>Salary</b> | <b>Effective</b> |
|--------------------|--------------------------|---------------|------------------|
| Manwarren, Sheleen | Administrative Assistant | \$20.00/hr.   | 08/18/2025       |
| Hodack, Jeanne     | Library Assistant        | \$22.00/hr.   | 09/02/2025       |

**APPOINTMENTS – SUBSTITUTE**

| <b>Name</b>       | <b>Position</b>     | <b>Effective</b> |
|-------------------|---------------------|------------------|
| Alberts, Georgene | Food Service Worker | 09/02/2025       |

**8) EXECUTIVE SESSION** – Mrs. Beers made a motion to go into Executive Session at 8:39 p.m., seconded by Mr. O'Hara and carried 6-0. The Board entered Executive Session at 8:45 p.m. to discuss personnel matters.

Mrs. Beers made a motion to exit Executive Session at 9:18 p.m., Mr. Reid seconded and carried 6-0. With no further business Mrs. Miller made a motion to adjourn the meeting, Mr. Reid seconded and carried 6-0, meeting adjourned at 9:18 p.m.

Respectfully Submitted,



Pamela Salvati  
Assistant District Clerk