

**CITY SCHOOL DISTRICT OF THE CITY OF NORWICH
BOARD OF EDUCATION
OCTOBER 15, 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, October 15, 2025.

PRESENT: Mr. Christopher Olds, President; Mrs. Karen Sastri, Vice-President; Mrs. Kisten Giglio; Mrs. Melissa Beers; Mr. Richard O'Hara; 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.
ALSO: Mikayla Sastri, Student Board Member.

ABSENT: Mrs. Julia Miller and Mr. Brian Reid.

Mr. Christopher 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 Mrs. Sastri, seconded by Mr. O'Hara and carried 5-0, the Board of Education adopted the minutes from the September 17, 2025, Regular Meeting of the Board of Education.

Mrs. Julia Miller arrived at 6:01 p.m.

2. **PUBLIC COMMENT** – None

3. **SUPERINTENDENT UPDATES** –

- External Auditor Report – Jeremy Gould with Insero & Co. CPAs, shared a summary of the financial audit. (Summary is attached.)

School Board Recognition Month – Mr. Ryan read a proclamation to the Board Members and thanked them for their dedication to the students and staff of Norwich CSD.

- Regionalization Update – Mr. Ryan shared information regarding regionalization discussions that have been taking place at DCMO BOCES meetings. (Information is attached.)
- Superintendent Conference – Mr. Ryan attended a conference last week where future budget cuts to Medicaid and Education were discussed.
- Transportation Center Update – Information regarding options for the transportation center were discussed. (Information is attached.)
- Student BOE Members(s) Update - Mr. Ryan met with student members to discuss AI in schools and the impact it has. The students were given a challenge to create guidelines for using AI in the classroom. Mikayla Sastri, Student Board Member, shared her feedback.

4. **DISCUSSION ITEM** – Mr. Olds shared: The finance committee meet and reviewed the audit as presented. In addition, the Sub-Committees members were decided as follows:

Internal Audit and Finance Sub-Committee: Christopher Olds, Richard O'Hara, & Brian Reid

Policy Sub-Committee: Karen Sastri, Julia Miller & Missy Beers

Chenango County School Boards Association: Kisten Giglio

5. **CONSENT ITEMS** – 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 following Consent Items:

- *October 2025 Special Education & Pre-School Special Education Report*
- *September 2025 Claims Audit Report*
- *September 2025 Budget Transfer Report*
- *September 2025 Income & Expense Report*
- *Surplus Items:*
 - 1 set – *Musser Chimes from the High School*

1 – Ludwig Timpani From the Middle School
2 sets – Tone Bells from the Middle School

6. ACTION ITEMS -

- **Appointment Deputy Treasurer:** 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 appointed Todd Griffin as Deputy Treasurer effective September 30, 2025.
- **Appointment District Treasurer:** Upon the recommendation of the Superintendent and on a motion by Mrs. Miller, seconded by Mrs. Sastri and carried 6-0, the Board of Education appointed Ferol Riddle as District Treasurer effective October 1, 2025.
- **Appointment Deputy Treasurer:** Upon the recommendation of the Superintendent and on a motion by Mrs. Sastri, seconded by Mrs. Miller and carried 6-0, the Board of Education appointed Wendy Burdick as Deputy Treasurer effective October 6, 2025.
- **Resolution for Sale of District Property:** Upon the recommendation of the Superintendent and on a motion by Mrs. Beers, seconded by Mrs. Miller and carried 6-0, the Board of Education approved the attached resolution approving the sale of District Property. (Supporting Documents: EAF Short Form; EAF Part II; and Negative Declaration are attached.)
- **Committee Appointments (no action required for this item.)**
- **External Audit Results and Corrective Action Plan:** Upon the recommendation of the Superintendent and on a motion by Mrs. Sastri, seconded by Mrs. Miller and carried 6-0, the Board of Education accepted the results of the 2024-2025 school year External Audit and approved the Corrective Action Plan. (Supporting Documents: Communication Letter; and Management Comment Letter are attached.)
- **Extra Classroom External Audit Results and Corrective Action Plan:** Upon the recommendation of the Superintendent and on a motion by Mr. O'Hara, seconded by Mrs. Beers and carried 6-0, that the Board of Education accepted the results of the 2024-2025 school year Extra Classroom External Audit and the approved the Corrective Action Plan. (Supporting Document: XC Management Comment Letter is attached.)

7. **SALARY RECOMMENDATIONS FOR PERSONNEL** - Upon the recommendation of the Superintendent and on a motion by Mrs. Beers, seconded by Mrs. Miller and carried 6-0, the Board of Education approved the following Administrative; Managerial, Confidential, Non-Represented; Instructional; and Support Staff Salary Recommendations for Personnel:

MANAGERIAL, CONFIDENTIAL, NON-REPRESENTED

APPOINTMENT – END OF EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Stanistreet, Donna	Psychologist (0.6 FTE)	Position Change	11/06/2025

APPOINTMENTS – PROBATIONARY*

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Burdick, Wendy	Business Office Trainer	\$73,214/yr.	10/02/2025 - 06/30/2026
Stanistreet, Donna	Psychologist (1 FTE)	\$80,000/yr.	11/07/2025
Stewart, Alexander	On Track Coordinator	\$57,500/yr.	10/20/2025
Stephen, Monica	Accounts Payable Specialist	\$60,000/yr.	10/27/2025

INSTRUCTIONAL STAFF

APPOINTMENT – END OF EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Barilli, Crystal	Mathematics Teacher	Position Change	Never Started

APPOINTMENTS – REGULAR SUBSTITUTE WORKING TOWARD CERTIFICATION

Name	Position	Salary	Effective
Barilli, Crystal	Special Education Teacher	\$52,072/yr.	09/02/2025
Carnachan, Casey	Teaching Assistant	\$15.50/hr.	10/14/2025

APPOINTMENTS – SUBSTITUTE

Name	Effective
Kephart, Casie	10/06/2025
Woodcock, Leah	10/14/2025

SUPPORT STAFF**APPOINTMENTS – END EMPLOYMENT**

Name	Position	Reason	Effective
Smith, Sabrina	Substitute Teacher Aide	Declined Position	Never Started
Smith, Sabrina	Substitute Clerical	Declined Position	Never Started
Bradley, Lisa	Food Service Worker	Position Change	10/19/2025

APPOINTMENT – PROBATIONARY

Name	Position	Salary	Effective
Bradley, Lisa	School Lunch Cook	\$18.75/hr.	10/20/2025

APPOINTMENT – MIDDLE SCHOOL MUSICAL

Name	Position	Stipend	Effective
Zornow, Adrienne	Parent Volunteer	\$0	07/01/2025 – 06/30/2026

APPOINTMENTS – SUBSTITUTE

Name	Area	Effective
Kephart, Casie	Teacher Aide	10/06/2025
Woodcock, Leah	Teacher Aide	10/14/2025
Borden, Melissa	Food Service	10/20/2025

ANNUAL STIPENDS**APPOINTMENT – ANNUAL**

Name	Position	Salary	Effective
Dowdall, Katelyn	Athletic Trainer	\$10,000.00/yr.	10/10/2025 – 06/30/2026

- 8) **EXECUTIVE SESSION** – Mr. Olds made a recommendation to go to Executive Session to discuss personnel and contracts. He invited Mr. Griffin and Mrs. Tuller to join. Mrs. Beers made a motion to enter Executive Session, seconded by Mrs. Miller and carried 6-0, the Board entered Executive Session at 7:59 p.m.

On a motion by Mrs. Beers, seconded by Mrs. Miller and carried 6-0, the Board left Executive Session at 8:27 p.m.

With no further business, Mr. Olds asked for a motion to adjourn the Regular Meeting. Mrs. Sastri made a motion to adjourn, seconded by Mrs. Beers and carried 6-0, the Regular Meeting of the Board of Education was adjourned at 8:29 p.m.

Respectfully,



Pamela Salvati
Assistant District Clerk