

**NORWICH CITY SCHOOL DISTRICT BOARD OF EDUCATION
REORGANIZATION MEETING
WEDNESDAY, JULY 3, 2018
DISTRICT OFFICE CONFERENCE ROOM
6:00 pm**

1. Oaths of Office
Superintendent of Schools
Newly Elected Board Members
2. Appointment of Vacant Seats
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 Clerk 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 Clerk, with the approval of the Superintendent, to make the required adjustments to the tax roll when the Clerk 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 Clerk 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 Clerk 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 Schools:
District #1 all residents residing in the City of Norwich, Town of Norwich #1 & #2, North Norwich #1, Oxford #1 & #2, New Berlin #1 and Guilford #1 vote at St. Bartholomew’s Parish Community Center.
District #2 all Norwich City School District residents residing in the Towns of Plymouth and Smyrna vote at the Plymouth Firehouse, St. Hwy. 23, South Plymouth, NY; and
District #3 all Norwich City School District residents residing in the Towns of Preston, McDonough and Pharsalia vote at the Preston Firehouse, Preston, NY.
 - b) Appoint at least eight Inspectors of Election for election District #1 and three Inspectors of Election for election Districts #2 and #3; and set the rate of pay at \$75.00, plus mileage according to the current IRS mileage rate for Inspector working at Preston and Plymouth polling places. (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 – 11:00 a.m. – 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.

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
BOCES Monthly Bill
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 2017-2018 school year be re-adopted and remain in effect for the 2018-2019 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, Deputy Superintendent, 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, arising 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 2018-2019 school year.

<i>District Clerk</i>	<i>TBD</i>
<i>Treasurer</i>	<i>Wendy Burdick</i>
<i>Internal Claims Auditor</i>	<i>Central Business Office, BOCES</i>

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

WHEREAS, NYS Retirement System Regulation 315.4 requires Employers to establish a Standard Work Day 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 Work Day 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 Grace Holmes as our school physician for the 2018-2019 school year.
4. School Attorney - It is recommended that the firm of Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP be appointed school attorney to be compensated at the rate of \$1000 per month to a maximum of \$12,000; additional charge of \$198 per hour after total charge reaches \$12,000.
5. School Auditors – It is recommended that Cwyner & Company, CPAs, PLLC be appointed auditors to be compensated at an amount not to exceed \$16,872 for services ending June 30, 2019.
6. Official Newspaper – It is recommended that “The Evening Sun” be designated as the official District newspaper for the 2018-2019 school year.

AWARDING OF BIDS

1. Awarding of Bids – It is recommended that the Board of Education authorize the Deputy Superintendent 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 Educating approve the use of two (2) credit cards for official school business purposes only; one for the Superintendent with a credit limit of \$6,000 and the other for the Deputy Superintendent with a credit limit of \$5,000.
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 New York State School Boards Association and 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 Deputy Superintendent be designated as signatures on all Norwich City School District bank accounts.
2. District Wire Transfers – It is recommended that the Board of Education authorize the District Treasurer, with the approval of the Deputy Superintendent, to perform wire transfers with the maximum limit of \$8,000,000 to be transferred at one time.
3. School Purchasing Agent – It is recommended that the Deputy Superintendent of Schools be appointed School Purchasing Agent.
4. 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>Deputy Superintendent</i>	<i>\$1,000,000</i>

5. Official Depository – It is recommended that the following banks be designated as official depositories for the 2018-2019 school year:

JP Morgan/Chase
NBT Bank, N.A.
Citizen's Bank
National Bank of Delaware County
M&T Bank
Community Bank N.A.

6. Authorization of Budget Transfers – It is recommended that the Board of Education authorize the Deputy Superintendent with the approval of the Superintendent to make budget transfers within budget appropriation categories of not more than 25% of the original appropriation or a maximum of \$25,000. Budget transfers in excess of this amount shall be made by the Board of Education upon recommendation of the Superintendent.
7. Investment in Idle Funds – It is recommended that the Board of Education authorize the Deputy Superintendent and the Treasurer with approval of the Superintendent to continually invest idle funds in certificates of deposit or interest accounts offering the most favorable rates.

8. Non-Resident Tuition – It is recommended that the Board of Education approve the non-resident tuition rates for the 2018-2019 school year as follows:

<i>Grades K-6</i>	<i>\$2909</i>
<i>Grades 7-12</i>	<i>\$6361</i>
9. Certifying Payrolls – It is recommended that the Superintendent and/or Deputy Superintendent be authorized to certify payrolls.
10. Payroll Calendar – It is recommended that the Board of Education approve the attached payroll calendar for the 2018-2019 school year.

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 2018-2019 school year.
3. DCMO BOCES Cooperative Investment Service – It is recommended that the Board of Education authorize the Norwich City School District’s participation in the DCMO BOCES Cooperative Investment Service Program for the 2018-2019 school year.
4. 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 2018-2019 school year.

BOARD COMMITTEES

1. Committee Appointment – Internal Audit Committee – It is recommended that the Board of Education appoint the following as members of the Internal Audit Committee for the 2018-2019 school year:

TBD
TBD
TBD

2. Committee Appointment – Policy Sub-Committee – It is recommended that the Board of Education appoint the following as members of the Policy Sub-Committee:

TBD
TBD
TBD

3. Committee Appointment – Superintendent Evaluation Sub-Committee – It is recommended that the Board of Education appoint the following as members of the Superintendent Evaluation Sub-Committee:

TBD
TBD
TBD

4. Committee Appointment – Building Project Committee – It is recommended that the Board of Education appoint the following as members of the Building Project Committee:

TBD
TBD
TBD

5. Committee Appointment – Personnel Committee – It is recommended that the Board of Education appoint the following as members of the Personnel Committee:

TBD
TBD
TBD

6. Committee Appointment – Technology Committee – It is recommended that the Board of Education appoint the following as members of the Technology Committee:

TBD
TBD
TBD

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 QBE 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 Building Principal be designated as Chief Faculty Advisor.

Leslie Marino \$1000

3. Petty Cash – It is recommended that the following petty cash funds be established for the 2018-2019 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 - LINKS - It is recommended that the Board of Education appoint the following members of the LINKS Integrated School Improvement Planning Team for the 2018-2019 school year:

District	Gerard O’Sullivan Kathy Goolden Katie Hansen	
High School	Kisten Giglio Alexis Beckman Susanne Fenton Erika Kwasnik	Alison Locke Brenna McCormack Rich Turnbull Mary Williams

Middle School	Scott Ryan Jamie Dowdall Matt Dowling	Paul Sims Sara Locke Morgan VanGorder
Perry Browne	Michelle Osterhoudt Sean Wood Pam Chapman Joseph Cirigliano	Sara Gilbeau Melissa Lawrence Elizabeth Pizzuto
Gibson	Jen Oliver Dawn Wenzel MaryAnn Keene Amy Marvin	Fran Nial Tracy Ruff Suzanne Scafidi Kyle Wenzel

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 2018-2019 school year:

Kathy Goolden, Director of Special Programs Margaret Berry, School Psychologist/Chairperson (Alt) Tricia Strachman, Psychologist/Chairperson (Alt) Leslie Marino, Psychologist/Chairperson (Alt) TBD, Psychologist/Chairperson (Alt)	Sue Marson, Parent Designee Special Ed Teacher Designee General Ed Teacher Dr. Grace Holmes, 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 2018-2019 school year:

Kathy Goolden, Director of Special Programs Margaret Berry, School Psychologist/Chairperson (Alt) Tricia Strachman, Psychologist/Chairperson (Alt) Leslie Marino, Psychologist/Chairperson (Alt) TBD, Psychologist/Chairperson (Alt)	Sue Marson, Parent Designee Special Ed Teacher Designee General Ed Teacher Dr. Grace Holmes, School Physician
--	--

4. Dignity for All Students – It is recommended that the Board of Education approve the following DASA Building Coordinators for the 2018-2019 school year:

Gibson Perry Browne Middle School High School	Elaina van der Sommen and Susan LaFever Elizabeth Pizzuto and Katlyn Carnachan Joe Downey and Scott Ryan Kelly Collins-Colosi
--	--

5. Committee Appointment – Site-Based Teams – It is recommended that the Board of Education approve the following members of the 2018-2019 Site-Based Teams:

High School	Kisten Giglio Amanda Burns Eric Cunningham Alison Locke Susanne Fenton Rhett Genung Shaun Horan	Erika Kwasnik John Martinson Eric Matthews Rich Turnbull Sarah Waters Mary Williams
Middle School	Sue Webster Josh Bennett MC Edwards Joe Downey	Jessica Button Heather Karn Kelly Smith Jamie Moore

Perry Browne	Michelle Osterhoudt Sean Wood Brenna Baker Kathleen Campbell Debbie Flanagan	Lauren McCormack Julie Salerno Tammy Tubbs TBD, Parent
Gibson	Jennifer Oliver Dawn Wenzel Laura Grady Jessica Hartman	Sandra Karaman Susan LaFever Jaclyn Lund Dawn Maiurano

6. Curricular Clubs – It is recommended that the Board of Education approve the following clubs for the 2018-2019 school year:

Adventure Club	Musical
Archery Club	Newspaper
Art Club	Odyssey of the Mind
Auditorium Coordinator	Pep Club
DECA	SADD
French Club	Senior Class
Freshman Class	Ski Club
Friendship Club	Sophomore Class
Honor Society	Spanish Club
Jazz Ensemble	Spelling Bee
Junior Class	Student Council
Marching Band	US First
Math Challenge Club	Video Club
Mock Trial	Winterguard
Music Club	Writing Club