

**BOARD OF EDUCATION  
UTICA CITY SCHOOL DISTRICT  
REGULAR MEETING – FEBRUARY 13, 2024 – 7:00 P.M.  
Administration Building – 929 York Street – Kernan School**

BOARD MEMBERS PRESENT: Joseph H. Hobika Jr, Presiding; Danielle Padula, Tennille Knoop, James Paul

BOARD MEMBERS ABSENT: Robert Cardillo, Donald Dawes and Jason Cooper

ADMINISTRATORS PRESENT: Dr. Kathleen Davis, Interim Superintendent, Charles Symonds, Esq., Steve Falchi, Mike Ferraro, Sara Klimek, Andre Paradis, Trina Falchi, Erica Schoff. Heather Mowat, Kathy Hughes

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**Public Comment to the Board of Education**

**None**

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President Hobika, Jr. called the Regular Meeting to order at 7:00 p.m. After the Pledge of Allegiance, Board Clerk Kathy Hughes conducted roll call. All members of the Board of Education were present with the exception of Robert Cardillo, Donald Dawes and Jason Cooper.

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**Employee, Student and/or Community Recognition**

**Charlie Marris – Third Grade Jones Elementary School Student/Science Project**

Charlie Marris presented his science project and the Board and Dr. Davis presented him with a certificate of achievement.

**Will Klausner – Fourth Grade Jones Elementary School Student/Science Project**

Will Klausner presented his science project and the Board and Dr. Davis presented him with a certificate of achievement.

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**Discussions**

**Capital Project Update – Kevin Rademacher, LaBella Associates**

Mr. Rademacher presented a capital project update.

**Questions from Board Members:**

None

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**Presentations**

**Peace Cranes – Danielle DelGiudice, Director of the Writing Lab, Mohawk Valley Community College**

Ms. DelGiudice gave a presentation on the Writing Lab at Mohawk Valley Community College.

**Questions from Board Members:**

Mrs. Knoop: I just want to thank Danielle coming and doing this. I think it was a huge project that the college took on and so many students really came together with an interest in this and made the cranes. So many students came forward to sign a peace pledge to share stories that they had and it became something bigger than I think the college expected. Afterwards when we were trying to figure out and asking what to do with all of these cranes that were hanging because they need to come down at some point the question was give it to those who need. When you looked at those who need, they

looked at our school. So, I think the story too is so important and it's a book that shared in our school and teachers teach this story. The book is very powerful but it has such a strong message too and the message is hope. That's what I held on to is this Dad knows his daughter is about to die, he knows what's happened, he knows everything that's going on in the world and how bad it is and his daughter is not going to live but he still tells her this message anyway to give her hope because he wants her to go on. She holds on to that and folds these cranes and shares these cranes with friends with other people in the hospital and the message continues to grow so much so that they build a memorial for her. They go on and someone else picks up her story and shares it. So, I think it's just such a strong purpose. It's something I think right now that we can all hold on to because it's kind of what we're all seeking at this point and our students are seeking and our community seeking. It's just a piece of paper right, it's a piece of crane that you fold and hang out but what it means is so much more and what it symbolizes is kind of something that we're all searching for right now. We're kind of figuring out how to figure out what's going on with our youth, our world and trying to give people hope while we look to see how we fix it and how we can help one another. I just want to thank you for coming Danielle and I want to thank for MV for wanting to share this with our students. I think when the teachers see how nicely everything is presented I was completely blown away all the extra time that people took out of their day out of their work hours to assemble these so that when you get it as teachers you have no extra work. It's really well thought out it just comes with great intention. I can't thank you guys enough, thank you.

Dr. Davis: I'd love for you to present to our high school students. That was beautiful, thank you.

President Hobika, Jr.: I have to say I was really moved by the presentation and the symbolism. I'm hoping it will somehow assimilate itself through our community because I think it's important and needed so thank you.

**Judge Joan Shkane – Cooperative Transportation Agreement between the Utica City School District and the Oneida County Youth Bureau to provide transportation for City of Utica youth to attend Alice Bush Opera Theater Events in Cooperstown, NY**

Judge Shkane gave a presentation on the Alice Bush Opera Theater Events in Cooperstown. Student Caleb Crowder sang the Black National Anthem and spoke about his experience with the program.

**Questions from Board Members:**

None

**2024-2025 Budget Presentation – Dr. Kathleen Davis, Interim Superintendent of School**

Dr. Davis and Heather Mowat gave a presentation on the 2024 – 2025 Budget.

**Questions from Board Members:**

Dr. Davis: No levy increase. This budget represents hours of work from our teachers, our administrative team, our central office team. Listening to our Board of Education, meeting with them and better understanding what the needs are of the district. I do want to thank publicly everyone who gave input into this budget. Mr. Hobika asked me when I get to the end of my interim job will everybody be ready and I think with this PowerPoint the answer to that is a hard yes. Everybody is ready, everybody's ready. You can see the collaboration in the work. We're adding 52 instructional positions and that's in addition to the ones we still haven't filled but we're going to fill. We have a great plan that Sara is rolling out. We're getting out early, we're already posting positions, I think there's 119 we posted. We're doing a job fair next month at the Delta Inn. We're pretty excited about that because we're going to get out and I'm sorry to my colleagues in the area but we're getting ahead out of you all and we're going to try to lure as many fantastic teachers into our district as we can. We're out, we're coming out in force and our goal is to fill every position so that we know by the end of June that we have people in place. The other thing I'm going to brag about is Judeanne Rockford is working very hard to recruit all of our kindergarteners in the community. She did the first ever kindergarten registration now. We know we're not getting everybody, we're not reaching everyone but we're trying to get the word out early. We're actually going to a kindergarten screening this is something that will make Ms. Smoulcey happy. So, any student that has a need, it will make a lot of very happy teachers, we are identifying those needs now before the end of school so we can get supports in place starting in September. So, many good things happening. There's a lot of moving parts but you can see the enthusiasm, there's a lot of enthusiasm here at the table a lot of conversations at central office on how can we take the additional fund balance from this year 22-23 and make it work for students in 24-25 and that's where you see the appropriate fund balance. We don't expect to be doing that every year. This district has never done that. A lot of your smaller districts have done that to help offset the levy the following year. We are fortunate we are going to be able to do it and make really great things happen for students and supports for students. I want to thank you for listening we're excited about the numbers and budgets so you have to excuse me I can go on.

President Hobika, Jr.: I just have to say first of all a great presentation but I do have to thank Dr. Davis for all that you do. You coach up the entire administration, you are available for anybody in need, you're available to parents. We had a little

incident with our girls' basketball team and in order to make sure that everything went smoothly Dr. Davis went to their next game just to make sure that nothing inappropriate happened and she took care of that. Then, I know I'm probably not supposed to say this, but she took the entire JV and Varsity basketball team to McDonald's afterwards as a treat on her. She's extremely generous. She is detail-oriented and she makes us all work, even the Board, and we're getting used to it. She's always willing to debate. You know sometimes I actually win those debates, but most times I don't. I'm also educated by Dr. Davis. Frankly, I've become a better Board member just because of Dr. Davis and I hope everyone else feels that way. I think you did a great job getting this budget together. I'm sure that the community will have questions but you guys will be there to answer them. Again, I just want to thank you for everything that you do because I know I appreciate it and I think the rest of the Board does.

Dr. Davis: Well thank you for the kind words and it's been a pleasure working with you folks. I look forward to landing the plane this year in a positive way. We just have a lot of good people here, it's a great District. We're excited about what the future holds for Utica.



### Announcements/Reports

#### PTO/PTA, Shared Decision-Making Committees, Student Councils, CSE Chairs, Title I, UTA, UAA, UTC, Teamsters Local 182, SEIU Local 200B, M.V. Buildings and Trades Council

Danyse Collins from the UTA presented an update for February 2024.

#### Questions from Board Members:

None.



### Student Discipline

#### Student #1

**WHEREAS**, an appeal of the decision of the Superintendent of Schools regarding student discipline was made to the Board of Education in accordance with Section 3214 of the NY Education Law; and

**WHEREAS**, the Board of Education duly considered the arguments made in support of the appeal and fully reviewed the record of the matter in light of said arguments.

**NOW, THEREFORE, IT IS HERBY RESOLVED THAT**, the disciplinary action imposed by the Superintendent of Schools is upheld. The Board finds competent and substantial evidence the student engaged in the charged misconduct and deems the penalty imposed appropriate given the nature of the misconduct and the anecdotal evidence in the record.

Mr. Paul made a motion and it was seconded by Mrs. Padula.

There being no further discussion; **motion passes 4-0.**

#### Student #2

**WHEREAS**, an appeal of the decision of the Superintendent of Schools regarding student discipline was made to the Board of Education in accordance with Section 3214 of the NY Education Law; and

**WHEREAS**, the Board of Education duly considered the arguments made in support of the appeal and fully reviewed the record of the matter in light of said arguments.

**NOW, THEREFORE, IT IS HERBY RESOLVED THAT**, the disciplinary action imposed by the Superintendent of Schools is upheld. The Board finds competent and substantial evidence the student engaged in the charged misconduct and deems the penalty imposed appropriate given the nature of the misconduct and the anecdotal evidence in the record.

Mr. Paul made a motion and it was seconded by Mrs. Padula.

There being no further discussion; **motion passes 4-0.**



### Superintendent's Remarks

Dr. Davis: I want to highlight our classrooms and buildings across the Utica City School District as they celebrate Black History Month. It's crucial to recognize and celebrate the significant contributions and achievements of African Americans throughout our history. This month serves as a powerful reminder of the resilience, creativity and enduring spirit of the black community which has been instrumental in shaping both our nation's past and its future. As a school district we are committed to honoring the rich heritage and continuing to educate ourselves and the students about the profound impact of African American history and our culture.

Dr. Davis: I do have a few highlights that I want to bring to the attention to everyone. We do have Day Automation scheduled, Mike is working hard right now. They'll be scheduled over the February break to start doing the hardware for the doors at the high school. We're going to start at the high school all those doors. I think there's about 400, Mike that are going to be alarmed so they can't be propped anymore and those will all have cameras on them so that way there's no propping. We're putting up some more guard rails to ensure the safety of all the students and the staff inside the buildings. Then we'll work our way down to the middle schools, Mike did you want to add to that?

Mr. Ferraro: So, we're going to try to get Proctor done first instead of scattering the crews through three different schools. So, we'll get into Proctor, I anticipate in a couple months we'll finish that up. Then we'll move on to the two middle schools and we'll break up in two groups and go to the elementary after that. The doors will also have signage on them to say that their alarmed on the inside when they open them.

President Hobika, Jr.: They have video, right?

Mr. Ferraro: Correct there's new camera installation going in to cover all those doors also so when those doors open they can monitor that.

President Hobika, Jr.: I'm assuming based on that we're going to be enforcing the no popping the doors open policy, right?

Dr. Davis: Yes, Mr. Falchi do you want to dress that?

Mr. Falchi: Yes, that will include training for the students and the staff. I just want to thank the Board for that because I was there for several years as a principal and that will give people good peace of mind.

Dr. Davis: We have another project that's on the agenda that is the abatement. Michael can you give us an update on that?

Mr. Ferraro: So, when we demoed the school building to build this building here. There was a 15,000-gallon oil tank that was leaking in the ground for probably 20 years. Instead of pulling all the soil out they put these wells in to monitor, which is legal, but it's got to be pulled out. That resolution that we did a couple months ago to remove all the soil that's contaminated that's left and to close that spill with the DEC. We're going to start that project in April. The paving probably won't be finish until the weather really breaks, sometime mid-June.

Dr. Davis: We have one other item for Mike it's the BCS. Can you explain what the BCS it's going to be in our budget.

Mr. Ferraro: The BCS is really what would drive your capital projects. Really it tells SED what the needs are of the building. So, the architects, along with BOCES and the school district go building by building checking everything from the foundations to the plumbing. They send that report back to SED which in turn helps you get that funding for your Capital project moving forward.

Dr. Davis: I have one more thing the 411 system, because Tennille reminded me, thank you. That's going to be new coming back. Can you go over there so everybody in the public knows what that is?

Mr. Ferraro: So, the 411 system is a student ID badge reader system that identifies the kids when they're entering the school building. We added to the platform the ability for the kids to use their phones for their IDs with a 2d scanner. Kids lose their badges, they never lose their phone. They'll be able to download their badge to the phone. It's a 2d scan so you can't take a picture of it with someone else's phone and scan it or share it or anything like that. We've tested it on both devices. We're ready to roll it out. Mr. Szczesniak along with Mr. Falchi are going to send a parent letter home with these cards with a QR code so the kids can download it prior to coming back from February break. Then we're going to assist on the 26<sup>th</sup> Proctor. We're going to bring everybody over there and help get all the kids loaded and the new app.

Dr. Davis: So, there will be some delays that first day because we have to switch systems.

President Hobika, Jr.: I do have a question, so you're sending letters and those cards is there any other way we're communicating the information?

Mr. Ferraro: It's on the website, it will go out through Parent Square which Mr. Szczesniak is going to do and they're going to have a mailer home with these cards and instructions plus the same thing on the website the letters for the parents but the card is really for the students. We have two QR codes on here so they can download the app prior to coming to school to make the process a little bit quicker.

President Hobika, Jr.: So, we need to make the parents aware that those cards are coming.

Mr. Ferraro: Absolutely, Proctor and Mr. Falchi are working on that.

Mrs. Knoop: Attendance has been reminding students that listen starting when you're coming back next week and I know they keep reiterating to all of the students be prepared when you're coming back it's going to be on your phone now.

Mr. Ferraro: We're printing probably 30 to 40 badges a day, kids are losing them. They won't lose their phones.

President Hobika, Jr.: We'd like them to lose their phones in school but now we're promoting them having their phones.

Mr. Paul: Are we getting rid of badges?

Mr. Ferraro: No, so the students still have their physical badge but they're going to load their badge on their phone so if they lose their badge or forget their badge they'll still have it on their phones.

Mr. Paul: Can it be scanned twice; can I scan a badge and a phone?

Mr. Ferraro: When you scan it somebody's there monitoring it so it wouldn't do anything. There's face recognition with the badge. You could share a badge too right not just a phone, so I can share my badge with him and he can scan it but it's facial recognition.

Dr. Davis: I just want to congratulate Andre as the Director of Secondary, Trina as the Director of Elementary and belated Assistant Superintendent of Curriculum and Instruction, Steve Falchi.

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### **Superintendent's Report**

President Hobika, Jr. asked the Board Members if there were any items that needed clarification before a motion was made on the Consent Agenda. At this time, he polled Board Members: None

Dr. Davis, Interim Superintendent presented the Superintendent's Report dated February 13, 2024 to the Board of Education for approval:

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**FOR ACTION:**

**Volume LVIII**

**Report No. S – 237**

**SUBJECT:**

**NOTICE OF ANNUAL ELECTION VOTE AND PUBLIC VOTE  
ON THE 2024-2025 SCHOOL DISTRICT BUDGET: TUESDAY, MAY 21, 2024**

Authorization is requested to act on the following resolution; and, approval is requested for the below-name schedules, copies of which follow:

1. List of Voting Districts for Annual School Election
2. Election Inspectors for School Election and Public Budget Vote
3. Annual Election and Budget Vote Time Schedule
4. Notice of Annual Election and Notice of Public Vote on the 2024-2025 School District Budget

**RESOLVED**, that the following people be and they hereby are appointed as a Board of Registration for the Utica City School District for a term of one year to commence on April 1, 2024 and to end on April 1, 2025:

Kathy Hughes	23 Pleasant Street, Utica, NY 13501
Sherri Harris-Game	1212 Noyes Street, Utica, NY 13502
Stephanie Lyness	808 Sherman Place, Utica, NY 13502
Mary S. Morales	922 Hillcrest Avenue, Utica, NY 13502
Daniel Wilczek	2817 Dearborn Place, Utica, NY 13502

**AND BE IT FURTHER**

**RESOLVED**, that the offices of the Board of Education of the Utica City School District: Administration Building, 929 York Street, Utica, New York, be and it hereby is designated as the place within the Utica City School District where such board of Registration shall attend for the purpose of preparing a register for each school election District within such Utica City School District, and further

**RESOLVED**, that the 29<sup>th</sup> day of April 2024 from 3:00 p.m. to 8:00 p.m. and the 7<sup>th</sup> day of May 2024 from 12:00 noon to 5:00 p.m., are hereby fixed by this Board of Education as the days and times at which the aforesaid Board of Registration of the Utica City School District shall meet, and further

**RESOLVED**, that the Clerk of the Board of Education hereby is directed to publish a Notice of Registration pursuant to Subdivision 5 of Section 2606 of the Education Law in the Utica Observer-Dispatch, a newspaper having a general circulation in the Utica City School District. Registration will be held on April 29<sup>th</sup> and May 7<sup>th</sup> 2024. Such notice, to be



published in each of the two weeks prior to the first day of Registration, shall state the place and hours at which time the Board of Registration shall meet to prepare the school election register as aforesaid.

<b><u>School District</u></b>	<b><u>Ward</u></b>	<b><u>District</u></b>	<b>*POLLING LOCATIONS – 2024</b>
1	1	1	Donovan Middle School - 1701 Noyes Street
2	1	2	Reimagine Church/Utica Foursquare Church - 1415 Sunset Ave
3	1	3	Twin Towers - 509 Second Street
4	1	4	Twin Towers - 509 Second Street
5	1	5	Twin Towers - 509 Second Street
6	1	6	Utica Fire Academy - Wetmore & Bleecker Streets
7	1	7	Conkling Elementary School – 1115 Mohawk Street
8	1	8	Reimagine Church/Utica Foursquare Church - 1415 Sunset Ave
9	2	1	Donovan Middle School - 1701 Noyes Street
10	2	2	Donovan Middle School - 1701 Noyes Street
11	2	3	Donovan Middle School - 1701 Noyes Street
12	2	4	Donovan Middle School - 1701 Noyes Street
13	2	5	Donovan Middle School - 1701 Noyes Street
14	2	6	Reimagine Church/Utica Foursquare Church - 1415 Sunset Ave
15	2	7	Mid-York Library - 1600 Lincoln Ave
16	2	8	Reimagine Church/Utica Foursquare Church - 1415 Sunset Ave
17	3	1	Utica Fire Station – 29 Shepherd Place
18	3	2	Utica Fire Station – 29 Shepherd Place
19	3	3	Jewish Community Center - 2310 Oneida Street
20	3	4	Jewish Community Center - 2310 Oneida Street
21	3	5	Jewish Community Center - 2310 Oneida Street
22	3	6	Jewish Community Center - 2310 Oneida Street
23	3	7	Jewish Community Center - 2310 Oneida Street
24	3	8	Parkway Recreation Center - 220 Memorial Parkway
25	3	9	Utica Fire Station - 29 Shepherd Place
26	3	10	Utica Fire Station - 29 Shepherd Place
27	4	1	Parkway Recreation Center - 220 Memorial Parkway
28	4	2	Parkway Recreation Center - 220 Memorial Parkway
29	4	3	Proctor High School - 1203 Hilton Ave
30	4	4	Proctor High School - 1203 Hilton Ave
31	4	5	Proctor High School - 1203 Hilton Ave

32	4	6	Conkling Elementary School – 1115 Mohawk Street
33	4	7	Proctor High School - 1203 Hilton Ave
34	4	8	Proctor High School - 1203 Hilton Ave
35	4	9	Proctor High School - 1203 Hilton Ave
36	5	1	Parkway Recreation Center - 220 Memorial Parkway
37	5	2	Parkway Recreation Center - 220 Memorial Parkway
38	5	3	Parkway Recreation Center - 220 Memorial Parkway
39	5	4	Parkway Recreation Center - 220 Memorial Parkway
40	5	5	Parkway Recreation Center - 220 Memorial Parkway
41	5	6	Martin Luther King, Jr. Elementary School – 211 Square St
42	5	7	Reimagine Church/Utica Foursquare Church - 1415 Sunset Ave
43	6	1	Thomas Jefferson Elementary School - 190 Booth Street
44	6	2	Thomas Jefferson Elementary School - 190 Booth Street
45	6	3	John F. Kennedy Middle School - 500 Deerfield Drive East
46	6	4	John F. Kennedy Middle School - 500 Deerfield Drive East
47	6	5	John F. Kennedy Middle School - 500 Deerfield Drive East
48	6	6	General Herkimer Elementary School - 420 Keyes Road
49	6	7	General Herkimer Elementary School - 420 Keyes Road
50	6	8	Utica Fire Academy - Wetmore & Bleecker Streets
51	6	9	Utica Fire Academy- Wetmore & Bleecker Streets

**\*Subject to change**

**RESOLVED**, the following individuals are appointed to serve as Assistant Poll Clerks/Election Inspectors for the 2024 annual meeting and general election:

**\*Utica City School District Assistant Poll Clerks/Election Inspectors for  
Annual Election Vote & Budget Vote  
May 21, 2024**

<b>(1) <u>Ward 1-District 1</u></b> La Shawn Williams Tiffany Smith Annie Smith	<b><u>Donovan Middle School-1701 Noyes</u></b> 26 Scott St 607 Tracy St Apt 2 607 Tracy St Apt 1
<b>(2) <u>Ward 1-District 2</u></b> Cimbria Badenhausen Treyshawn Hymes Tamika Langston	<b><u>Reimagine Church/Utica Foursquare Church – 1415 Sunset Ave</u></b> 28 Scott St Apt 2 941 Sunset Ave 7 Devereux St Apt 204
<b>(3) <u>Ward 1-District 3</u></b> Lolita Jenkins Mae Fulton Raquel Tavarez	<b><u>Twin Towers Apt-509 Second</u></b> 100 Rutger St Apt 703 1212 Neilson St 425 Lansing St
<b>(4) <u>Ward 1-District 4</u></b> Paula Torchia Jean Williams Samira Muminovic	<b><u>Twin Towers Apt-509 Second</u></b> 612 South St Apt A511 100 Rutger St Apt 609 730 Lansing St
<b>(5) <u>Ward 1-District 5</u></b> Maxine Hamilton Annette Hymes Doreen Camerona	<b><u>Twin Towers Apt-509 Second</u></b> 100 Rutger St. Apt 708 513 Blandina St 813 Eleanore Pl
<b>(6) <u>Ward 1-District 6</u></b> Johnny Pierce Tom Pirro Patricia Pierce	<b><u>Utica Fire Academy-Wetmore &amp; Bleecker</u></b> 417 Bleecker St Apt 606 1631 St Jane Ave 327 Bleecker St Apt 209
<b>(7) <u>Ward 1-District 7</u></b>	<b><u>Conkling Elementary School – 1115 Mohawk St</u></b>

Audrey Hunt Anise Hunt Carla Perry	1511 Oneida St Apt 3 1511 Oneida St Apt 3 1914 Dwyer Ave
<b>(8) <u>Ward 1-District 8</u></b> Shamel Preston Cherise Parker Melissa Everett	<b><u>Reimagine Church/Utica Foursquare Church – 1415 Sunset Ave</u></b> 710 Plant St 1st floor 2 Kennedy Plaza Apt 604 619 Henry St 2 <sup>nd</sup> floor
<b>(9) <u>Ward 2 District 1</u></b> Carol Chiarello Joseph Russo Geraldine Russo	<b><u>Donovan Middle School – 1701 Noyes</u></b> 820 Van Buren St 1229 Greenview Ave 1229 Greenview Ave
<b>(10) <u>Ward 2-District 2</u></b> Marlene Davis Roberta Roman Robert Burmaster	<b><u>Donovan Middle School – 1701 Noyes</u></b> 30 Emerson Ave PO Box 1022 1426 City St
<b>(11) <u>Ward 2-District 3</u></b> Magalie Hopkins Estrella Hopkins Ashley Engram	<b><u>Donovan Middle School – 1701 Noyes</u></b> 1018 Churchill Ave Apt 1 1018 Churchill Ave Apt 1 1736 Armory Drive Apt 42E
<b>(12) <u>Ward 2-District 4</u></b> Rosemary Trascritti Carolyn Mc Aleese Ray Diefenbacher	<b><u>Donovan Middle School – 1701 Noyes</u></b> 1178 Kossuth Ave 1506 Roberta Lane 1210 Kellogg Road

**\*Utica City School District Assistant Poll Clerks/Election Inspectors for  
Annual Election Vote & Budget Vote  
May 21, 2024**

<b>(13) <u>Ward 2-District 5</u></b> James Savoy Kathy Jones Henry Nunez	<b><u>Donovan Middle School-1701 Noyes</u></b> 1216 Gray Ave Apt 6 K 167 Genesee St Apt 406 2710 Sunset Ave
<b>(14) <u>Ward 2-District 6</u></b> Michelle Myers Ana Grullon Julie McLymont	<b><u>Reimagine Church/Utica Foursquare Church – 1415 Sunset Ave</u></b> 23 Springate St 717 Lenox Ave 811 Court St Apt 427
<b>(15) <u>Ward 2-District 7</u></b> Sharry Burmaster Diane Jones George Holt	<b><u>Mid-York Library – 1600 Lincoln Ave</u></b> 1202 Capitol Ave 32 Emerson Ave 100 Rutger St Apt 501
<b>(16) <u>Ward 2-District 8</u></b> Lanicia O’Neal Ronnett Yearby Gloria Yearby	<b><u>Reimagine Church/Utica Foursquare Church - 1415 Sunset Ave</u></b> 7 Devereux St Apt 404 7 Devereux St Apt 411 7 Devereux Apt 411
<b>(17) <u>Ward 3-District 1</u></b> Loretta Young Patricia Frazier Patricia Campbell	<b><u>Utica Fire Station – 29 Shepherd Place</u></b> 906 Symonds Pl 103 Addington Pl 1541 Oneida St Apt 2
<b>(18) <u>Ward 3-District 2</u></b> Mirabella Colon Tony Colon John Romanelli	<b><u>Utica Fire Station – 29 Shepherd Place</u></b> 32 Auburn Ave 32 Auburn Ave 706 Buchanan Road
<b>(19) <u>Ward 3-District 3</u></b> John Decker	<b><u>Jewish Community Center-2310 Oneida</u></b> 1809 Allen St

	Angelo Giacobelli Patricia Decker	2420 Oneida St 1809 Allen St
(20)	<b><u>Ward 3-District 4</u></b> Frieda Ferraro Lori Ferraro Patrice Bogan	<b><u>Jewish Community Center-2310 Oneida</u></b> 740 Catherine St Apt E1 740 Catherine St Apt E1 320 Hartford Pl
(21)	<b><u>Ward 3-District 5</u></b> Shirley Hilts-Adams Dawn Nudo Kathy McDonald	<b><u>Jewish Community Center-2310 Oneida</u></b> 405 Pinewood Drive 752 Rutger St 14 Leslie Ave
(22)	<b><u>Ward 3-District 6</u></b> Gerard Barberio Diane DiMeo Nina Belmar	<b><u>Jewish Community Center-2310 Oneida</u></b> 1612 Depeyster Ave 1817 Holland Ave 133 Ridge Road
(23)	<b><u>Ward 3-District 7</u></b> Jo Wilczek Hank Wilczek Lynda Olmstead	<b><u>Jewish Community Center-2310 Oneida</u></b> 2146 Highland Ave 2146 Highland Ave 3304 Centennial Circle
(24)	<b><u>Ward 3-District 8</u></b> Rosemary Gumbs Timothy Curley Cassandra Bradley	<b><u>Parkway Recreation Center-220 Memorial Parkway</u></b> 832 Van Buren St 276 Genesee St Apt 107 14 Newell St Apt 2
(25)	<b><u>Ward 3-District 9</u></b> Lynn Guca James Mc Farland Cynthia Koch	<b><u>Fire Station-29 Shepherd Place</u></b> 111 Collier Pl 120 Hawthorn Ave 5 Bonnie Brae

**\*Utica City School District Assistant Poll Clerks/Election Inspectors for  
Annual Election Vote & Budget Vote  
May 21, 2024**

(26)	<b><u>Ward 3-District 10</u></b> Maureen Bohlert Sandra Vattalaro Andrea Talerico	<b><u>Fire Station-29 Shepherd Place</u></b> 422 Burmont Drive 1661 Dudley Ave 8 Amy Ave
(27)	<b><u>Ward 4-District 1</u></b> Mary Monaco Amerie Pugh Imanni Patterson	<b><u>Parkway Recreation Center-220 Memorial Parkway</u></b> 161 Pleasant St 216 Lansing St 7 Carlisle Ave
(28)	<b><u>Ward 4-District 2</u></b> Thomas Loughlin Marie Diaz Delores Belton	<b><u>Parkway Recreation Center-220 Memorial Parkway</u></b> 7 Devereux St Apt 414 1309 Taylor Ave 126 Boyce Ave
(29)	<b><u>Ward 4-District 3</u></b> Phyllis Cavalier Nita Scotellaro Nancy Laino	<b><u>Proctor High School-1203 Hilton Ave</u></b> 1418 Buckley Road 818 Van Buren St 44 Nob Road
(30)	<b><u>Ward 4-District 4</u></b> Nick Pezzulo Cindy Gottuso Patrick Grezesiak	<b><u>Proctor High School-1203 Hilton Ave</u></b> 1500 Robert Lane 1806 Rutger St 13 Ferris Ave
(31)	<b><u>Ward 4-District 5</u></b> Justin Loomis Richard Chapple	<b><u>Proctor High School-1203 Hilton Ave</u></b> 2513 Sunset Ave Apt 302 1111 South St

	Elvisa Kalabic	1618 St. Agnes Ave Apt 1
<b>(32)</b>	<b><u>Ward 4-District 6</u></b> Darlene Shelton Filomena Salisbury James Viers	<b><u>Conkling Elementary School-1115 Mohawk St</u></b> 1205 Kemble St 1647 St Agnes Ave 47 Sunnyside Drive
<b>(33)</b>	<b><u>Ward 4 -District 7</u></b> Richard D'Arccuzio Leo Callari Maria Callari	<b><u>Proctor High School-1203 Hilton Ave</u></b> 1525 St Vincent St 2306 Portal Rd 2306 Portal Rd
<b>(34)</b>	<b><u>Ward 4-District 8</u></b> Catherine Tomaselli Melanie Dodge Lorraine Moyer	<b><u>Proctor High School-1203 Hilton Ave</u></b> 1605 Copperfield Ave 1524 Madison Ave 1154 Hammond Ave
<b>(35)</b>	<b><u>Ward 4-District 9</u></b> Cynthia Testa Anna Shaut Linda Roberts	<b><u>Proctor High School-1203 Hilton Ave</u></b> 1816 Blandina St 13 Ferris Ave 1816 Blandina St
<b>(36)</b>	<b><u>Ward 5-District 1</u></b> Diana Pegues Mark Brooks Timothy Morris	<b><u>Parkway Recreation Center-220 Memorial Parkway</u></b> PO Box 243 160 Grove Pl 1518 Howard Ave
<b>(37)</b>	<b><u>Ward 5-District 2</u></b> Mary Pugh Marcella Lee Pam Williams	<b><u>Parkway Recreation Center-220 Memorial Parkway</u></b> 216 Lansing St 1518 Genesee St Apt 4 1105 South St
<b>(38)</b>	<b><u>Ward 5-District 3</u></b> Dzejlan Sabic Damani Wilson Chase Hoston	<b><u>Parkway Recreation Center-220 Memorial Parkway</u></b> 118 James St 1927 Butterfield Ave 2030 Baker Ave

**\*Utica City School District Assistant Poll Clerks/Election Inspectors for  
Annual Election Vote & Budget Vote  
May 21, 2024**

<b>(39)</b>	<b><u>Ward 5-District 4</u></b> Helen Lanaux Evalina Haynes Arthur Gary	<b><u>Parkway Recreation Center-220 Memorial Pkwy</u></b> 29 Faxton St 929 Hillcrest Ave Apt E 22 9 Carlisle Ave
<b>(40)</b>	<b><u>Ward 5-District 5</u></b> Charles Matheus Karen McBride Jean Saint-Amour	<b><u>Parkway Recreation Center-220 Memorial Parkway</u></b> 716 James St 1608 Brinkerhoff Ave 2821 Oneida St
<b>(41)</b>	<b><u>Ward 5-District 6</u></b> Antoinette Quinones Yvonne Melchor Ken Melchor	<b><u>Martin Luther King, Jr. School-211 Square St</u></b> 114 Wall St 216 Lansing St 216 Lansing St
<b>(42)</b>	<b><u>Ward 5-District 7</u></b> Jessica Holguin Joanne Brice Justin Edwards	<b><u>Reimagine Church/Utica Foursquare Church – 1415 Sunset Ave</u></b> 829 Oswego St Apt 2 1661 Neilson St 1661 Neilson St
<b>(43)</b>	<b><u>Ward 6-District 1</u></b> Ruth Babowicz Anthony Babowicz Pam Evans	<b><u>Thomas Jefferson School-190 Booth</u></b> 167 Riverside Dr 167 Riverside Dr 430 Lee Blvd

<b>(44) Ward 6-District 2</b> Kathy Moon Madeline Helfert Kathleen Humbrecht	<b>Thomas Jefferson School-190 Booth</b> 439 Tamarack St 519 Tamarack St 610 Locust Dr
<b>(45) Ward 6-District 3</b> Yuriy Rybalkin Carol Dybacz Roman Dybacz	<b>Kennedy Middle School-500 Deerfield Dr. East</b> 810 Deerfield Dr 414 Homestead Drive 414 Homestead Drive
<b>(46) Ward 6-District 4</b> Sue Foss Nicholas Jamsiuk Victoria Rybalkin	<b>Kennedy Middle School-500 Deerfield Dr. East</b> 161 Wilbur St 805 Deerfield Dr E 810 Deerfield Dr
<b>(47) Ward 6-District 5</b> Antoinette Myers Scott Wallerstein Teresa Puglise	<b>Kennedy Middle School-500 Deerfield Dr. East</b> 435 Spratt Pl 437 Van Roen Road 457 Tamarack St
<b>(48) Ward 6-District 6</b> Nancy Riecker Nancy Fernalld Regina Pacific	<b>General Herkimer School-420 Keyes Rd.</b> 408 Deland Drive 424 Richmond Road 657 Beaumont Pl
<b>(49) Ward 6-District 7</b> SueAnn Madison Dominick Clemente Mary Sainsbury	<b>General Herkimer School-420 Keyes Rd.</b> 1315 Ash St 1431 Fairview Road 737 Buchanan Road
<b>(50) Ward 6-District 8</b> Shaneke Cadette Sharon Hayes Karen McIntyre	<b>Utica Fire Academy-Wetmore &amp; Bleecker</b> 416 Ontario St 1215 Kossuth St Apt 1 625 Jay St Apt 2C
<b>(51) Ward 6-District 9</b> Audrey Harris Malcolm Williams Rossy Gonzales	<b>Utica Fire Academy-Wetmore &amp; Bleecker</b> 1927 Bleecker St Apt 1 719 Tracy St 1148 Jefferson Ave

**BE IT FURTHER RESOLVED**, the District Clerk is authorized to designate alternate Assistant Poll Clerks/Election Inspectors in the event of cancellations or an inability to serve, and is authorized to assign Assistant Poll Clerks/Election Inspectors as needed on the day of the vote.

Compensation for Poll Clerks/Election Inspectors is as follows: Election inspectors \$250.00; Polling site coordinators \$275.00; Runners \$255.00; Election Office Workers \$18.00 per hour; Chairperson an additional \$15.00 per hour. May training for Poll clerks/Election inspectors is \$30.00 for the training. Poll site Coordinator meeting is \$30.00 per day; Runner meeting is \$30.00 per day; and Oneida County Board of Election Training is \$50.00 per day.

**\*Utica City School District Assistant Poll Clerks/Election Inspectors for  
Annual Election Vote and Public Budget Vote  
May 21, 2024**

**Registration:**

Kathy Hughes  
Mary S. Morales  
Daniel Wilczek  
Sherri Harris-Game  
Stephanie Lyness

23 Pleasant Street, Utica, NY 13501  
922 Hillcrest Avenue, Utica, NY 13502  
2817 Dearborn Place, Utica, NY 13502  
1212 Noyes Street, Utica, NY 13502  
808 Sherman Place, Utica, NY 13502

**General Supervisor:**

Mary S. Morales  
Stephanie Lyness

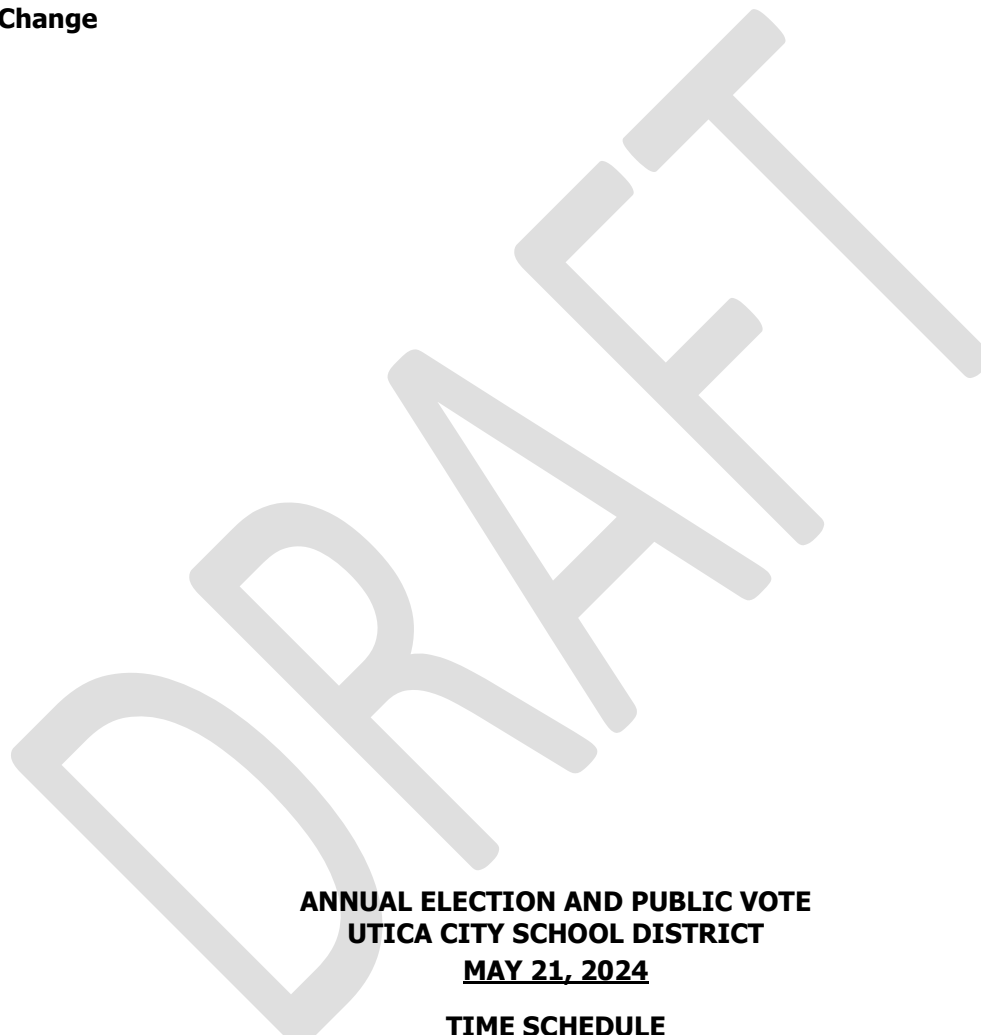
922 Hillcrest Avenue, Utica, NY 13502  
808 Sherman Place, Utica, NY 13502

**Runners:**

Sharri Harris-Game  
Daniel Wilczek  
Melissa Hopkins  
Toni Grant

1212 Noyes St., Utica, NY 13502  
2817 Dearborn Place, Utica, NY 13502  
1018 Churchill Ave, Apt 1, Utica, NY 13502  
2031 Genesee St, Utica, NY 13502

**\*Subject to Change**



**ANNUAL ELECTION AND PUBLIC VOTE  
UTICA CITY SCHOOL DISTRICT  
MAY 21, 2024**

**TIME SCHEDULE**

**2024**

- February 13 Board appoints a Board of Registration
- February 13 Board designates dates and time of meeting for Board of Registration
- February 13 Board adopts first resolution pursuant to Section 2602 of the Education Law determining that polls shall be open from 12:00 noon to 9:00 p.m.
- February 13 Board adopts first resolution continuing election Districts as formerly established making changes as are determined upon and directing that an accurate description of the boundary of such election Districts be prepared and filed with the Clerk and kept open for inspection in her office during the business hours until Election Day
- February 13 Board appoints inspectors of election for each District

March 1 First day Petitions and Guidelines for Candidates are available  
 March 5 Board approves Notice of Election and Public Budget Vote and directs its publication on March 29, April 12, May 3, and May 17, 2024  
 March 29 Publication of First Notice of Annual Election and Public Budget Vote  
 April 7 First Day for Clerk to receive letter requests for Absentee Ballots  
 April 12 Publication of Second Notice of Annual Election and Public Budget Vote  
 April 21 First financial disclosure is due from Candidates  
 April 22 Last day to submit petitions for propositions to be placed on the ballot  
 April 26 Last day for Board of Education to pass Budget  
 April 26 Last day to file completed Registration books with Clerk  
 April 28 Last Day to File School Property Tax Report Card to State Education Department  
 April 29 3:00 p.m. to 8:00 p.m. First Meeting of Board of Registration  
 May 1 Last day to file Nominating Petitions by 5:00 p.m.  
 May 2 Candidates select position on ballot by lot at 11:00 a.m. in Clerk's Office  
 May 3 Publication of Third Notice of Annual Election and Public Budget Vote  
 May 7 12:00 noon to 5:00 p.m. Second Meeting of Board of Registration  
 May 7 Last Day the Budget must be completed and available to the public  
 May 7 Public Hearing on 2024-2025 Budget  
 May 7 Small city school districts must distribute military ballots no later than 14 days before the budget vote  
 May 11 Second financial disclosure is due from Candidates  
 May 14 Last day for submitting applications by mail for Absentee Ballots to Clerk or for Clerk to receive request by mail or Absentee Ballots  
 May 8-15 Last Day to Mail Budget Notification Form to taxpayers  
 May 16 Second financial disclosure due from Candidates  
 May 17 Publication of Fourth Notice of Annual Election and Public Budget Vote  
**May 21 Annual Election and Budget Vote and Proposition Vote**  
 May 21 5:00 p.m. – Date and time all Absentee Ballots must be received in Clerk's Office  
 May 22 6:30 p.m. Meeting of Board of Education to tabulate and canvass Election and Budget results (Section 2610)  
 May 22 Return of final Election Registers  
 May 22 Clerk of Board serves written notice on each person elected  
 June 10 Third financial disclosure is due from Candidates

Utica Observer Dispatch and Rome Daily Sentinel March 29, April 12, May 3, & May 17, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 238**

**SUBJECT:**

**Resolution Approving Cooperative Transportation Agreement between the Utica City School District and Oneida County Youth Bureau**

Authorization is requested of the Board of Education to approve the following resolution:

***RESOLUTION APPROVING COOPERATIVE TRANSPORTATION AGREEMENT WITH ONEIDA COUNTY YOUTH BUREAU***

WHEREAS, the Oneida County Youth Bureau has reached out to the Utica City School District ("School District") to express their desire to enter into an agreement whereby the School District would provide transportation services for City



of Utica youth to attend Alice Busch Opera Theater events in Cooperstown, New York on August 5<sup>th</sup> and August 13<sup>th</sup> of 2024 (the "Events") through the Oneida County Youth Bureau; and

WHEREAS, public school districts are authorized by the Education Law, Article 5-G of the General Municipal Law, and other applicable statutes to enter into agreements pursuant to which a school district provides transportation services to a county; and

WHEREAS, in the spirit of cooperation, the Board of Education of the School District and the Oneida County Youth Bureau are desirous of entering into an agreement for the provision of transportation services to Oneida County Youth Bureau by the School District in exchange for compensation negotiated by the parties.

NOW, THEREFORE, BE IT RESOLVED, that the Utica City School District Board of Education hereby approves the agreement with Oneida County Youth Bureau for the School District to provide transportation services to children participating in the Events on August 5<sup>th</sup> and August 13<sup>th</sup> of 2024, in accordance with the terms and conditions as outlined in the parties' cooperative transportation agreement, dated March 1, 2024.

Dated: February 13, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 239**

**SUBJECT:**

**Resolution Awarding Contract for Capital  
Construction Project – Day Automation Systems, Inc.**

Authorization is requested of the Board of Education to approve the following resolution:

**RESOLUTION**  
**AWARDING CONTRACT FOR CAPITAL CONSTRUCTION PROJECT**  
**DAY AUTOMATION SYSTEMS, INC.**

**WHEREAS**, the Board of Education of the Utica City School District (the "Board of Education") has determined that it is in the best interest of the School District to contract with Day Automation Systems, Inc., ("Day Automation") under the

terms and conditions of the NYS OGS contract PT68783 ("NYS Contract") and its related proposal dated January 17, 2023[sic] (2024), for the acquisition and installation of equipment, related software, and materials to be used to monitor all exterior doors district-wide, and the addition of lockdown and lockout capabilities (the "Project"); and

**WHEREAS**, the Project Architect has reviewed the proposal and the NYS Contract and has certified as follows: all equipment and services covered by the contract with Day Automation are within the scope of the NYS Contract except as noted in the proposal; all services to be provided by Day Automation are related to the installation of equipment offered through the NYS Contract except as noted in the proposal; and the price for all services and equipment offered through the NYS Contract is at or below the amount authorized in the NYS Contract; and

**WHEREAS**, Day Automation has confirmed that its proposal is in strict compliance with the requirements of the NYS Contract; and

**WHEREAS**, the Board of Education has determined that the Day Automation proposal qualifies as a contract exempt from competitive bidding requirements under the authority of NYS General Municipal Law §104(1) and complies with the School District's procurement policies and procedures; and

**WHEREAS**, the School District's legal counsel, Ferrara Fiorenza PC, and Day Automation have jointly prepared a contract implementing the Day Automation proposal consistent with the terms and conditions of the NYS Contract, a copy of which has been shared with the Board;

**NOW, THEREFORE**, be it resolved as follows:

1. The Board of Education approves the contract with Day Automation in connection with the Project.
2. The Board of Education hereby authorizes the President of the Board or the Interim Superintendent of Schools to enter into the Day Automation contract on behalf of the Board of Education in substantially the form presented to the Board of Education with such modifications, additions, and revisions (other than a material change to the scope of the contract) as may be approved by the Interim Superintendent of Schools and legal counsel, which approval shall be conclusively shown by the execution thereof and take all actions necessary or convenient to proceed under the contract in connection with the Project.
3. Upon Board of Education approval, this resolution shall take effect immediately.

#### CERTIFICATION

A Regular Meeting of the Board of Education of the Utica City School District held on February 13, 2024, was called to order by its President and upon roll being called, the following members were:

**PRESENT:**

**ABSENT:**

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by

\_\_\_\_\_ at the said meeting, was approved by a unanimous vote of the members of the Board of Education present at the meeting.

*[if the vote was not unanimous, list each member and their vote]*

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by

\_\_\_\_\_ at the said meeting, was approved by a vote of the Board of Education members present at the meeting as follows:

Member Name:

Aye/Nay/Absent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: February 13, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 240**

**SUBJECT:**

**Resolution Awarding Abatement Contracts for  
Soil Remediation at Kernan Elementary School**

Authorization is requested of the Board of Education to approve the following resolution:

**RESOLUTION**  
**AWARDING ABATEMENT CONTRACTS**

**WHEREAS**, the Board of Education of the Utica City School District (the "Board of Education") has determined the excavation, removal, transportation, and offsite disposal of petroleum contaminated soil at the Kernan Elementary School is an emergency and must be abated in compliance with all applicable laws and regulations: and

**WHEREAS**, the scope of work has been defined by the District's Architect in a report dated July 18, 2023 ("Project"); and

**WHEREAS**, the Board of Education wishes to authorize the Interim Superintendent of Schools to enter into one or more contracts with or issue one or more Purchase Orders to Paragon Environmental Construction, Inc. ("Paragon"), Intertek PSI ("PSI"), and/or other contractors for abatement, monitoring, and related services in connection with the Project, at a total Project cost not to exceed \$300,000; and

**WHEREAS**, the School District's Interim Superintendent has recommended acceptance of the bids received from Paragon and PSI as being in the best interest of the School District, a copy of each has been shared with the Board;

**NOW, THEREFORE**, be it resolved as follows:

1. The Board of Education approves the retention of Paragon and PSI to provide the services, at the price and on the terms and conditions, outlined in their bids and proceed with the Project in accordance with the scope of work prepared by its Architect dated July 18, 2023, at a total Project cost not to exceed \$300,000.
2. The Board of Education hereby authorizes the Interim Superintendent of Schools to enter into one or more contracts or cause one or more Purchase Orders to be issued to achieve the objectives of the Project and take all actions necessary or convenient to proceed in connection with the Project.

3. Upon Board of Education approval, this Resolution shall take effect immediately.

CERTIFICATION

A Regular Meeting of the Board of Education of the Utica City School District held on February 13, 2024, was called to order by its President and upon roll being called, the following members were:

**PRESENT:**

**ABSENT:**

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ at the said meeting, was approved by a unanimous vote of the members of the Board of Education present at the meeting.

*[if the vote was not unanimous, list each member and their vote]*

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ at the said meeting, was approved by a vote of the Board of Education members present at the meeting as follows:

Member Name:

Aye/Nay/Absent:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dated: February 13, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 241**

**SUBJECT:**

**Resolution to retain LaBella Associates, DPC to prepare and file the Utica City School District's Building Condition Survey (BCS)**

Authorization is requested of the Board of Education to approve the following resolution:

**WHEREAS**, the Board of Education of the Utica City School District (the "Board of Education") has determined that it is in the best interest of the Utica City School District ("School District") to retain an Architect/Engineer to provide Architectural, Engineering, project management, and related professional services in connection with the preparation and filing of its Building Condition Survey in compliance with applicable law and the regulations of the NYS Commissioner of Education, the preparation of an update to the School District's 5-year capital facilities plan, and other related services to be determined (the "BCS Project"); and

**WHEREAS**, the School District previously issued a Request for Proposals ("RFP") for Architectural, Engineering, project management, and related professional services for the BCS Project; and

**WHEREAS**, the School District received proposals in response to the RFP, diligently analyzed the proposals, and conducted interviews of selected candidates as part of the selection process; and

**WHEREAS**, the School District, as a result of the RFP process has selected LaBella Associates, DPC ("LaBella") as its Architect/Engineer for the BCS Project; and

**WHEREAS**, the School District's legal counsel, Ferrara Fiorenza, PC and LaBella have jointly prepared a contract and related documents for Architectural, Engineering, project management, and related professional services in connection with the BCS Project which has been submitted to the Board of Education for consideration ("Contract");

**NOW, THEREFORE**, be it resolved as follows:

1. The Board of Education approves the retention of LaBella to provide Architectural, Engineering, project management, and related professional services and proceed with the BCS Project in accordance with the terms and conditions of the Contract.
2. The Board of Education hereby authorizes the President of the Board, the Interim Superintendent of Schools, or their designee to enter into the Contract on behalf of the School District in substantially the form presented to the Board of Education in an amount calculated based on the information contained in the RFP and LaBella's proposal in response with such modifications, additions, and revisions (other than a change to the fees or expenses) as may be approved by the Interim Superintendent of Schools and legal counsel, including the addition of optional services listed in the LaBella proposal, which approval shall be conclusively shown by the execution thereof and take all actions necessary or convenient to proceed under the Contract in connection with the BCS Project.
3. The officers, employees, and agents of the District are authorized and directed, on behalf of the Board of Education, to take all actions required or provided for by the provisions of the Contract or related Project documents and to execute and deliver all such additional certificates, instruments, and documents, to pay all fees, charges, and expenses and to do all such other acts and things as may be necessary or convenient to effect the purposes of this resolution and to cause compliance with the terms, covenants, and conditions of the Contract and the Project documents.
4. Upon Board of Education approval, this resolution shall take effect immediately.

CERTIFICATION

A Regular Meeting of the Board of Education of the Utica City School District held on February 13, 2024, was called to order by its President and upon roll being called, the following members were:

**PRESENT:**

**ABSENT:**

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by

\_\_\_\_\_ at the said meeting, was approved by a unanimous vote of the members of the Board of Education present at the meeting.

*[if the vote was not unanimous, list each member and their vote]*

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by

\_\_\_\_\_ at the said meeting, was approved by a vote of the Board of Education members present at the meeting as follows:

Member Name:

Aye/Nay/Absent:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dated: February 13, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 242**

**SUBJECT:**

**Employment Agreement between the Utica City School District and Steven Falchi, Assistant Superintendent of Curriculum, Instruction & Assessment**

Authorization is requested of the Board of Education to approve the Employment Agreement between the Utica City School District and Steven Falchi, Assistant Superintendent of Curriculum, Instruction & Assessment, effective February 13, 2024.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 243**

**SUBJECT:**

**Resolutions for District Reorganization –  
Trina Falchi, Director of Elementary Education and  
Andre Paradis, Director of Secondary Education**

Authorization is requested of the Board of Education to approve the following resolutions:

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board accepts the resignation of Director of Student Services Trina Falchi from the position of Director of Student Services and hereby appoints Trina Falchi, who possesses School District Administrator Permanent Certification, issued by the Commissioner of Education, to a three-year probationary period, from February 13, 2024 through February 12, 2027, in the administrative position of Director of Elementary Education in the tenure area of Director of Elementary Education. Trina Falchi's salary shall be her current salary as set forth of the collective bargaining agreement at \$141,909.72, prorated to reflect the actual dates of service in the position; and be it further

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the administrative position of Director of Student Services in the tenure area of Director of Student Services is hereby abolished; and be it further

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board accepts the resignation of Andre Paradis from the position of Chief Accountability Officer and hereby appoints Andre Paradis, who possesses School District Leader Professional Certificate issued by the Commissioner of Education, to a three-year probationary period, from May 1, 2024 through April 30, 2027, in the administrative position of Director of Secondary Education in the tenure area of Director of Secondary Education. Andre Paradis' salary shall be prorated to reflect the actual dates of service in the position; and be it further Andre Paradis's salary shall be \$154,500 prorated to reflect the actual dates of service in the position.

Date: February 13, 2024

\_\_\_\_\_  
Kathy Hughes, Board Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 244**

**SUBJECT:**

**Employment Agreement between the Utica City  
School District and Andre Paradis, Director of Secondary  
Education**

Authorization is requested of the Board of Education to approve the Employment Agreement between the Utica City School District and Andre Paradis, Director of Secondary Education, effective May 1, 2024.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 245**

**SUBJECT:**

**Memorandum of Agreement between the Utica  
City School District and the Utica Administrators'  
Association (Andrew Kierpiec, Assistant Principal/  
Kennedy Middle School)**

Authorization is requested of the Board of Education to approve the Memorandum of Agreement between the Utica City School District and the Utica Administrators' Association (Andrew Kierpiec, Assistant Principal/Kennedy Middle School), effective February 13, 2024.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 246**

**SUBJECT:**

**Memorandum of Agreement between the Utica City School District and the Utica Teachers' Association NYSUT/AFT/NEA/AFL-CIO – Athletic Manager Pay Scale**

Authorization is requested of the Board of Education to approve the Memorandum of Agreement between the Utica City School District and the Utica Teachers' Association NYSUT/AFT/NEA/AFL-CIO, effective February 13, 2024.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 247**

**SUBJECT:**

**Memorandum of Agreement between the Utica City School District and Utica School Secretaries' Unit of Teamsters Local 294 – Non-Instructional Monitors**

Authorization is requested of the Board of Education to approve the Memorandum of Agreement dated January 24, 2024, between the Utica City School District and Utica School Secretaries' Unit of Teamsters Local 294.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 248**

**SUBJECT:**

**Contract between the Utica City School District and the Adirondack Bank Center – Proctor High School Graduation Ceremony**

Authorization is requested of the Board of Education to approve the contract between the Utica City School District and the Adirondack Bank Center for the Proctor High School Graduation Ceremony not to exceed \$30,000.00, effective February 13, 2024.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 249**

**SUBJECT:**

**Amended Field Use Agreement between the Utica City School District and the Oneida County Sports Authority**

Authorization is requested of the Board of Education to approve the amended Field Use Agreement between the Utica City School District and the Oneida County Sports Authority, effective February 13, 2024.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 250**

**SUBJECT:**

**Amended Field Use Agreement between the Utica City School District and Mohawk Valley Community College (MVCC)**

Authorization is requested of the Board of Education to approve the amended Field Use Agreement between the Utica City School District and Mohawk Community College (MVCC), effective February 13, 2024.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 251**

**SUBJECT:**

**Amended Contract between the Utica City**



**District and The Center**

Authorization is requested of the Board of Education to approve the amended Contract between the Utica City School District and The Center for the 2023-2024 school year increasing interpreter and translation service costs by \$30,000.00, effective February 13, 2024.

**FOR ACTION:** Volume LVIII Report No. S – 252  
**SUBJECT:** Amended Staffing Agreement between the Utica City School District and NurseCore Management Services, LLC

Authorization is requested of the Board of Education to approve the amended staffing agreement between the Utica City School District and NurseCore Management Services, LLC, effective February 13, 2024.

**FOR ACTION:** Volume LVIII Report No. S – 253  
**SUBJECT:** Agreement between the Utica City School District and Oneida County (through the Oneida County Sheriff’s Office) – Special Patrol Officers (SPOs)

Authorization is requested of the Board of Education to approve the agreement between the Utica City School District and Oneida County (through the Oneida County Sheriff’s Office) to engage the services of Special Patrol Officers (SPOs) for the 2022-2023 school year, effective February 13, 2024.

**FOR ACTION:** Volume LVIII Report No. S – 254  
**SUBJECT:** Affiliation Agreement between the Utica City School District and Calvin University

Authorization is requested of the Board of Education to approve the Affiliation Agreement between the Utica City School District and Calvin University, effective February 13, 2024.

**FOR ACTION:** Volume LVIII Report No. S – 255  
**SUBJECT:** Rome Teacher’s Federal Credit Union Grant Program

Authorization is requested to approve the Rome Teacher’s Federal Credit Union Grant Program in the amount of \$1,050.00:

<b><u>BUDGET:</u></b>	
<b><u>Jefferson Elementary</u></b>	<b>\$250.00</b>
Approved expenses for the purchase of rug, chairs, mats, sensory items, and other supplies for a calming corner.	
<b><u>General Herkimer Elementary</u></b>	<b>\$300.00</b>
Approved expenses for the purchase of fleece material, tools, dog treat ingredients, and other supplies to be used by the “Kindness Crew” and their projects.	
<b><u>General Herkimer Elementary</u></b>	<b>\$500.00</b>
Approved expenses for the purchase of chef’s hats, tablecloths, center pieces, and 120 books for 3 first grade “Book Tastings”.	

**TOTAL: \$ 1,050.00**

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 256**

**SUBJECT:**

**Approval of Policies**

Authorization is requested of the Board of Education to approve the following Utica City School District policies, effective February 13, 2024:

<u>Policy #</u>	<u>Policy</u>
8201	Homebound Instruction
8201.1	Homebound Instruction
4104	Authorized Signatures
4504	Sale and Disposal of School District Property
4504.1	Disposal of District Property
4601	Extra classroom Activities Fund
2300	Regular Board Meetings
2303	Minutes
7068	Limitations on the use of Timeout and Physical Restraints
7068.1	Use of Physical Restraint Incident Report
5001	District-Wide Safety Plans and Building-Level Emergency Response Plans
5100	Automated External Defibrillation (AED) Policy
5100.1	Automated External Defibrillation (AED)
5100.2	Automated External Defibrillation Collaborative Agreement (AED)
5100.3	Notice of Intent of Provide Public Access Defibrillation
5301	Internet Safety Policy
5304	Use of Copyrighted Materials
5304.1	Copyright Guidelines
5305	Information Security Breach Policy
5305.1	NYS Security Breach Reporting Form
5306	Protection of Student, Teacher, and Principal Personal Information (Data Security and Privacy)
5500	Flag Display
5200	School Wellness Policy

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 257**

**SUBJECT:**

**Creation of Position**

Authorization is requested of the Board of Education to create one (1) Clerk (12-months) position for Columbus Elementary School, effective February 13, 2024.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 258**

**SUBJECT:**

**Proctor High School Club Constitutions**

Authorization is requested of the Board of Education to approve the following Proctor High School Club Constitutions:

Drama Club	Art Club	Senior Class
Environmental Science Club	Best Buddies	Forensics Club
Future Business Leaders of America	Colgate Seminar	Student Council Club
Future Educators of America	Junior Class Club	Yearbook Club

Key Club  
Local History Club  
Mock Trial Team  
Orchestra Club/Moose Ensemble Club

Magnetic Mondays  
Mathematics Club  
Model United Nations Club  
Newspaper Club

Anthony A. Schepis Chapter/National Honor Society

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 259**

**SUBJECT:**

**Kennedy Middle School Club Constitutions**

Authorization is requested of the Board of Education to approve the following Kennedy Middle School Club Constitutions:

8<sup>th</sup> Grade Class  
Art Club  
Drama Club

Newspaper Club  
Junior Honor Society  
Student Council Club

Yearbook Club

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 260**

**SUBJECT:**

**Donovan Middle School Club Constitutions**

Authorization is requested of the Board of Education to approve the following Donovan Middle School Club Constitutions:

Art Club  
Drama Club  
National Jr. Honor Society

Newspaper Club  
Student Council Club  
Yearbook Club

8<sup>th</sup> Grade Advisor Club

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 261**

**SUBJECT:**

**Creation of Petty Cash Fund – Athletic Department**

Authorization is requested of the Board of Education to approve the creation of a Petty Cash Fund in the amount of \$200.00 for the Athletic Department.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 262**

**SUBJECT:**

**Reconciliation of Tax Payments**

Authorization is requested of the Board of Education to approve the Reconciliation of Tax Payments for the 2023-2024 Tax Levy being uncollected as of December 31, 2023 totaling \$3,391,827.12.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 263**

**SUBJECT:**

**Resolution to Nominate an Oneida-Herkimer-Madison  
BOCES Board Member Candidate**

Authorization is requested of the Board of Education to approve a resolution to nominate an Oneida-Herkimer-Madison BOCES Board Member candidate, effective February 13, 2024.

Date: February 13, 2024

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Kathy Hughes, Board Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 264**

**SUBJECT:**

**Application for Extended Field Trip –  
Proctor High School**

Authorization is requested of the Board of Education to approve approximately eleven (11) Thomas R. Proctor High School NJROTC students to travel to New London High School in Connecticut from March 15-16, 2024. The students will be taking an orientation trip to the Coast Guard Academy on March 15, 2024, and participating in a Drone Competition at the New London High School on March 16, 2024. The purpose of this trip is to build the cadet's individual self-confidence and leadership abilities to enable them to succeed and excel, individually and collectively.

Supervision of these students will be provided by Chief Randi Hylton, and Raquel Rios, academy secretary.

This trip was reviewed and approved by Kenneth Szczesniak, Acting Principal at Proctor High School, Steven Falchi, Assistant Superintendent of Curriculum, Instruction & Assessment, and Dr. Kathleen Davis, Interim Superintendent of Schools.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 265**

**SUBJECT:**

**Application for Extended Field Trip –  
Proctor High School**

Authorization is requested of the Board of Education to approve approximately twelve (12) Thomas R. Proctor High School Model United Nations Club students to travel to St. John Fisher College in Rochester, New York from March 8-9, 2024. The purpose of this trip is for students to attend and participate in the United Nations Association of Rochester (UNAR) Model United Nations Conference.

Supervision of these students will be provided by Frank Robertello, Social Studies Teacher/Model United Nations Club Advisor.

This trip was reviewed and approved by Kenneth Szczesniak, Acting Principal at Proctor High School, Steven Falchi, Assistant Superintendent of Curriculum, Instruction & Assessment, and Dr. Kathleen Davis, Interim Superintendent of Schools.

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 50**

**SUBJECT:**

**Budget Transfer – Human Resources - Salary**

Authorization is requested of the Board of Education to approve the following Budget Transfer – Human Resources – Salary for Fiscal Year 2023-2024:

	<u>Account</u>	<u>Description</u>	<u>Amount</u>
From:	A9060.800-00-0000	Health Insurance	\$ 11,000

To: A1430.161-00-0000 Personnel Salary, HR and Civil Service Specialist \$ 11,000

Explanation: To adjust for increase in salary not correct in 2023-2024 Budget

A9060.800-00-0000	Original Budget	\$	26,413,500
	Revised Budget with Transfer	\$	26,052,543
	Transfers In	\$	-
	Transfers Out	\$	349,957
	Expended & Encumbered	\$	25,180,793
	Balance before Transfer	\$	882,750
	Percent Used (Original Budget)		95.33%
	Percent Used (Revised Budget)		96.65%
A1430.161-00-0000	Original Budget	\$	71,400
	Revised Budget with Transfer	\$	82,400
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	82,400
	Balance before Transfer	\$	(11,000)
	Percent Used (Original Budget)		115.41%
	Percent Used (Revised Budget)		100.00%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 51**

**SUBJECT:**

**Budget Transfer – Human Resources - Salary**

Authorization is requested of the Board of Education to approve the following Budget Transfer – Human Resources – Salary for Fiscal Year 2023-2024:

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A1430.160-00-0000	Personnel – Salaries, Clerical	\$	1,500
To:	A1430.151-00-0000	Personnel – Salary, Director of HR	\$	1,500

Explanation: To adjust for increase in salary not correct in 2023-2024 Budget.

A1430.160-00-0000	Original Budget	\$	247,833
	Revised Budget with Transfer	\$	246,333
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	226,650
	Balance before Transfer	\$	21,183
	Percent Used (Original Budget)		91.45%
	Percent Used (Revised Budget)		92.01%
A1430.151-00-0000	Original Budget	\$	153,000
	Revised Budget with Transfer	\$	154,500
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	154,500
	Balance before Transfer	\$	( 1,500)
	Percent Used (Original Budget)		100.98%
	Percent Used (Revised Budget)		100.00%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 52**

**SUBJECT:**

**Budget Transfer – Business Administration**

Authorization is requested of the Board of Education to approve the following Budget Transfer – Business Administration for Fiscal Year 2023-2024:

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A9060.800-00-0000	Health Insurance	\$	50,000
To:	A130.160-00-0000	School Business Official – Salaries	\$	50,000

Explanation: To provide per contract for the retirement incentive of a previous employee.

A9060.800-00-0000	Original Budget	\$	26,413,500
	Revised Budget with Transfer	\$	26,002,543
	Transfers In	\$	-
	Transfers Out	\$	360,957
	Expended & Encumbered	\$	25,180,793
	Balance before Transfer	\$	882,750
	Percent Used (Original Budget)		95.33%
	Percent Used (Revised Budget)		96.84%
A1310.160-00-0000	Original Budget	\$	163,200
	Revised Budget with Transfer	\$	214,800
	Transfers In	\$	1,600
	Transfers Out	\$	-
	Expended & Encumbered	\$	189,800
	Balance before Transfer	\$	( 25,000)
	Percent Used (Original Budget)		116.30%
	Percent Used (Revised Budget)		88.36%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 53**

**SUBJECT:**

**Budget Transfer – Plant Maintenance**

Authorization is requested of the Board of Education to approve the following Budget Transfer – Plant Maintenance for Fiscal Year 2023-2024:

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A9060.800-00-0000	Health Insurance	\$	20,000
To:	A1621.553-00-0000	Plant Maintenance – Building Repairs	\$	20,000

Explanation: To adjust for unexpected purchase of materials for needed facility repairs.

A9060.800-00-0000	Original Budget	\$	26,413,500
	Revised Budget with Transfer	\$	25,982,543
	Transfers In	\$	-
	Transfers Out	\$	410,957
	Expended & Encumbered	\$	25,180,793

	Balance before Transfer	\$	882,750
	Percent Used (Original Budget)		95.33%
	Percent Used (Revised Budget)		96.91%
A162.553-00-0000	Original Budget	\$	297,370
	Revised Budget with Transfer	\$	317,370
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	312,981
	Balance before Transfer	\$	( 15,611)
	Percent Used (Original Budget)		105.25%
	Percent Used (Revised Budget)		98.62%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 54**

**SUBJECT:**

**Budget Transfer – Legal Counsel**

Authorization is requested of the Board of Education to approve the following Budget Transfer – Legal Counsel for Fiscal Year 2023-2024:

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A9060.800-00-0000	Health Insurance	\$	100,000
To:	A1420.400-00-0000	Legal - Contractual	\$	100,000

Explanation: To adjust for unexpected utilization of outside legal counsel.

A9060.800-00-0000	Original Budget	\$	26,413,500
	Revised Budget with Transfer	\$	25,882,543
	Transfers In	\$	-
	Transfers Out	\$	430,957
	Expended & Encumbered	\$	25,180,793
	Balance before Transfer	\$	882,750
	Percent Used (Original Budget)		95.33%
	Percent Used (Revised Budget)		97.29%
A1420.400-00-0000	Original Budget	\$	150,000
	Revised Budget with Transfer	\$	455,554
	Transfers In	\$	205,554
	Transfers Out	\$	-
	Expended & Encumbered	\$	353,946
	Balance before Transfer	\$	1,608
	Percent Used (Original Budget)		235.96%
	Percent Used (Revised Budget)		77.70%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 55**

**SUBJECT:**

**Class of 1993 Memorial Scholarship**

Authorization is requested of the Board of Education to accept and approve the following Scholarship award and permit the Treasurer to open an interest-bearing account with a withdrawal to be made by dual signature of the Treasurer and Board Clerk.

This Scholarship was established by the family and friends of the Class of 1993 Memorial Scholarship.

The initial fund will be \$300.00 and will remain open for contributions.

The recipient of this award will be a member of Proctor High School who has shown the most school spirit, has performed a service for their community, and has demonstrated academic excellence and financial need.

Each year the recipient selected will receive a minimum of \$300.00 until the fund is depleted.

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 56**

**SUBJECT:**

**Angela Camardo Brooks Scholarship**

Authorization is requested of the Board of Education to accept and approve the following Scholarship award:

This Scholarship was established by the family and friends of Angela Camardo Brooks, who was a teacher at Donovan Middle School – Math Department Head.

This is a one-time commemorative award of \$200.00 presented for this year only.

The recipient of this award will be a female member of Proctor High School, Graduating Class of 2024 with the Highest Math Average enrolling in the field of Education.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resignation**

**Teacher**

It is recommended that the following resignation be accepted:

Kayla DeCarr

School Social Worker  
Proctor High School  
Effective: February 25, 2024  
Reason: Accepted position outside the Utica  
City School District  
Notification Received: January 26, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Involuntary Transfer**

It is recommended that the following involuntary transfer be approved:

Melissa Williams

From: Special Education Teacher  
Proctor High School  
To: Special Education Teacher  
Raiders Academy of Learning at Kennedy Middle School  
Effective: February 26, 2024



**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Voluntary Transfer**

It is recommended that the following voluntary transfer be approved:

Suzanne Battista

From: Clerk (12-months), \*Provisional  
Accountability Office  
To: Teacher Assistant – In House Suspension  
Hughes Elementary School  
Salary: \$18.36 per hour  
Effective: January 29, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Unpaid Leave of Absence**

It is recommended that the following unpaid leave of absence be approved:

Liliana Santos

Bus Monitor  
From: February 28, 2024  
To: April 3, 2024  
Reason: Medical  
Notification Received: February 7, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Intermittent Absences Clerical**

It is recommended that the following Intermittent Absences be approved:

Christina Piperata

Typist (12-months) – Proctor High School  
Reason: Intermittent Absences (Medical)  
Notification Received: January 17, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Change of Assignment Custodial/Maintenance**

It is recommended that the following change of assignment be approved:

Paul Hance

From: Cleaner  
General Herkimer Elementary School  
To: Assistant Custodian (Probationary)  
Salary: \$26.10 per hour  
Effective: February 14, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Changes of Assignment Maintenance/Trades**

It is recommended that the following changes of assignment be approved:

Nicholas DiViccaro

From: Cleaner  
Administration Building  
To: Painter (Probationary)  
Salary: \$27.46 per hour  
Effective: February 26, 2024

Dominick Mott

From: Athletic Caretaker  
School Shop  
To: Painter (Probationary)  
Salary: \$27.46 per hour  
Effective: February 26, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Change of Assignment**

It is recommended that the following change of assignment be approved:

Jennifer Sciortino

From: Monitor-Breakfast and Lunch Program  
District-Wide – not to exceed 29 hours per week  
To: Substitute Teacher, per diem  
Salary: \$100.00 per day  
Effective: February 14, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Rescindments Teaching Assistants**  
**2023-2024 District Comprehensive Improvement Plan (DCIP)**  
**School Comprehensive Education Plan (SCEP) and**  
**Grant Funded Activities**  
**District-wide**

It is recommended that the following rescindments be approved:

It is recommended that the following appointments be approved for 2023-2024 school year for involvement in any curriculum development, professional development, or extended learning time, or parent/family engagement activity for the 2023-2024 school year. **(not part of the Trauma Book Study)**

Effective Dates: September 1, 2023 – June 30, 2024

Grant	Hours not to Exceed
ARP ESSER	1,008
Rate of Pay:	\$40.00 per hour

**Teaching Assistants:**

Yasenia Abrams	Lynn Clair	Michelle Fabbio	Esmeralda Huskic
Maria Acevedo	Valerie Cognetto	Mieu Lang Fam	Selma Husovic
Olga Altieri	John Coleman, Jr.	Denise Fargas	Mariangela Iuorno
Antoinique Anderson	Christina Connor-Carpenter	Christina Feliciano	Adam Jacobs
Eileen Angelico	Debra Cordero	Lisa Finnerty	Lisa Jenkins
Aalisah Aponte	Gina Cromer	Linda Frisillo	Kathleen Juliano

Julie Arcuri  
Barbara Barnhart  
Suzanne Battista  
Elena Beattie  
Jill Belmont  
Fannie Benson  
Michael Billins  
Kyle Bixler  
Mary Bohling  
Laurie Bossone  
Suzanne Brayman  
Dewanda Brooks  
D' Shauna Brooks  
Brandi Brown  
Ledia Brucker  
Diane Butler  
Kelley Caruso

Melitta Crowder  
Pennie Cummings  
Michele Damiano  
Frank Dardano  
Jashawn Darrell  
Wilhemina Davis  
Jessica Daws  
Melissa DeBiase  
Lance DeCarlo  
Vanessa Dingle  
Camryn Dwyer  
Jennifer Dybacz  
Marie Elefante-Lebert  
Barbara Ellis  
Ricardo Ervin  
Luz Espinal Collado  
Oneal Esty

LaTonya Gaffey  
Krystle Galarza  
Joseph Gentile, Jr.  
Yvette Giraldo  
Kelli Goodman  
Elizabeth Gowans  
Hannah Gowans  
Sandra Graham  
Corey Hameline  
Shamaya Hammell  
LaToya Hammell  
Tanisha Harris  
Jasmine Harrison  
Loriann Heitz  
Phung Hoang  
Tiernen Hotaling  
Celia Huertas

Dezare Kelly  
Jodi Klenotiz  
Ashley Klump  
Matthew Kolek  
Nancy Laino  
Harrison Landry  
Michelle Landry  
Sheila LaQuay  
Courtney Leaman  
Melinda Liggins  
Yulissa Lindsey  
Tara Litz  
Kerry Lockwood  
Shantai Lockwood  
Rosa Longo  
Iris Lopez  
Martha Mancuso

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Rescindments**

**Teaching Assistants**

**2023-2024 District Comprehensive Improvement Plan (DCIP)  
School Comprehensive Education Plan (SCEP) and  
Grant Funded Activities  
District-wide**

It is recommended that the following rescindments be approved:

It is recommended that the following appointments be approved for 2023-2024 school year for involvement in any curriculum development, professional development, or extended learning time, or parent/family engagement activity for the 2023-2024 school year. **(not part of the Trauma Book Study)**

Effective Dates: September 1, 2023 – June 30, 2024

Grant	Per Contract
ARP ESSER	1,008
Rate of Pay:	\$40.00 per hour

**Teaching Assistants:**

Briana Marlenga  
Joany Marquez  
Alba Martinez  
Skye Martinez

Christopher Morin  
Susan Morris  
Kayla Moynihan  
Kristine Moynihan

Candace Rizzo  
Nitiya Robinson  
Susan Roehm  
Ysabel Romero

Christina Sutter  
Michele Taylor  
Kayla Treen  
Katre Troutman

Christine Mathis  
Heather Mauro  
Patricia McComb  
Angela McKewn  
Palma Medici  
Dania Mejias Acevedo  
Amanda Melendez  
Bonnie Miner  
Millicent Mish  
Kristina Moon  
Victoria Moore  
Grace Moore  
Kevin Morales  
Natalie Morales

Claire Mumford  
Amy Nanna  
Sharine Newman  
Diandra Nolasco  
Carol O'Connor  
Rachel Olds  
Imanni Patterson  
Anabel Peralta  
Sami Peralta  
Glenys Perez  
Rebecca Piper  
Cathy Reed- Harrison  
DeyGely Rentas  
Desiree Rivera

Edwin Rosa  
Georgina Rosa  
Jayne Roth  
Jane Ruffing  
Nita Scotellaro  
Donia Selmen  
Fatima Shehadeh  
Mary Shaheen  
Darlene Shelton  
Olga Shofany  
Katrina Shunk  
Kathleen Smith  
Suzanne Smith  
Christine Sterling

Jennifer Vasquez  
Luz Velasco- Mojica  
Elham Wassel  
Nora Waterbury  
Danielle Weaver  
Shari Williams  
Thomas Williams  
Ashley Wnuk- Frank  
Michele Wozny  
Michelle Wyborski  
Laura Yager  
Nicole Yaghy

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Probationary Appointment  
Arianna Granza – Elementary Teacher**

Authorization is requested of the Board of Education to approve the following resolution:

**RESOLUTION FOR PROBATIONARY APPOINTMENT**

RESOLVED, upon the recommendation of the Superintendent of Schools, that Arianna Granza, who possesses Early Childhood Education Birth-Grade 2, Initial Certificate; Childhood Education Grades 1-6, Initial Certificate issued by the Commissioner of Education, is appointed to the position of Elementary Teacher in the tenure area of Elementary Education, to a four-year probationary term commencing February 14, 2024 and expiring February 14, 2028 unless extended in accordance with the law. The expiration date is tentative and conditional only. To the extent required by the applicable provisions of the Education Law, in order to be granted tenure, Arianna Granza must receive composite or overall annual professional performance review ratings of either effective or highly effective in at least three (3) of the four (4) years, and if she receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time. Arianna Granza's salary shall be \$40,861.00 (prorated), as set forth in Step BA, D-4 of the collective bargaining agreement.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Probationary Appointment**

## **Madina Haji – Elementary Teacher**

Authorization is requested of the Board of Education to approve the following resolution:

### **RESOLUTION FOR PROBATIONARY APPOINTMENT**

RESOLVED, upon the recommendation of the Superintendent of Schools, that Madina Haji, who possesses Childhood Education Grades 1-6, Initial Certificate issued by the Commissioner of Education, is appointed to the position of Elementary Teacher in the tenure area of Elementary Education, to a four-year probationary term commencing February 14, 2024 and expiring February 14, 2028 unless extended in accordance with the law. The expiration date is tentative and conditional only. To the extent required by the applicable provisions of the Education Law, in order to be granted tenure, Madina Haji must receive composite or overall annual professional performance review ratings of either effective or highly effective in at least three (3) of the four (4) years, and if she receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time. Madina Haji's salary shall be \$44,728.00 (prorated), as set forth in Step MA+42, D-4 of the collective bargaining agreement.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Probationary Appointment  
Nevaeh Balanean – Teacher Assistant**

Authorization is requested of the Board of Education to approve the following resolution:

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that Nevaeh Balanean, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant retroactively on January 10, 2024. Nevaeh Balanean's salary shall be \$18.36 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Probationary Appointment  
Brittany Randall – Teacher Assistant**

Authorization is requested of the Board of Education to approve the following resolution:

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that Brittany Randall, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant retroactively on January 18, 2024. Brittany Randall's salary shall be \$18.36 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Probationary Appointment  
LaShawn Williams – Teacher Assistant**

Authorization is requested of the Board of Education to approve the following resolution:

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that LaShawn Williams, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant effective March 11, 2024. LaShawn Williams's salary shall be \$18.36 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Probationary Appointment  
Samantha Miller – Licensed Practical Nurse**

Authorization is requested of the Board of Education to approve the following resolution:

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that Samantha Miller, who possesses Licensed Practical Nurse issued by the Commissioner of Education, is appointed to the position of Licensed Practical Nurse (LPN) probationary term commencing February 14, 2024. Samantha Miller's salary shall be \$36,420 (prorated) as set forth in collective bargaining agreement between the Utica School Registered Nurses' and Licensed Practical Nurses' Unit of Teamsters Local 294 and the Utica City School District.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Per Diem Substitute**

Authorization is requested of the Board of Education to approve the following resolution:

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that the following individual is appointed to serve as per diem Substitute Teacher at \$130.00 per day, effective immediately:

- Erica Ciccone

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Per Diem Substitutes –  
Substitute Teachers**

Authorization is requested of the Board of Education to approve the following resolution:

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that the following individuals are appointed to serve as per diem Substitute Teachers at \$100.00 per day, effective immediately:

- Julia Azarian-Kozer
- Manar Elbayomi \*
- Eh Monday Paw
- Elijah Stowe
- Maurice A. Williams

\* Pending New York State Education Department fingerprint clearance.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Per Diem Substitutes –  
Registered Nurses**

Authorization is requested of the Board of Education to approve the following resolution:

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that the following individuals are appointed to serve as per diem Substitute Registered Nurses at \$115.00 per day, effective immediately:

- Alexis Romeo\*
- Gina White\*

\*Pending New York State Education Department fingerprint clearance.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Substitute Teaching Assistants**

Authorization is requested of the Board of Education to approve the following resolution:

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that the following individuals are appointed to serve as Substitute Teaching Assistants at \$15.00 per hour, effective immediately:

- Aalisah Aponte
- Maria Cantales
- Charice Drake

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Resolution for Provisional Appointment  
Typist – Christine Barone**

Authorization is requested of the Board of Education to approve the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools, that Christine Barone, who possesses provisional pre-approval issued by the City of Utica Department of Civil Service, is appointed to the position of Typist for Special Education Department commencing February 14, 2024. Christine Barone's salary shall be \$41,168 (prorated) as set forth in the collective bargaining agreement between the Utica School Secretaries' Unit of Teamsters Local 294 and the Utica City School District.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Appointments**

**Teacher**

**2023-2024 District Comprehensive Improvement Plan (DCIP) School  
Comprehensive Education Plan (SCEP) and Grant Funded Activities  
Donovan Middle School**

It is recommended that the following appointment be approved for 2023-2024 school year for involvement in any curriculum development, professional development, extended learning time, or parent/family engagement activity for the 2023-2024 school year:

Effective Dates: September 1, 2023 – June 30, 2024  
Funding: Title I, Title II, Title III, Title IV, ARP ESSER & RSIP

Rate of Pay	\$40.00 per hour
Grant	Hours not to Exceed
Title I Building	52,240
Title II District-Wide	380
Title III District-Wide	932
Title IV District-Wide	3,075
ARP ESSER District-Wide	78,375
RSIP District-Wide	2,200

Teacher:

Renee O'Neill

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Appointments**

**Teacher**

**INSS/Universal Detention Program**

It is recommended that the following appointments for the INSS/Universal Detention Program be approved for the 2023-2024 school year:

Proctor High School:

Julie Adasek  
Mariana Gorrin  
Kylie Marraffa  
Megan Wright

Salary: \$40.00 per hour per UTA contract  
Funding : C4E – (not to exceed 600 hours per school)

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Appointments**

**Homebound Instruction**

It is recommended that the following Homebound Instruction appointments be approved:

- Drew Albaugh
- Susan Khan
- Emily Lehner
- Danielle McEwen
- Christina Marcantonio
- Bailey Ruffing
- Casey Smith
- Jeneva Taylor
- Lisa McLean-Turner

Secondary Instruction – Minimum three (3) hours per day  
Elementary Instruction – Minimum two (2) hours per day

Salary: \$40.00 per hour per UTA Contract

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Appointment**

**Extra-Curricular Music**



It is recommended that the following appointment be approved:

Corey Colmey  
Elementary Chorus  
Conkling Elementary School  
Effective: February 14, 2024  
Index: \$1,311

**FOR ACTION:**                              **Volume LVIII**                              **Report No. P – 29**  
**SUBJECT:**                                      **Appointment**                              **Coaching - Spring 2024**

It is recommended that the following corrected salary for a coaching appointment be approved:

Brandon O'Connor  
Girls Jr. Varsity Softball  
Proctor High School  
Effective: Spring 2024  
Index: \$3,479

**FOR ACTION:**                              **Volume LVIII**                              **Report No. P – 29**  
**SUBJECT:**                                      **Appointments**                              **Volunteer Coach – Spring 2024**

It is recommended that the following volunteer coach appointments be approved:

Connor Cough  
Boys Varsity Baseball  
Proctor High School  
Effective: Spring 2024 sport season  
  
Brett Lojewski  
Boys Jr. Varsity Baseball  
Proctor High School  
Effective: Spring 2024 sport season  
  
Joseph Taurisano  
Boys Modified Baseball  
Kennedy Middle School  
Effective: Spring 2024 sport season

**FOR ACTION:**                              **Volume LVIII**                              **Report No. P – 29**  
**SUBJECT:**                                      **Appointment**                              **Security**

It is recommended that the following appointment be approved:

D'Sean Mack  
18 Faxton Street  
Utica, NY 13501  
  
School Monitor (Security)  
District-Wide  
Effective: February 14, 2024  
Salary: \$18.08 per hour  
Education: Graduate of Proctor High School  
Experience: Sales Associate, Dick's Sporting Goods  
Albany, NY  
9/18 to 1/24

**FOR ACTION:**                              **Volume LVIII**                              **Report No. P – 29**

**SUBJECT:****Appointment****Custodial/Maintenance**

It is recommended that the following appointments be approved:

Victor Lebron  
427 Briarcliff Avenue  
Utica, NY 13502

Cleaner  
District-Wide (Probationary)  
Effective: February 20, 2024  
Salary: \$16.02 per hour  
Education: Graduate of Proctor High School  
Experience: Dishwasher, Ancora Restaurant  
Utica, NY  
2/23 to present

**FOR ACTION:****Volume LVIII****Report No. P – 29****SUBJECT:****Appointments****Food Service/Monitor**

It is recommended that the following appointments be accepted:

Ramona Cleary  
6568 Fox Road  
Marcy NY 13403

Food Service Worker Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per week  
Effective: March 4, 2024  
Salary: \$16.32 per hour  
Education: Graduated 1971, St. Francis DeSales High School  
Experience: United States Postal Service, Letter Carrier, 1985  
to 2015; Utica City School District, Sub Food Service Worker-Breakfast  
and Lunch Program  
December 21, 2023 to present

Domonique Taverne  
413 Tilden Avenue  
Utica NY 13501

Food Service Worker-Breakfast and Lunch Program  
District-wide – not to exceed 35 hours per week  
Effective: March 4, 2024  
Salary: \$16.32 per hour  
Education: Graduated 2016, Proctor High School  
Experience: Sales Associate, Wal-Mart, 2017; Cashier, Stewarts, 2017 to  
2019; Child Care, House of the Good Shepherd, 2019 to 2022; Shift  
Leader, Earthbound Trading Company, 2022 to 2023; Utica City School  
District, Sub Food Service-Breakfast and Lunch Program  
December 5, 2023 to present

Mya Thway  
1317 Blandina Street  
Utica NY 13501

Food Service Worker-Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per hour  
Effective: March 4, 2024  
Salary: \$16.32 per hour  
Education: Graduated 2005, Thailand  
Experience: Housekeeper, Turning Stone, 2019 to 2021; Utica  
City School District, Sub Food Service Worker-Breakfast and  
Lunch Program  
November 21, 2023 to present

**FOR ACTION:****Volume LVIII****Report No. P – 29****SUBJECT:****Mentors/Mentees for 2023-2024**

It is recommended that the following Mentors/Mentees for school year 2023-2024 be approved:

<u>Mentee/New Teacher</u>	<u>Position</u>	<u>School</u>	<u>Mentor</u>
Shaye Gardinier	Grade 6	Albany Elementary	Elizabeth Schachtler

Salary: Prorated at \$700.00 per school year.

**FOR ACTION:** **Volume LVIII** **Report No. P – 29**

**SUBJECT:** **Professional Staff Eligible for Tenure as of Date Noted**

<u>Name</u>	<u>Date Eligible</u>	<u>Tenure Area</u>	<u>Certification</u>
Kayla DeCarr	1/22/2024	School Social Worker	Permanent
Michael O. Brigano	3/1/2024	School Psychologist	Permanent

**FOR ACTION:** **Volume LVIII** **Report No. P – 29**

**SUBJECT:** **Conferences**

It is recommended that the following conferences be approved:

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Erica Schoff	ACTEA Leadership Conference Binghamton, NY Approved by: S. Falchi & A. Paradis Allotted: \$300.00 from Budget Code: FAE4-2010-400-00 No Substitute Required	March 12, 2024

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Michelle Hall	ACTEA Leadership Conference Binghamton, NY Approved by: S. Falchi & A. Paradis Allotted: \$300.00 from Budget Code: FAE4-2010-400-00 No Substitute Required	March 12, 2024

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Melissa Curtis	38 <sup>th</sup> Annual Committee on Special Education Chairpersons' Conference Lake Placid, NY Approved by: S. Falchi & P. Smoulcey Allotted: \$1,031.00 from Budget Code: F044-2110-460-00 No Substitute Required	March 12-13, 2024

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Megan Fiorentino	38 <sup>th</sup> Annual Committee on Special Education Chairpersons' Conference Lake Placid, NY Approved by: S. Falchi & P. Smoulcey Allotted: \$1,031.00 from	March 12-13, 2024

	Budget Code: F044-2110-460-00 No Substitute Required	
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**FOR ACTION:**

**Volume LVIII**

**Report No. P – 29**

**SUBJECT:**

**Conferences**

It is recommended that the following conferences be approved:

<b><u>NAME</u></b>	<b><u>CONFERENCE</u></b>	<b><u>DATE</u></b>
Christopher Laurenzo	38 <sup>th</sup> Annual Committee on Special Education Chairpersons' Conference Lake Placid, NY Approved by: S. Falchi & P. Smoulcey Allotted: \$1,031.00 from Budget Code: F044-2110-460-00 No Substitute Required	March 12-13, 2024

<b><u>NAME</u></b>	<b><u>CONFERENCE</u></b>	<b><u>DATE</u></b>
Jason Stefanski	38 <sup>th</sup> Annual Committee on Special Education Chairpersons' Conference Lake Placid, NY Approved by: S. Falchi & P. Smoulcey Allotted: \$1,126.00 from Budget Code: F044-2110-460-00 No Substitute Required	March 12-13, 2024

<b><u>NAME</u></b>	<b><u>CONFERENCE</u></b>	<b><u>DATE</u></b>
Jenna Bellair	2024 Central North Zone NYSAHPERD Conference Verona, NY Approved by: C. Clark & S. Falchi Allotted: \$145.00 from Budget Code: A2110-475-04-0000 Substitute Required	March 15, 2024

<b><u>NAME</u></b>	<b><u>CONFERENCE</u></b>	<b><u>DATE</u></b>
Corrine Jensen	2024 Central North Zone NYSAHPERD Conference Verona, NY Approved by: C. Clark & S. Falchi Allotted: \$160.00 from Budget Code: A2110-475-04-0000 Substitute Required	March 15, 2024

**FOR ACTION:****Volume LVIII****Report No. P – 29****SUBJECT:****Conferences**

It is recommended that the following conferences be approved:

<b><u>NAME</u></b>	<b><u>CONFERENCE</u></b>	<b><u>DATE</u></b>
Jason Aguish	New York State Athletic Administrators Association (NYSAAA) Saratoga Springs, NY Approved by: K. Szczesniak & S. Falchi Allotted: \$1,080.00 from Budget Code: A2110-475-02-0000 Substitute Required	March 13-15, 2024

<b><u>NAME</u></b>	<b><u>CONFERENCE</u></b>	<b><u>DATE</u></b>
David Minicozzi	New York State Athletic Administrators Association (NYSAAA) Saratoga Springs, NY Approved by: C. Clark & S. Falchi Allotted: \$900.00 from Budget Code: A2110-475-04-0000 No Substitute Required	March 13-15, 2024

<b><u>NAME</u></b>	<b><u>CONFERENCE</u></b>	<b><u>DATE</u></b>
Sabrina Leape	2024 Central North Zone NYSAHPERD Conference Verona, NY Approved by: C. Clark & S. Falchi Allotted: \$120.00 from Budget Code: A2110-475-04-0000 Substitute Required	March 15, 2024

<b><u>NAME</u></b>	<b><u>CONFERENCE</u></b>	<b><u>DATE</u></b>
Vincent Perrotta	New York State Athletic Administrators Association (NYSAAA) Saratoga Springs, NY Approved by: Dr. Davis & S. Falchi Allotted: \$1,080.00 from Budget Code: A2855-476-00-0000 No Substitute Required	March 13-15, 2024

**FOR INFORMATION:****Volume LVIII****Report No. P – 30****SUBJECT:****Resignation****Confidential**

It is recommended that the following resignation be accepted:

Shaquanda Darby

Community/Parent Liaison (10-months)  
Albany Elementary School  
Effective: January 31, 2024  
Reason: Personal  
Notification Received: January 31, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 30**

**SUBJECT:**

**Resignations**

**Teacher Assistant**

It is recommended that the following resignations be accepted:

Kyle Bixler

Teacher Assistant – Special Education  
Conkling Elementary School  
Effective: February 2, 2024  
Reason: Accepted a position outside the  
Utica City School District  
Notification Received: January 22, 2024

Patricia McComb

Teacher Assistant – Special Education  
Jefferson Elementary  
Effective: February 5, 2024  
Reason: Personal  
Notification Received: January 23, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 30**

**SUBJECT:**

**Resignation**

**Transportation**

It is recommended that the following resignation be accepted:

Viola Montas

Bus Driver  
Effective: January 26, 2024  
Reason: Personal  
Notification Received: January 23, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 30**

**SUBJECT:**

**Abandonment of Position**

**Food Service/Monitor**

It is recommended that the following abandonment of position be accepted:

Alejandra Perez

Monitor-Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per week  
Effective: January 24, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 30**

**SUBJECT:**

**Unpaid Leave of Absence**

**Teacher**

It is recommended that the following unpaid leave of absence be approved:

Alexandra Murphy

Grade 1 Teacher – Jones Elementary School  
From: January 8, 2024  
To: March 29, 2024  
Reason: Medical  
Notification Received: December 29, 2023

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 30**

**SUBJECT:**

**Unpaid Leaves of Absence Teacher Assistant**

It is recommended that the following unpaid leaves of absence be approved:

D'Shauna Brooks

Teacher Assistant – Special Education  
Proctor High School  
From: February 1, 2024  
To: March 1, 2024  
Reason: Family  
Notification Received: February 5, 2024

Iris Lopez

Teacher Assistant – Special Education  
Jefferson Elementary School  
From: January 30, 2024 (P.M.)  
To: March 1, 2024  
Reason: Family  
Notification Received: January 31, 2024

Immani Patterson

Teacher Assistant – Special Education  
Albany Elementary School  
From: January 23, 2024  
To: January 30, 2024  
Reason: Personal  
Notification Received: January 23, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 30**

**SUBJECT:**

**Unpaid Leave of Absence Food Service/Monitor**

It is recommended that the following unpaid leave of absence be accepted:

Refia Bajrektarevic  
44 Grant Street  
Utica, NY 13501

Monitor-Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per week  
From: February 2, 2024  
To: March 12, 2024  
Reason: Personal/Family  
Notification Received: January 19, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 30**

**SUBJECT:**

**Unpaid Leave of Absence Custodial/Maintenance**

It is recommended that the following unpaid leave of absence be approved:

Kyle Rightmier

Cleaner  
Kennedy Middle Schools  
From: January 18, 2024  
To: January 26, 2024  
Reason: Personal  
Notification Received: January 19, 2023

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 30**

**SUBJECT:**

**Extended Unpaid Leave of Absence**

**Teacher Assistant**

It is recommended that the following extended unpaid leave of absence be approved:

Brandi Brown

Teacher Assistant – Special Education  
Kernan Elementary School  
From: January 8, 2024  
To: June 27, 2024  
Reason: Personal  
Notification Received: February 7, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 30**

**SUBJECT:**

**Changes of Status**

**Registered Nurse**

It is recommended that the following changes of status be approved:

Patricia DePerno

Registered Nurse, 10-months  
Kennedy Middle School  
From: Probationary (26 weeks)  
To: Permanent  
Effective: February 5, 2024

Patty Lazzuri

Licensed Practical Nurse (LPN), 10-months  
Conkling Elementary School  
From: Probationary (26 weeks)  
To: Permanent  
Effective: February 5, 2024

The above have completed their probationary period of 26 weeks.

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 30**

**SUBJECT:**

**Changes of Status**

**Clerical**

It is recommended that the following changes of status be approved:

Gina Chambrone

Account Clerk (12-months)  
Business Office  
From: Probationary  
To: Permanent  
Effective: December 1, 2023

Erica Molina

Account Clerk (12-months)  
Business Office  
From: Probationary  
To: Permanent  
Effective: December 1, 2023

The above have completed their probationary period.

**Moved by Mrs. Knoop; seconded by Mr. Paul**



No further discussion; **motion passes 4-0**

**THIS CONCLUDED THE CONSENT AGENDA AND THE SUPERINTENDENT'S REPORT IT ITS ENTIRETY.**



### **Reports of the Special Committees**

#### **BOCES Report – President Joseph Hobika, Jr.**

Nothing to report this month.

#### **BOCES Executive Board – Jason Cooper**

Nothing to report this month.

#### **Audit/Finance/Grant/Insurance Committee – Donald Dawes/ Joseph Hobika, Jr./Tennille Knoop**

Nothing to report this month.

#### **Capital Projects/Buildings & Grounds/Health & Safety Committee – Danielle Padula/Donald Dawes/Robert Cardillo**

Nothing to report this month.

#### **Career & Technical Education (CTE) – Danielle Padula/Tennille Knoop/Jason Cooper**

Nothing to report this month.

#### **PEAC Committee – Donald Dawes /James Paul/ Jason Cooper**

Nothing to report this month.

#### **Policy Committee – Tennille Knoop/Robert Cardillo/Joseph Hobika, Jr.**

President Hobika, Jr.: The policy committee and the audit and finance committee, we have some tremendously spirited meetings. The topics are absolutely interesting and the debate is riveting. It might not be as exciting at the communication and diversity committee, but I am telling you, if you like regulations and process and procedure those are the committees that you want to get on.

Mrs. Knoop: They are exciting committees. As much as they are dry it's not fun things, they are exciting because we are making a lot of changes that are coming in the district. That evokes a lot of exciting conversation that leads to some really good changes that people are advocating for and teachers are advocating for. It is important.

President Hobika, Jr.: Today for example we were examining policies that hadn't been looked at since 2013. Its exciting, we are dragging it along slowly into the present. Hopefully at some point we will be able to move into the future.

Mrs. Padula: We have committee meetings a lot. I am sure you've seen us around here, but thank you Dr. Davis for welcoming the Board to that and taking out time because they are, I think we all are here pretty much weekly for one committee or another.

President Hobika, Jr.: She is a great hostess, I have to say that.

Mrs. Padula: Yes.

#### **Code of Conduct – James Paul/Danielle Padula/Jason Cooper**

Mr. Paul: I just want to say thank you. We actually had a meeting prior to this meeting tonight. So, I had some dedicated staff and personnel here today prior to this meeting working on our code of conduct.

Mrs. Padula: Very nice meeting. I enjoyed the meeting today, usually I am a CTE fan.

#### **Communications, Equity and Outreach – Danielle Padula/Tennille Knoop/James Paul**

Mrs. Padula: We had a great meeting. I think there are like 40 something people on that committee. We pretty much had a full house last week when we met. A lot of great initiatives coming out. Be on the lookout for the art show. We will be

rolling out some projects around there. In the meantime, I know some of you have been reaching out or I've been reaching out to you, Hilda Jordan and her team have been helping us build an alumni directory. So, if anybody in the district who works in the district, maybe have kids in the district, or any alumni out there that are interested in that project you can reach out to myself or Hilda. Jen Dougherty has all the information through our communications team as well. So, it's a simple excel sheet and then she will take it from there. If you're a proud alumni and want to share your story with students, whether you have graduated, you are still in the area, not in the area, you know anything from trades to doctor, lawyer, we want to hear about it. We want to build a strong directory of alumni and have a great presence at sporting events and art festivals and music events. Really just bring pride back home to Utica. Thank you to everyone who has been filing it out. If you have any questions you can reach out to myself or Jen Dougherty.



### Financial Report

#### **Budget Status Report – Haylee Lallier – Treasurer**

Ms. Lallier: We have not received the month's payment yet from the city for payments received through the end of January. The current balances for the 21-22 school year is around \$684,000 for the 22-23 school year around \$1,116,000 and for the 23-24 school year around \$3,392,000 that is that reconciliation that's going through the superintendent's report for your review. Then we'll be sending a letter to Mr. Morehouse so he's aware that our numbers match his numbers. I worked with the city on those. If you have any questions let me know. Those are all for the payments received through the end of December so the last payment received was in January and those are payments at the end of December. Some other things we have going on Mark Bono has been working on the federal accounts and reconciling those. There's a team assisting him just to make sure everything is done efficiently and there's no kinks moving forward, it's quite a job. We have a lot of people working on that together. My report for the month of December I will get to you by the end of the month, there wasn't enough time for that first week with the new scheduling. Are there any questions?

President Hobika, Jr.: Do we track our scholarships and the senior class awards? Do we keep those current and make sure that they are up to date and still active I should say?

Ms. Lallier: Yes, our senior bookkeeper has a spreadsheet she actively goes over that. I keep track of all our bank accounts seeing what interests we earned and that interest is applied depending on what the scholarship terms are to the appropriate scholarships, so yes, it's monitored.

President Hobika, Jr.: Okay thank you appreciate it.



### Approval of Minutes

Mrs. Knoop made a motion to approve the following minutes; seconded by Mr. Paul.

- January 23, 2024 – Special Meeting
- January 23, 2024 – Regular Meeting

**No further discussion; motion passes 4-0.**



### Continuing Business

**None**



### New Business

Mrs. Knoop: I do just want to say one thing because I had a lot of people already reach out. Cinderellas's Closet is beginning to collect dresses for upcoming prom. They are also collecting suits, men's shoes this year. So, you can reach out, you can drop them right off at Proctor. Its really an amazing experience to watch and Mrs. Padula and I were lucky enough to go and help all of the young ladies find dresses last year to get ready for the prom. We gave a good visual last year but I can't tell you what is was like to watch these young girls come who didn't think they could have a dress, who didn't think they would find a dress that fit them. To watch them try on several dresses that people donated. These were beautiful dresses too. The dresses that people donated that were from the 1980 prom, which we were so grateful for, we gave to the fashion

department and they used them to made different things in their club. But these dresses that people donated were beautiful. So, for anyone that has those dresses or old suits or shoes, or anything just sitting around their house and just wondering what to do with them or thinking of selling them I can't explain to you what giving those dresses to these young girls means. The look on their faces when they finally after 4,5,6,7,8 dresses come out and you watch their face when they found a dress that does fit them, that they can wear and that does cover part of their body because they can't show it. I am a crier, but I cried a million times and it's just such a rewarding experience and I wish that we could share it with every single person that donates a dress. So, if you have a dress, a suit, shoes, purse, anything please consider donating it to Proctor, it really goes a long way.

Mrs. Padula: For the students the dignity of it, come, do not be ashamed by any means. People come for all different reasons, just to shop. I think there is a stigma that maybe they can't afford it or something. Its like not even that it's like a girls shopping day. They get dropped off at school, it's the cutest thing. Then Tennille did this great job where she would name the dressing room and hang the dresses and make it fell like the mall. That's why Mike is going to order us all these magnetic whiteboards that I sent in and we're going to write who their shopping person was. But it was like a day out. I am going to challenge some of our male faculty members, teachers and staff. We were in a code of conduct meeting before this and Christine Golden mentioned that we are in need of suits. Even bottoms, like in a sports coat, it doesn't have to be a fill suit, but ties, or anything like that. They are really trying to beef up their male department. If you guys can help us get the word out there that they are in need of that. The hygiene closet is still going all month again for donations at Donovan. We've got some great stuff out there.

Mrs. Knoop: Those dresses are expensive. If anybody has shopped for a prom dress recently, I had no idea it's been a long time since I have been in the prom. Prom dresses are really expensive so it's a lot and its not easy. So, anything you guys can get they are very grateful for.

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**Communication**

**None**

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**Adjournment**

Mrs. Padula made a motion to adjourn the February 13, 2024, Regular Meeting; seconded by Mr. Paul.

The February Meeting was adjourned at 8:35 p.m.

There being no further discussion; **motion carried 4-0.**

Respectfully transcribed and submitted,

STEPHANIE LYNESS  
Assistant Board Clerk