

**BOARD OF EDUCATION  
UTICA CITY SCHOOL DISTRICT  
SPECIAL MEETING – August 14, 2023, 2023 – 5:00 P.M.  
Administration Building – 929 York Street – Kernan School**

BOARD MEMBERS PRESENT: Joseph H. Hobika Jr, Presiding; Danielle Padula, Donald Dawes, Tennille Knoop, Jason Cooper

BOARD MEMBERS ABSENT: Robert Cardillo, James Paul

ADMINISTRATORS PRESENT: Dr. Kathleen Davis, Acting Superintendent, Jeffrey Lewis Esq., Andre Paradis, Sara Klimek, Pam Smoulcey, Kathy Hughes

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**Public Comment to the Board of Education**

None



President Hobika, Jr. called the Special Meeting to order at 5:00 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 and James Paul.



**Superintendent's Report**

Dr. Davis, Acting Superintendent presented the Superintendent's Report dated August 14, 2023 to the Board of Education for approval.

Dr. Davis: I want to thank the Board for having this special meeting. I know that it's an extra burden on your time since it is going to be your third meeting this month. We have a great deal of school business to put before you. Most of it under agreements are agreements that will provide services to students as well as student teachers who have reached agreements with various colleges. The emergency instruction plan, it's not a policy but it is the plan that we have to present. We also have to do a legal notice and a hearing which we'll be doing at the next meeting, so, we will be discussing that as well. Mr. Falchi will be presenting that at our next meeting. We have to do a hearing as well at the next meeting for our school resource officers so it required by law, both of those. Then we have appointments and transfers. Not so heavy for this meeting but for the next one there will be more appointments that will be going on; quite a few.

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 -

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**FOR ACTION:**

**Volume LVIII**

**Report No. S – 18**

**SUBJECT:**

**Agreement between the Utica City School District and Valley Gymnastics Training Center, Inc.**

Authorization is requested of the Board of Education to approve the agreement between the Utica City School District and Valley Gymnastics Training Center, Inc. dated August 14, 2023.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 19**

**SUBJECT:**

**Resolution Approving Facilities Use Agreement Proctor Park**

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

**RESOLUTION APPROVING FACILITIES USE AGREEMENT  
PROCTOR PARK**

WHEREAS, the Utica City School District (the “School District”) requires use of Proctor Park located at Culver Ave in Utica, NY 13501 (the “Park”) for the School District’s Girls and Boys Modified, Varsity and 5th and 6th grade cross country meets scheduled between September 1, 2023 and November 30, 2023; and

Special Meeting – 5:00 p.m.

August 14, 2023



**FOR ACTION:**

**Volume LVIII**

**Report No. S – 24**

**SUBJECT:**

**Educational Consulting Services Agreement between the Utica City School District and the Center for Disability Services, Inc.**

Authorization is requested of the Board of Education to approve the Educational Consulting Services Agreement between the Utica City School District and the Center for Disability Services, Inc., effective August 1, 2023 through November 1, 2023.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 25**

**SUBJECT:**

**Agreement between the Utica City School District and Public Relations Firm**

Authorization is requested of the Board of Education to approve the Agreement between the Utica City School District and Public Relations Firm effective August 14 2023 through June 30, 2024.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 26**

**SUBJECT:**

**Approval of Policy # 4604 Fiscal Management Meals and Refreshments at District Functions**

Authorization is requested of the Board of Education to approve Policy # 4604 Fiscal Management – Meals and Refreshments at District Functions.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 27**

**SUBJECT:**

**Approval of the Utica City School District Emergency Remote Instruction Plan for the 2023-2024 School Year**

Authorization is requested of the Board of Education to approve the Utica City School District Emergency Remote Instruction Plan for the 2023-2024 School Year

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 5**

**SUBJECT:**

**Resignations**

**Teacher**

It is recommended that the following resignations be accepted:

Abigail Cirusuolo

Elementary Teacher  
Watson Williams Elementary School  
Effective: September 3, 2023  
Reason: Personal  
Notification Received: August 9, 2023

Julia Hall

Elementary Teacher  
Albany Elementary School  
Effective: August 8, 2023  
Reason: Relocating  
Notification Received: August 8, 2023

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 5**

**SUBJECT:**

**Rescindments for Tenure**

**Teacher**



**FOR ACTION:**

**Volume LVIII**

**Report No. P – 5**

**SUBJECT:**

**Employment Agreement between the Utica City School District and Peter Gagliano, Interim Transportation Supervisor**

Authorization is requested of the Board of Education to approve the Employment Agreement between the Utica City School District and Peter Gagliano, Interim Transportation Supervisor effective August 21, 2023 through September 3, 2023.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 5**

**SUBJECT:**

**Appointment**

**Coaching – Winter 2023-2024**

It is recommended that the following coaching appointment be approved:

Crystal Bass

9<sup>th</sup> Grade Boys Basketball  
Proctor High School  
Effective: Winter 2023-2024  
Index: \$5,761

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 6**

**SUBJECT:**

**Resignation**

**Teacher**

It is recommended that that following resignation be accepted:

Jessica Heaverin

Special Education Teacher  
General Herkimer Elementary School  
Effective: July 3, 2023  
Reason: Personal  
Notification Received: July 3, 2023

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 6**

**SUBJECT:**

**Resignation**

**Teacher Assistant**

It is recommended that the following resignation be accepted:

Devaisha McKewn

Teacher Assistant – Special Education  
Kernan Elementary School  
Effective: August 4, 2023  
Reason: Accepted position outside the  
Utica City School District  
Notification Received: August 4, 2023

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 6**

**SUBJECT:**

**Change in Effective Date  
of Clerical Unpaid Leave of Absence**

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

Danielle Williams

Typist (12-months) – Kennedy Middle School  
From: August 14, 2023 – August 31, 2023  
To: August 3, 2023 (P.M.) – August 31, 2023  
Reason: Family  
Notification Received: August 1, 2023

Mr. Dawes made a motion to approve the Consent Agenda and seconded by Mrs. Padula.

There being no further discussion, **motion carried 5-0.**

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



**New Business**

Dr. Davis: The agreement with the public relations specialist was handed out to you folks. Again, that is being done in increments. So that is only what we need and we're going to do it in 3-month increments. Tennille was part of the interview.

President Hobika, Jr.: That's part of the consent?

Dr. Davis: Yes.



**Adjournment**

**Mrs. Knoop made a motion to adjourn the August 14, 2023, Regular Meeting; seconded by Mr. Cooper.**

There being no further discussion; **motion carried 5-0.**

The August 14, 2023 Special Meeting was adjourned at 5:08 p.m.

Respectfully transcribed and submitted,

STEPHANIE LYNESS  
Assistant Board Clerk