

**BOARD OF EDUCATION
UTICA CITY SCHOOL DISTRICT
REGULAR MEETING – DECEMBER 19, 2023 – 7:00 P.M.
Auditorium, T.R. Proctor Senior High School – 1203 Hilton Ave**

BOARD MEMBERS PRESENT: Joseph H. Hobika Jr, Presiding; Danielle Padula, Robert Cardillo, Donald Dawes, James Paul, Jason Cooper

BOARD MEMBERS ABSENT: Tennille Knoop

ADMINISTRATORS PRESENT: Dr. Kathleen Davis, Interim Superintendent, Katherine Gavett, Esq., Steve Falchi, Mike Ferraro, Sara Klimek, Andre Paradis, Trina Falchi, Pam Smoulcey, Heather Mowat, Vincent Perrotta, Kathy Hughes



Public Comment to the Board of Education



President Hobika, Jr. called the Regular Meeting to order at 7:00 p.m. After the NJROTC Color Guard presented the Colors and Pledge of Allegiance, Board Clerk Kathy Hughes conducted roll call. All members of the Board of Education were present with the exception of Tennille Knoop.



Proctor Choir

Proctor choir and their teacher, Ms. Kudelich, performed a melody of songs.

Employee and Community Recognition

**RESOLUTION FOR MOSES BALLARD
FORMER EMPLOYEE AT PROCTOR HIGH SCHOOL**

The Board of Education of the Utica city School district records with sorrow the passing of former employee Moses Ballard. Moses worked as a part-time security officer at his alma mater T.R. Proctor High School where students and staff enjoyed his company and his friendly nature. Resolve, that the Board of Education expresses its sincere sympathy to the family of Mr. Ballard and that this resolution be saved upon the record of the district.

Mr. Cardillo made a motion; seconded by Mrs. Padula

There being no further discussion; **motion passes 6-0.**

Employment and Community Recognition – The Board of Education and Dr. Davis

Dr. Davis: First and foremost, we want to thank the Utica Police Department for their continuation of keeping us safe and working collaboratively with the district. We have some folks here tonight that we would like to recognize. During our transition from hiring our own PD when they were off duty to moving to a contract service with the Utica PD, we'd like to recognize several of our members of the PD that stayed with us through thick and thin. We appreciate them and

appreciate their support of the school, and most importantly, staying with us during that transition period and for their years of service.

The Board of Education and Dr. Davis recognized the following employees and community members:

- Utica Police Officers with Length of Service Awards;
 - Reginald Sanders – 1 year of service
 - Patrick Murphy – 4 years of service
 - Steven Grey – 5 years of service
 - Eric Scorzafava – 8 years of service
 - Pernell Wadley – 10 years of service
 - Vincent Parrotta – 14 years of service
 - Peter Caruso – 17 years of service
 - Shawn Ruddy – 18 years of service

Dr. Davis: I also have some other recognitions that we'd like to do tonight. We do want to thank, during the holiday season, we had many folks in the community embrace our schools and really wrap their arms around students. We would like to recognize all of the agencies and businesses in the area that have been so kind. We would like you to come up and be recognized tonight, we would like your photo. We do have a few people that couldn't be here however I'm still going to read their certificate and recognize those folks.

- Community Recognition
 - American Heart Association/Adirondack Bank
 - A&P Master Images
 - Chobani
 - Compassion Coalition
 - National Baseball Hall of Fame
 - Hill & Markes
 - Mastrovito Hyundai
 - Planet Fitness
 - Steet Ponte Auto Group.



Discussions

Capital Project Update – Kevin Rademacher, LaBella Associates

Mr. Rademacher presented a capital project update.

Questions from Board Members:

President Hobika, Jr.: Thank you very much, appreciate that. You do communicate with the Board through our capital projects, right?

Mr. Shaffer: That's correct.

President Hobika, Jr.: Our buildings and grounds?

Mr. Shaffer: Yes, correct.

President Hobika, Jr.: Ok, thank you. If anyone comes up with anything well be happy to pass that on through buildings and grounds

Mr. Shaffer: Sure, thank you very much.



Student Discipline

RESOLUTION

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 Mr. Cooper.

There being no further discussion; motion passes 6-0.

RESOLUTION

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. Cardillo made a motion and it was seconded by Mr. Cooper.

There being no further discussion; motion passes 6-0.

President Hobika, Jr.: I do want to note that for the record, that the vote passed 6-0, with Mrs. Knoop being excused.



Presentations

Tutoring Center – Steven Falchi, Chief Academic Officer

Mr. Falchi presented a report on the tutoring center.

Questions from Board Members:

President Hobika, Jr.: I think it's a great program, Steve. Are we going to be feeding them?

Mr. Falchi: Yes, we will be providing meals as well.

President Hobika, Jr.: Because a number of those kids, why don't you talk about that a little bit?

Mr. Falchi: It's a burden for their parents because they have to be supervised at home. A lot of time kids end up on the streets, unfortunately, instead of focusing on the academic work they're supposed to be completing. This solves that problem. We also talk to Jim Sodja who runs a program through the probation department, they are very willing and interested in partnering with us in this program, so on the off hours when the student isn't at a tutoring center they have meaningful things for them to do and hooking them up with payed jobs that's a goal of ours in this program. Also, Safe Schools, we've met with them, they have plans to support this initiative as well and help these kids aside from the academic work keeping them off the streets and providing them meaningful productive things to do.

President Hobika, Jr.: What about transportation Steve?

Mr. Falchi: Door to door.

President Hobika, Jr.: Anyone else have any questions? Thank you very much.

System of Care – Trina Falchi, Director of Student Services

Mrs. Falchi presented a report on the system of care.

Questions from Board Members:

President Hobika, Jr.: Trina I just want to say your presentation was excellent and thorough.

Work Place Violence – Dr. Kathleen Davis, Interim Superintendent of Schools

Dr. Davis presented a report on work place violence.

Questions from Board Members:

President Hobika, Jr.: First I believe that this policy actually has been in existence, they have just required school districts to do that isn't that correct?

Dr. Davis: Yes.

President Hobika, Jr.: So, a couple questions that I had is; how are we populating the committee, that will be doing whatever the evaluation is that you mentioned? Are we going to have staff, teachers, administrators, how is that working? Will Board members be on the policy committee or is this a purely internal committee to plan and how we're going to minimize or mitigate workplace violence?

Dr. Davis: Correct we're going to be working with all of our bargaining units and make sure we have representation of our unions, making sure every group of individuals that work within the walls of the district are represented, whether they are in a bargaining unit or not. We also welcome Board of Education members that want to be on that committee, that would be welcomed. I would also like to see some student government representatives as well student perspective. I'm sure we could get some representatives from the high school and maybe even middle school level. I think it would also give us a perspective from the students lens as well.

President Hobika, Jr.: I think that's a good idea. There was nothing that occurred, I mean, this is a statewide initiative correct?

Ms. Gavett, Esq.: Yes, that is correct.

President Hobika, Jr.: I believe that is in our superintendents' packet, right?

Dr. Davis: Yes, it is.

Budget PowerPoint – Dr. Kathleen Davis, Interim Superintendent of Schools

Dr. Davis presented a budget PowerPoint.

Questions from Board Members:

President Hobika, Jr.: When you are going through the budget, you've listed all of these items and you are talking about truing things up. So that means you are going back, looking at the numbers, and they we're adjusting the budget in the current year or for the following year to reflect the actual expenditure. Is that what you are saying?

Dr. Davis: So, we are actually truing up. We are looking at the past 3 years. We're projecting what we're going to need for the next year, 24-25, and we're putting the expenses and projecting the expenses where we believe they should be based on our past spending trend data, as well as any new items that we are going to be adding to the budget. So, we took a look specifically line items, we can see in the past 3 years if we underspent or overspent what we had budgeted for in the prior years. If we underspent in a particular line item for 3 years in a row, then we dig into, actually why is this going over the projection that was done 3 years in a row. Then we figure out were thing moved, were new staff hired, and were trying to figure out why we went over. Then if it's a true expense, we just didn't plan for things, now what we are trying to do is to try to me ore accurate in our projections.

President Hobika, Jr.: So, one of the things that I guess took an immense amount of effort was to actually identify whether things were put into the right budget accounts, correct? So that's why we're making a lot of different adjustments over the past year is that accurate so is that accurate?

Dr. Davis: Correct, that is accurate.

President Hobika, Jr.: Now we have everything identified in the proper accounts so it's going to be a bit easier to plan because we've made this effort to properly budget things.

Dr. Davis: That's correct, I know Heather's team has been working with Sara's team on recoding salaries to the proper code so that everything is accurate when we run the budget. One thing that's going to be a heavy lift for us this year is when ESSER funds drop off we have to recode people that are in the ESSER funds back into the general funds. It's going to take a team effort with Sara, Heather, Steve actually sitting at the table and going through staff member by staff member every name to make sure that we haven't missed anyone in the budget. Certainly, we have to budget for projected positions that we still haven't filled and also ensure that we have positions to cover us for maternity leaves or leaves of absences that have an impact on your budget.



Announcements/Reports

Student Representative Report – Kler Kler Gay Moo

Kler Kler Gay Moo presented a Student Representative Report to the Board of Education for December 2023.

Questions from Board Members:

None.

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

Louis Faga presented a report from the Utica Teacher Association.

Questions from Board Members:

None



Superintendent's Report

Dr. Davis, Interim Superintendent presented the Superintendent's Report dated December 19, 2023 to the Board of Education for approval with the following additions/corrections:

Page 37, P–25 - Resolution for Per Diem Targeted Assistance Teachers Correction

Page 51 Addition

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:

Mrs. Padula: At the bottom it just says \$50 per day is that per day or per hour because the page says per hour and everything on everything else so I just the targeted assistance teachers is at \$50 per day or \$50 per hour

Dr. Davis: Sara the targeted assistant teachers can you trigger my memory is that \$50 dollars per day or \$50 per hour?

Ms. Klimek: It's per hour.

President Hobika, Jr.: Ok, so that needs to be amended. It's page 37 please or corrected. I should say it's on page 37 bottom item. I do want to ask a question because there is something contained in our superintendent report which is the corrective action plan which addresses some of these issues that were raised by the external audit that we've publicized. So, I was wondering if someone could just give a brief explanation as to what the process is and why we do these things so that that public understands that the external audit, we were aware of many of those issues as time was going on and they came up we were able to address them as they came up. So, why don't you tell us a little about that Heather, if you don't mind.

Ms. Mowat: Thank you. So, the corrective action plan that was presented in your packet kind of outlined two very different things in our audit. There were some findings that were given to us by our auditors. One of the big ones, as you know, we've been working through over the past couple years is our fund balance. We have a significant fund balance and I know the Board has taken it very seriously. In the corrective action plan and working with the Superintendent on doing that, it was necessary that they point that out to you in the audit, it's actually the back of the audit. A couple of the other items was our beginning balances for the year 22-23 were incorrect. We did reach out to prior auditors, they did agree

and concede that they were incorrect they needed to be restated. They were significant. It dealt with our fixed assets and dealt with our bond premiums and so to make sure that our statements were reasonably presented that had to be corrected. We did know that going into our audit our auditors also isolated it and helped with getting the numbers, it was quite laborious and that's part of the reason why the audit was not provided to by October 15th. We had a grace period of November 15th, we didn't want to have that grace period, we know it's important to get our audit out on time that was one of the main reasons our audit was not available to you on October 15th. Also, the third item that was noted in the financial statement findings per se had to do with our grants, the importance of making sure that we have proper reconciliations of all our grant funding. We did hire a couple additional consultants part-time to come in and assist us from Questar and Chuck Mowers to help with that process. Since then we've been able to hire qualified individual from the State Comptroller's Office. We're very lucky to get him working with our Grants Department to continue on with that reconciliation. We're now reconciling for the first time in a very long time our federal funds which, I mean, this is significant, it's tens of millions of dollars with our regular general ledger and our books we're not waiting until the end of the year to do that. We're doing it on a quarterly basis, soon to go to a monthly basis. As the Superintendent mentioned, one of the biggest lifts that we're doing right now is our payroll, and I've mentioned this to you Mr. Hobika, from time to time we've inquired about budget issues, budgetary issues as with every grant year you have new employees coming in, new employees going out, you need to make sure that those budget codes are proper that they are basis of everything that we do. So, that's something that we're working on as a team to do because you're going to see a big fluctuation on your year to date budget numbers, your actual numbers, but our goal is for the 24-25 year is that they're accurately presented, so that was something else that we noticed. And as you mentioned some of these things we worked on, we knew were coming, we had already isolated before the auditor showed up. In fact, I told him about it and I know the Superintendent also met with them and outlined some of the things that we've seen previously that needed to be corrected. So, our finding list as it related to our audit were only three major items and we're going to go really quickly into the other management letter comments, but that list could have been a lot longer, but we'd already isolated and corrected those problems. We continue to do it every day you mentioned, Mr. Hobika, we're finding coding errors and adjustments that we need to make and every day our team is just staying completely in tune with that. Additionally, we also have what we call communication of management letter comments. These are things that don't rise to the threshold of a material finding but they need to be noted. You're going to hear about one of them tonight from our treasure when she steps up here in a few minutes. So, I'll leave that one to her but it was such things as making sure that there's is a documented process in place for reviewing the results of the internal auditor. I know we've been working on that and you all have worked through a corrective action plan for that making sure that proper sign off for vouchers, for purchases, for payroll. Not too many issues here but there were some noted. I do sign off on every voucher for purchases, recs, payroll. I do regular testing of payroll. I found a couple things even within my own department that we're isolating and we're correcting. I'm always bringing it to the attention of our Superintendent. We had journal entries that were being made that didn't have, weren't being approved by a second person, i.e., myself. So, we are putting processes in place to fix those. As you know there were significant variances between budget to actual significant, and this was something that the auditors have to present to you and have to make you aware of. We did correct those. If you remember we had massive spreadsheets that were all color coded, page after page. We are trying to reduce that this year. Even in tonight's packet, you saw four or five budgetary transfers. We are making those as we go and not waiting until the end of the year. That is also alerting you to things that were purchasing or things that we didn't budget correctly that need to be purchased, so you are aware of them. There again, another big management letter, comment as it relates to our special aid fund. There was a reconciling account. Things, accounts, different grants were put to, they weren't extrapolated properly bifurcated. So, we needed to pull those apart, which we did. We actually made the auditors aware of that, we found that and we corrected it. It was significant enough they wanted to make sure it was pointed out to you. Lastly, I mean there are a couple of other things, but lastly, as it relates to tax collection. There has been a lot of discussion as it related to the city of Utica and or property tax collection. It was the business office and the Superintendent who pointed this out to our financial statement auditors. We found it, basically, you know within week one when I noticed there was no revenue coming in and I couldn't understand it. I met with the Superintendent and she said its not normal. We went back through our records. We've been working with the city, we've been paid for the first installment. Everything that they had. I know that Hailey is going to speak a little more about that to you. These are just things that are presented to you. We come up with our corrective action plan, how we are going to fix them or how we have already fixed them. That is what I presented to you tonight in your packet for your consideration.

Dr. Davis: The School District received a great deal of grant money through the ESSER funds. The problem, you know, the good news is we receive the funds the bad news is trying to spend the amount of money in such a short period of time. The state didn't give us a great deal of time to phase in those funds and you try to sustain programming. So, what it appears on paper that we have a great deal of fund balance. So, we're trying to manage that and trying to look at our School District. We put \$10 million dollars toward systems of care. Our goal is to try to maintain that now once those funds go away at the end of this year. We want to leverage our BOCES Aid so some of those programs will be moved. We just met with our BOCES team and our BOCES partners to talk about what can we move back to BOCES, so we can leverage our state aid if we want to maintain these programs for students. So, we're looking at long-term how to sustain, because once those grants go away we know the foundation remains relatively flat and if you end up trying to go zero on the levy at some point you know increases continue you'll hit a wall. So, what we're looking at is long range financial planning. We're looking at setting up reserves. The Board has done a great job with that we have a reserve plan now so we can plan for our outstanding liabilities that won't have an impact on our general fund budget.

Ms. Mowat: And if I could just add to the Superintendent remarks; our goal is not to just look ahead to 24-25, is to look ahead 3 years, you don't want it to have a smoothing, you don't want to have a big tax increase and nothing for 4 years. Then nothing for another big one. You really want to have a smoothing making sure you have proper cash flow. We've been looking at our cash flow four or five different ways. We've got it nailed, we think, but as she mentioned with this additional increase of federal funds that have come in basically one shot that's going to swing our cash flow up and down because we're waiting for reimbursement from that Federal money that we have to spend. We have to spend about 50 million dollars in a period of nine months, so we're going to have some cash ups and downs. We're looking to smooth that out. It's going to be a lot of movement. She's come up with a really assertive fund balance, corrective action plan, you heard. I'll leave you with this you saw tonight her budget remarks as it relates to facilities. One of the things you saw was a big uptick in vehicle purchases. You say, well okay we've added these vehicles, where's that money coming from? We're going to be appropriating fund balances, that's part of what the corrective action plan is. It isn't always about just capital projects it's also necessary spending to get our facilities and our equipment up to where it needs to be.

Dr. Davis: Heather, I'm just going to piggyback on what you said. So, when Heather said appropriating fund balance we're going to recommend taking fund balances from this school year bring it over to next school year so we have a matching revenue to match our expenditures when we assist Michael in upgrading his 2012 vehicles. So, that will help us balance the budget with no impact on the tax levy.

President Hobika, Jr: Yes, we have five vehicles that we plow with that are in bad condition. They're not even in poor condition. They have to keep them put together. It's just not the way it's supposed to be. We're actually implementing a plan so we can maintain a fleet and keep them in decent condition. I do have to say hearing you and Dr. Davis speaking about the budget and codes and stuff like that it's huge. It reminds me of our budget committee or our audit committee meetings, when you guys are waxing poetic about all of these different things. But I do have to say I really feel you've exhibited a handle on what's happening here in the District from a financial standpoint. We're actually planning 3 years out. Who thought you could do that? So, I'm really glad that you're taking the reins on that and doing that because we don't know what the finances are going to be like in the future.

Mr. Ferraro: So, they are all state contract purchases. It's half, the state bids on all those trucks. That's where we purchase them through.

Dr. Davis: Thank you. We get excited about numbers and budgets. I know where weird people but we do we do get excited about it.

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FOR ACTION:

Volume LVIII

Report No. S – 176

SUBJECT:

Resolution for Moses Ballard – Former Employee at T. R. Proctor High School

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

**RESOLUTION FOR MOSES BALLARD
FORMER EMPLOYEE AT PROCTOR HIGH SCHOOL**

The Board of Education of the Utica City School District records with sorrow the passing of former employee Moses Ballard. Moses worked as a part-time security officer at his alma mater T.R. Proctor High School where students and staff enjoyed his company and his friendly nature. Resolved, that the Board of Education expresses its sincere sympathy to the family of Mr. Ballard and that this resolution be saved upon the records of the district.

Date: December 19, 2023

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S –177

SUBJECT:

Amendment to the Agreement between the Utica City School District and Dr. Kathleen Davis, Interim Superintendent of Schools

Authorization is requested of the Board of Education to amend the agreement between the Utica City School District and Dr. Kathleen Davis, Interim Superintendent of Schools, effective December 19, 2023.

FOR ACTION:

Volume LVIII

Report No. S – 178

SUBJECT:

**Resolution Appointing Robin Masters
Temporary Internal Claims Auditor**

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

**RESOLUTION APPOINTING ROBIN MASTERS
TEMPORARY INTERNAL CLAIMS AUDITOR**

BE IT RESOLVED, that the Board of Education hereby appoints Robin Masters to serve in a temporary capacity as Internal Claims Auditor, pending the selection and appointment of another individual to assume such duties on behalf of the Board on a regular basis; and

BE IT FURTHER RESOLVED that the Board of Education hereby approves an Employment Agreement establishing the terms of Ms. Masters' appointment at a rate of \$40.00 per hour for the period commencing December 20, 2023.

Date: December 19, 2023

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 179

SUBJECT:

Creation of Positions

Authorization is requested of the Board of Education to create one (1) Instruction and Data Coach position at Donovan Middle School, effective December 20, 2023.

Authorization is requested of the Board of Education to create five (5) Office Specialist (12-months) positions for Central Administration Office, effective December 20, 2023.

Authorization is requested of the Board of Education to create one (1) Clerk (12-months) position for Office of Accountability, effective December 20, 2023.

Authorization is requested of the Board of Education to create three (3) Registered Nurse (10-months) positions, effective December 20, 2023.

Authorization is requested of the Board of Education to create two (2) Licensed Practical Nurse (10-months) positions, effective December 20, 2023.

FOR ACTION:

Volume LVIII

Report No. S – 180

SUBJECT:

Resolution to Abolish the Instructional Administrative Position of Administrator for Student Registration

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

RESOLUTION

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the instructional administrative position of Administrator for Student Registration in the tenure area of Administrator for Student Registration is hereby abolished, effective December 31, 2023, and that, because Edward Simpson is the least senior in that tenure area, Edward Simpson shall be placed on a preferred eligibility list for seven years in the tenure area of Administrator for Student Registration.

Dated: December 19, 2023

Kathy Hughes, District Clerk
Utica City School District

DECEMBER 19, 2023

12

FOR ACTION:

Volume LVIII

Report No. S – 181

SUBJECT:

Agreement between the Utica City School District and Jenny Fanelli

Authorization is requested of the Board of Education to approve the Agreement between the Utica City School District and Jenny Fanelli for the 2023-2024 school year at a rate of not to exceed Twenty Thousand Dollars (\$20,000.00). Source funding will be through the Carl D. Perkins V Career and Technical Education (VTEA) Grant Program.

FOR ACTION:

Volume LVIII

Report No. S – 182

SUBJECT:

Agreement between the Utica City School District and Lynette Radicello

Authorization is requested of the Board of Education to approve the Agreement between the Utica City School District and Lynette Radicello for the 2023-2024 school year at a rate of not to exceed Twenty Thousand Dollars (\$20,000.00). Source funding will be through the Carl D. Perkins V Career and Technical Education (VTEA) Grant Program.

FOR ACTION:

Volume LVIII

Report No. S – 183

SUBJECT:

Data Sharing Consent and Agreement between the Utica City School District and Curriculum Associates, LLC

Authorization is requested of the Board of Education to approve the Data Sharing Consent and Agreement between the Utica City School District and Curriculum Associates, LLC, effective December 19, 2023.

FOR ACTION:

Volume LVIII

Report No. S – 184

SUBJECT:

External Clinical Agreement between the Utica City School District and Utica University

Authorization is requested of the Board of Education to approve the External Clinical Agreement between the Utica City School District and Utica University, effective December 19, 2023.

FOR ACTION:

Volume LVIII

Report No. S – 185

SUBJECT:

External Clinical Agreement between the Utica City School District and Colgate University

Authorization is requested of the Board of Education to approve the External Clinical Agreement between the Utica City School District and Colgate University, effective December 19, 2023.

Section 2. The amount of such Revenues estimated in the School District's 2023-2024 annual budget which is uncollected on the date of this resolution exceeds \$15,000,000.

Section 3. The maximum amount of Notes authorized to be issued is up to \$15,000,000.

Section 4. The Notes shall be of such amount, terms, form and content, and shall be sold in such manner as may be prescribed by the President of the Board of Education, the chief fiscal officer of the School District, consistent with the provisions of this resolution and the Local Finance Law.

Section 5. Pursuant to the authority delegated in this resolution, the President of the Board of Education may issue Notes during the School District's 2023-2024 fiscal year in an amount not in excess of the difference between the amount of uncollected or unreceived Revenues and the amount of any outstanding revenue anticipation notes previously issued in anticipation of the collection or receipt of the Revenues.

Section 6. The period of maturity of the Notes shall not exceed one year. The Notes may be renewed from time to time, but each renewal shall be for a period not exceeding one year and in no event shall the Notes, or the renewals thereof, extend beyond the close of the second fiscal year succeeding the fiscal year in which the Notes are issued. The Notes shall not be renewed in an amount in excess of the difference between the amount of uncollected or unreceived Revenues and the amount of any other outstanding revenue anticipation notes issued in anticipation of the collection or receipt of such Revenues.

Section 7. The faith and credit of the School District shall be and are hereby pledged for the punctual payment of the principal of and interest due on the Notes as the same shall become due and payable.

Section 8. This resolution shall take effect immediately.

Dated: December 19, 2023

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 195

SUBJECT:

**Resolution to Approve the Agreement between the
Utica City School District and Star & Strand
Transportation, Inc.**

Authorization is requested of the Board of Education to approve the resolution to approve the agreement between The Utica City School District and Star & Strand Transportation, Inc.:

RESOLUTION

WHEREAS, a situation has arisen whereby, on an emergency and short-term basis, the Utica City School District ("District") does not have available sufficient personnel to provide transportation services to a student residing in the District and attending the Kevin G. Langan School in Albany, and therefore has a compelling need to obtain transportation services from another source; and

WHEREAS, the District desires to enter into a contract with Star & Strand Transportation Inc. to provide such transportation services on an emergency basis, as authorized by Section 305(14)(b) of the New York State Education Law;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent of Schools:

1. The Board hereby determines that, due to an emergency arising out of an unforeseen occurrence or condition affecting pupil transportation services within the District, the District is required to take immediate action which cannot await competitive bidding or an RFP.
2. The Board of Education hereby finds pursuant to the Education Law that the provision of student transportation services as a result of this situation is an ordinary contingent expense.
3. The Board approves a contract between the Utica City School District and Star & Strand Transportation Inc. for certain student transportation services, on an emergency basis, for a term from December 20, 2023 through January 19, 2024, pursuant to the terms and conditions set forth therein, and authorizes the Acting Superintendent of Schools or her designee to execute said contract.

Dated: December 19, 2023

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 196

SUBJECT:

Corrective Action Plan (CAP)

Authorization is requested of the Board of Education to approve and accept the Corrective Action Plan (CAP) in response to the New York State Comptroller’s Audit recommendations.

FOR ACTION:

Volume LVIII

Report No. S – 197

SUBJECT:

Contracts between the Utica City School District and LaBella Associates

Authorization is requested of the Board of Education to approve the contracts between the Utica City School District and LaBella Associates.

FOR ACTION:

Volume LVIII

Report No. S – 198

SUBJECT:

Utica City School District Policies

Authorization is requested of the Board of Education to approve and adopt the following revised Utica City School District Policies, effective December 19, 2023:

- #5001: District-Wide Safety Plans and Building-Level Emergency Response Plans
- #5011: Workplace Violence Prevention Policy
- #5100: Automated External Defibrillation (AED) Policy
- #5100.2: Automated External defibrillation Collaborative Agreement (AED)
- #5301: Internet Safety Policy
- #5302: Acceptable Use Policy for Network and Internet Access Overview
- #5304: Use of Copyrighted Materials
- #5304.1: Copyright Guidelines
- #5305: Information Security Breach Policy
- #5305.1: New York State Security Breach Reporting Form
- #5306: Protection of Student, Teacher, and Principal Personal Information (Data Security and Privacy)
- #5500: Flag Display

Date: December 19, 2023

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 199

SUBJECT:

Resolution to Approve the Lease Agreement between the Utica City School District and 1501 Broad Street Corporation

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

RESOLUTION APPROVING LEASE AGREEMENT

At a Regular Meeting of the Board of Education of the Utica City School District (the "District"), held on December 19, 2023;

WHEREAS, 1501 Broad Street Corp. (the "Owner") is the owner of real property located at 1501 Broad Street, Utica, NY 13501; and

WHEREAS, the District desires to lease from the Owner approximately 20,000 sq. ft. of the building located on the premises for storage, warehousing, administrative, and related purposes; and

WHEREAS, the Owner is willing to lease such property to the District and the District has considered the terms set forth in a lease agreement to commence January 1, 2024 through December 31, 2025.

DECEMBER 19, 2023

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NOW, THEREFORE, be it resolved as follows:

1. The Board determines that a lease with 1501 Broad Street Corp. for property located at 1501 Broad Street, Utica, NY 13501 to serve as space for storage, warehousing, administrative, and related purposes is in the best interest of the District.
2. The proposed lease agreement between the District and 1501 Broad Street Corp. is contingent upon the terms set forth in the lease agreement, and is subject to the approval of the Commissioner of Education.
3. The Board hereby approves the terms and conditions of the proposed Lease Agreement and upon the satisfaction of the condition that the Commissioner of Education must review and approve the Lease Agreement, the Board authorizes the Interim Superintendent of Schools to execute the lease agreement in the form approved by legal counsel.
4. This resolution shall take effect immediately.

Dated: December 19, 2023

Kath Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 200

SUBJECT:

Resolution to Transfer Moneys to the Utica City School District's Tax Certiorari Reserve Fund

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

RESOLUTION TO TRANSFER MONEYS TO THE UTICA CITY SCHOOL DISTRICT'S TAX CERTIORARI RESERVE FUND

WHEREAS it has been determined by the Board of Education of the Utica City School District (the "Board") that it is in the School District's best interest to transfer moneys to the School District's Tax Certiorari Reserve Fund established on or about, December 19, 2023 ("Tax Certiorari Reserve Fund") to cover adverse determinations resulting from challenges to real property assessments; and

WHEREAS, in compliance with Education Law § 3653, the Board desires to authorize such transfer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Utica City School District does hereby approve the following Reserve Fund transfer:

- Transfer of up to \$178,000.00 from unappropriated fund balance to the Tax Certiorari Reserve Fund.

This Resolution shall take effect immediately.

Date: December 19, 2023

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 201

SUBJECT:

**Resolution Establishing an Employee
Benefit Accrued Liability Reserve Fund**

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

**RESOLUTION ESTABLISHING AN EMPLOYEE BENEFIT ACCRUED
LIABILITY RESERVE FUND**

BE IT RESOLVED, by the Board of Education of the Utica City School District, pursuant to Section 6-p of the General Municipal Law, as follows:

1. The Board hereby establishes a Reserve Fund to be known as the Employee Benefit Accrued Liability Reserve Fund;
2. The source of funds for such Reserve Fund shall be such amounts as may be provided therefor by budgetary appropriation or such other funds as may be legally appropriated;
3. Monies in such Reserve Fund may be appropriated only for the purposes set forth in General Municipal Law section 6-p, i.e. the cash payment of the monetary value of accrued and accumulated but unused and unpaid sick leave, personal leave, holiday leave, vacation time, time allowances granted in lieu of overtime compensation and any other forms of payment for accrued but unliquidated time earned by employees and payable to such employees upon termination of service;
4. The Treasurer is hereby authorized and directed to deposit and invest the monies of such Fund in accordance with Sections 10 and 11 of the General Municipal Law and other applicable law;
5. The sum of up to \$1,305,506.00 is hereby appropriated to the Employee Benefit Accrued Liability Reserve Fund; the source of funds shall be budgetary appropriations.
6. This Resolution shall take effect immediately.

Dated: December 19, 2023

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 202

SUBJECT:

Resolution Establishing a Repair Reserve Fund

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

RESOLUTION ESTABLISHING A REPAIR RESERVE FUND

BE IT RESOLVED, by the Board of Education of the Utica City School District, pursuant to Section 6-d of the General Municipal Law, as follows:

1. The Board hereby establishes a reserve fund to be known as the Utica City School District Repair Reserve Fund;
2. The source of funds for such Reserve Fund shall be such amounts as may be provided therefor by budgetary appropriation or such revenues as are not required by law to be paid into any other fund or account;
3. Monies in such Repair Reserve Fund may be appropriated only for repairs of capital improvements or equipment, which repairs are of a type not recurring annually or at shorter intervals, or to a reserve fund established pursuant to Section 3651 of the Education Law;
4. Except for an emergency situation, prior to any expenditure being made from such Fund, the Board shall, after notice in the official newspaper, hold a public hearing with respect to such expenditure as provided in Section 6-d of the General Municipal Law;
5. The monies of such Fund shall be deposited and invested in accordance with Sections 10 and 11 of the General Municipal Law and other applicable law;
6. The Repair Reserve Fund shall be accounted for in a manner which maintains the separate identity of the cash and investments of the Repair Reserve Fund; and
7. This Resolution shall take effect immediately.

Dated: December 19, 2023

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 203

SUBJECT:

**Resolution to Amend the Contract between the
Utica City School District and ESB Media, LLC
(Emily Benedict)**

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

RESOLUTION TO AMEND THE CONTRACT WITH ESB MEDIA, LLC

DECEMBER 19, 2023

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FOR ACTION:

Volume LVIII

Report No. S – 206

SUBJECT:

Administrative Internship – Stephanie Scott

Authorization is requested of the Board of Education to approve an internship for the following person per Education Policy #3202:

Stephanie Scott

Administrative Internship at Kernan Elementary School and District Central Office. The Internship will be conducted from January 2, 2024 to December 20, 2024.

Ms. Scott will be supervised by Dominick Timpano, Principal, Kernan Elementary School and Steven A. Falchi, Chief Academic Officer.

Internship hours will be as follows:

January 2, 2024 to June 27, 2024

Kernan Elementary School

Monday to Friday 7:50 a.m. to 8:35 a.m.

Monday to Friday 3:45 p.m. to 4:30 p.m.

July 1, 2024 to August 16, 2024

Special Education Summer School

Monday to Friday 8:30 a.m. to 12:30 p.m.

District Designated Location

Monday to Friday 12:30 p.m. to 4:15 p.m.

September 1, 2024 to December 31, 2024

Kernan Elementary School

Monday to Friday 7:50 a.m. to 8:35 a.m.

This internship was reviewed and recommended by Steven Falchi, Chief Academic Officer and Dr. Kathleen Davis, Interim Superintendent of Schools.

FOR ACTION:

Volume LVIII

Report No. S – 207

SUBJECT:

**Application for Extended Field Trip –
Thomas R. Proctor High School**

Authorization is requested of the Board of Education to approve approximately twelve (12) students from the Thomas R. Proctor High School Model United Nations Club to travel to Syracuse, NY to attend and participate in the Central New York Model United Nations Conference being held at Syracuse University. This trip will be held on Friday, January 5, 2024 through Saturday, January 6, 2024.

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

This trip was reviewed and approved by Kenneth Szczesniak, Acting Principal at Proctor High School, Steven Falchi, Chief Academic Officer, and Kathleen Davis, Interim Superintendent of Schools.

FOR ACTION:

Volume LVIII

Report No. S – 208

SUBJECT:

**Application for Extended Field Trip –
Thomas R. Proctor High School**

Authorization is requested of the Board of Education to approve approximately twenty-five (25) Proctor High School Junior Varsity and Varsity Girls Basketball players to travel to the JMA Dome in Syracuse, NY to attend a Syracuse Basketball game. This trip will be held on Monday, December 21, 2023. The purpose of this trip is to allow the players the opportunity to speak with a college basketball team, and to encourage team bonding.

Supervision of these students will be provided by LaSharr Hamell, Head Coach/Parent Liaison, Rocco Giruzzi, Varsity Girls Assistant Coach/Teacher, and Nate DeBan, Modified Girls Coach/Teacher.

This trip was reviewed and approved by Kenneth Szczesniak, Acting Principal at Proctor High School, Steven Falchi, Chief Academic Officer, and Kathleen Davis, Interim Superintendent of Schools.

FOR ACTION:

Volume LVIII

Report No. B – 34

SUBJECT:

Budget Transfer – Cyber Insurance

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

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A9060.800-00-0000	Heath Insurance	\$	33,956
To:	A1910.424-00-0000	Insurance	\$	33,956

Explanation: To increase for the previously unexpected purchase of cyber insurance

A9060.800-00-0000	Original Budget	\$	26,413,500
	Revised Budget with Transfer	\$	26,379,544
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	25,617,798
	Balance before Transfer	\$	795,702
	Percent Used (Original Budget)		96.99%
	Percent Used (Revised Budget)		0.00%
A1910.424-00-0000	Original Budget	\$	493,000
	Revised Budget with Transfer	\$	526,956
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	526,955
	Balance before Transfer	\$	(33,956)
	Percent Used (Original Budget)		106.89%

Percent Used (Revised Budget)

100.00%

FOR ACTION:

Volume LVIII

Report No. B – 35

SUBJECT:

Budget Transfer – Plant Equipment

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

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A9060.800-00-0000	Heath Insurance	\$	23,518
To:	A1620.200-00-0000	Custodial Operations – Plant Equipment	\$	23,518

Explanation: To adjust for unexpected, but necessary purchase of truck with plow

A9060.800-00-0000	Original Budget	\$	26,413,500
	Revised Budget with Transfer	\$	26,389,982
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	26,617,798
	Balance before Transfer	\$	795,702
	Percent Used (Original Budget)		96.99%
	Percent Used (Revised Budget)		97.07%
A1620.200-00-0000	Original Budget	\$	165,000
	Revised Budget with Transfer	\$	188,518
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	188,518
	Balance before Transfer	\$	(23,518)
	Percent Used (Original Budget)		114.25%
	Percent Used (Revised Budget)		100.00%

FOR ACTION:**Volume LVIII****Report No. B – 36****SUBJECT:****Budget Transfer – HVAC Maintenance Contract**

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

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A9060.800-00-0000	Heath Insurance	\$	82,483
To:	A1621.472-00-0000	Maintenance of Plant-Repairs Heating/Temp Contract	\$	82,483

Explanation: To adjust for unexpected annual maintenance of HVAC equipment originally thought to be applicable to federal grant and therefore, not budgeted to the General Fund – not a reclassification.

A9060.800-00-0000	Original Budget	\$	26,413,500
	Revised Budget with Transfer	\$	26,307,499
	Transfers In	\$	-
	Transfers Out	\$	23,518
	Expended & Encumbered	\$	25,617,798
	Balance before Transfer	\$	772,184
	Percent Used (Original Budget)		96.99%
	Percent Used (Revised Budget)		97.38%
A1621.472-00-0000	Original Budget	\$	100,000
	Revised Budget with Transfer	\$	182,483
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	128.883
	Balance before Transfer	\$	(28,883)
	Percent Used (Original Budget)		128.88%
	Percent Used (Revised Budget)		70.63%

FOR ACTION:**Volume LVIII****Report No. B – 37****SUBJECT:****Budget Transfer – Legal**

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

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A1420.161-00-0000	Legal – Labor Relations Attorney	\$	100,000
To:	A1420.400-00-0000	Legal - Contractual	\$	100,000

Explanation: To reclassify salary to contractual due to labor relations being performed by outside legal counsel.

A1420.161-00-0000	Original Budget	\$	100,000
	Revised Budget with Transfer	\$	-
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	-
	Balance before Transfer	\$	100,000
	Percent Used (Original Budget)		0.00%
	Percent Used (Revised Budget)		0.00%
	A1420.400-00-0000	Original Budget	\$
Revised Budget with Transfer		\$	355,554
Transfers In		\$	105,554
Transfers Out		\$	-
Expended & Encumbered		\$	258,840
Balance before Transfer		\$	(3,286)
Percent Used (Original Budget)			172.56%
Percent Used (Revised Budget)			72.80%

FOR ACTION:

Volume LVIII

Report No. B – 38

SUBJECT:

Budget Transfer – Health Supplies

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

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A9060.800-00-0000	Health Insurance	\$	35,000
To:	A2815.450-00-0000	Health Services- Supplies	\$	35,000

Explanation: To adjust for unexpected purchase of batteries for defibrillators

A9060.800-00-0000	Original Budget	\$	26,413,500
	Revised Budget with Transfer	\$	26,321,026
	Transfers In	\$	-
	Transfers Out	\$	57,474
	Expended & Encumbered	\$	25,617,798
	Balance before Transfer	\$	772,184
	Percent Used (Original Budget)		96.99%
	Percent Used (Revised Budget)		97.33%

A2815.450-00-0000	Original Budget	\$	50,059
	Revised Budget with Transfer	\$	85,059
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	79,117
	Balance before Transfer	\$	(29,058)
	Percent Used (Original Budget)		158.05%
	Percent Used (Revised Budget)		93.01%

FOR ACTION:

Volume LVIII

Report No. B – 38

SUBJECT:

Resolution for Standard Hours

BE IT RESOLVED, that the Utica City School District Board of Education be and hereby establishes the following as a standard work day for appointed officials for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System:

ALL APPOINTED OFFICIALS

Haylee Lallier, Treasurer

Five-day work week, seven and a quarter hour a day.

_____, Claims Auditor

Five-day work week, seven and a quarter hour a day

I, Kathy Hughes, Clerk of the Board for the Utica City School District, of the city of Utica or the State of New York, certify that the full Board consists of seven (7) members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

Date: December 19, 2023

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. B – 39

SUBJECT:

Substitute Rates

Authorization is requested of the Board of Education to approve the following substitute rates, effective January 01, 2024.

Substitute Teacher Rates:

Certified Teachers	\$130.00 per day
Long-Term Teachers	\$186.00 per day
Non-Certified Teachers	\$100.00 per day
Teachers Assistants	\$15.00 per hour
Substitute Teachers	\$15.00 per extra class

SEIU Substitute Rates:

Bus Driver	\$20.50 per hour
Bus Monitor	\$15.00 per hour
Food Service Worker	\$15.00 per hour
Security Monitor	\$15.00 per hour
Security Officer	\$19.57 per hour

Substitute Clerical and Substitute Nurse Rates:

1-20 years of service	\$15.00 per hour
Over 20 years of service	\$20.00 per hour

Substitute Nurse Rates:

Registered Nurse	\$115.00 per day
Licensed Practical Nurse	\$20.00 per hour

FOR ACTION:

Volume LVIII

Report No. B – 39

SUBJECT:

Disposal of Obsolete Instructional Resources

Authorization is requested of the Board of Education to dispose of obsolete instructional equipment located at the Jefferson Elementary School.

FOR ACTION:

Volume LVIII

Report No. B – 40

SUBJECT:

Disposal of Obsolete Athletic Equipment

Authorization is requested of the Board of Education to dispose of obsolete athletic equipment located at Donovan and Kennedy Middle Schools.

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:

- Alya Alberico
- Robyn Alberico
- Jaiden Baker
- Abigail James
- Julieann Lindsey
- Madison Oliver
- Christine Osberg
- Alexis Turuseta

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Resolution for Per Diem Substitutes

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 Targeted Assistance Substitute Teacher at \$50.00 per hour, effective immediately:

- Gail Grimaldi

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Resolution for Per Diem Substitutes

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 Teaching Assistant at \$14.20 per hour, effective immediately:

- Lauren Artessa
- Neveah Balanean
- Roger Guzman
- Carmella Tripepi

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Resolution for Per Diem Targeted Assistance Teacher

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 a per diem Targeted Assistance Teacher at \$50.00 per hour, effective immediately:

- Jaqueline Russo

- Sheri Giannandrea
- Nancy Koury

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Appointments

Homebound Instruction

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

- Stacey Bennett
- Ralph Leo
- Christopher Snyder

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 – 25

SUBJECT:

Appointments

Extra-Curricular

It is recommended that the following Extra-Curricular appointments be approved:

Victoria Stutzenstein-Mankad

Middle School Drama Club Co-Advisor
 Donovan Middle School
 Effective: December 20, 2023
 Index: \$874 (remainder of school year)

Suzan Wronka

Middle School Drama Club Co-Advisor
 Donovan Middle School
 Effective: December 20, 2023
 Index: \$874 (remainder of school year)

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

**Corrected Salaries
2023-2024**

Coaching/Spring 2024

It is recommended that the following corrected salaries for coaching appointments be approved:

David Guido
Boys Varsity Baseball
Proctor High School
Effective: Spring 2024
Index: \$7,407

Stephen Strife
Boys Assistant Varsity Baseball
Proctor High School
Effective: Spring 2024
Index: \$5,761

James Caswell
Boys Varsity Lacrosse
Proctor High School
Effective: Spring 2024
Index: \$7,407

Robert Heinrich
Boys Assistant Varsity Lacrosse
Proctor High School
Effective: Spring 2024
Index: \$3,479

Michael Zaloom
Boys Varsity Tennis
Proctor High School
Effective: Spring 2024
Index: \$3,472

Jerome Tine
Boys Varsity Track
Proctor High School
Effective: Spring 2024
Index: \$7,407

FOR ACTION:**Volume LVIII****Report No. P – 25****SUBJECT:****Appointments****Coaching/Spring 2024**

It is recommended that the following coaching appointments be approved:

LaSharr Hamell
Boys Assistant Varsity Track
Proctor High School
Effective: Spring 2024
Index: \$3,479

John Simmons
Boys Varsity/Jr. Varsity Golf
Proctor High School
Effective: Spring 2024
Index: \$4,938

Joe Guidera
Girls Varsity/Jr. Varsity Golf
Proctor High School
Effective: Spring 2024
Index: \$3,472

Kelli Bikowsky
Girls Varsity Softball
Proctor High School
Effective: Spring 2024
Index: \$7,407

Joanne Nassif
Girls Assistant Varsity Softball
Proctor High School
Effective: Spring 2024
Index: \$5,761

Kristi Peterson
Girls Varsity Track
Proctor High School
Effective: Spring 2024
Index: \$7,407

Walter Savage
Girls Assistant Varsity Track
Proctor High School
Effective: Spring 2024
Index: \$5,761

Trey Szatko
Boys Jr. Varsity Baseball
Proctor High School
Effective: Spring 2024
Index: \$3,059

Angelina Mancuso
Girls Jr. Varsity Softball
Proctor High School
Effective: Spring 2024
Index: \$3,059

Edwin Singleton
Boys Modified Baseball
Donovan Middle School
Effective: Spring 2024
Index: \$2,185

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Appointments

Coaching/Spring 2024

It is recommended that the following coaching appointments be approved:

William Robertello
Boys Modified Lacrosse
Donovan Middle School
Effective: Spring 2024
Index: \$2,485

Giuseppe Battista
Boys Modified Track
Donovan Middle School
Effective: Spring 2024
Index: \$2,485

Courtney Siciliano
Girls Modified Track
Donovan Middle School
Effective: Spring 2024
Index: \$4,115

Daniel Bougourd
Boys Modified Baseball
Kennedy Middle School
Effective: Spring 2024
Index: \$4,115

Nathan DeBan
Boys Modified Lacrosse
Kennedy Middle School
Effective: Spring 2024
Index: \$2,185

Daniel Clark
Boys Modified Track
Kennedy Middle School
Effective: Spring 2024
Index: \$2,893

Joshua Schreppel
Girls Modified Softball
Kennedy Middle School
Effective: Spring 2024
Index: \$2,185

Jenna Bellair
Girls Modified Track
Kennedy Middle School
Effective: Spring 2024
Index: \$2,893

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Appointment

Confidential

It is recommended that the following appointment be approved:

Gianna Iacone
2217 Proctorview Drive
Utica, NY 13501

Confidential Office Specialist I (12-months), *Provisional
Human Resource Department
Effective: January 8, 2024
Salary: \$45,000 (prorated) per Confidential Contract
Education: Graduate of Rome Free Academy
Experience: Confidential Secretary to Superintendent, Canastota School District, Canastota, NY, 10/23 to present; Confidential Secretary, Utica City School District, Utica, NY 4/21 to 10/23

*Provisional appointment subject to successful completion of Civil Service examination for Office Specialist.

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Appointment

Clerical

It is recommended that the following appointment be approved:

Karen A. Kempf
1516 City Street
Utica, NY 13502

Office Specialist I (12-months), *Provisional
Business Office
Effective: January 2, 2024
Salary: \$50,377 (prorated) per Secretarial Contract
Education: Graduate of Whitesboro High School
Experience: Deposit Operations, Adirondack Bank Utica, NY, 11/23 to present; Analyst, Bank of New York Mellon Oriskany, NY 6/10 to 1/23

*Provisional appointment subject to successful completion of Civil Service examination for Office Specialist.

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Appointment

Clerical

It is recommended that the following appointment be approved:

Sandy T. Tran
1652 Neilson Street
Utica, NY 13501

Typist (12-months), *Provisional
Donovan Middle School
Effective: January 2, 2024
Salary: \$39,058 (prorated) per Secretarial Contract
Education: Graduate of Proctor High School
Experience: Appointment Specialist, Mohawk Valley Health System (MVHS), Utica, NY 10/21 to present

*Provisional appointment subject to successful completion of Civil Service examination for Typist.

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Appointments

Transportation

It is recommended that the following appointments be approved:

Ibrahim Hassan
1509 Seymour Avenue, Apt. 1
Utica, NY 13501

Substitute Bus Driver
35 hours per week
Salary: \$20.50 per hour
Effective: December 20, 2023

Gabriel Campos
1561 West Street
Utica, NY 13501

Substitute Bus Monitor
35 hours per week
Salary: \$15.00 per hour
Effective: December 20, 2023

James Watkins
1518 Sunset Avenue, 1st Floor
Utica, NY 13502

Substitute Bus Monitor
35 hours per week
Salary: \$15.00 per hour
Effective: December 20, 2023

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Appointments

Security

It is recommended that the following appointments be approved:

Ronal Boconsaca
1327 Steuben Street, Apt 1
Utica, NY 13501

School Monitor (Security)
District-Wide
Effective: December 20, 2023
Salary: \$18.08 per hour
Education: Graduate of Proctor High School
Experience: Merchandiser/Stocker, Target
New Hartford, NY
9/23 to present

Giovanni Thomas
910 Shaw Street Apt 2
Utica, NY 13502

School Monitor (Security)
District-Wide
Effective: December 20, 2023
Salary: \$18.08 per hour
Education: Graduate of Proctor High School
Experience: Resident Counselor, Gan Kovad
New Hartford, NY
1/23 to present

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Appointments

Security

It is recommended that the following appointments be approved:

Asia Wallace
1115 Schuyler Street, 2nd Floor
Utica, NY 13502

School Monitor (Security)
District-Wide
Effective: December 20, 2023
Salary: \$18.08 per hour
Education: Graduate of Proctor High School
Experience: Direct Care Worker, The House of The Good Shepherd
Utica, NY
9/23 to present

Gloria Weathers
808 Waverly Place, Apt 3
Utica, NY 13502

School Monitor (Security)
District-Wide
Effective: December 20, 2023
Salary: \$18.08 per hour
Education: Graduate of Proctor High School
Experience: Repack worker, George's Farm Products
Clinton, NY
7/23 to present

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Appointments

Food Service/Monitor

It is recommended that the following appointments be accepted.

Indira Mukic
1815 Guelich Street
Utica NY 13501

Monitor-Breakfast and Lunch Program
District-Wide – not to exceed 35 hours per week
Effective: January 2, 2024
Salary: \$16.32 per hour
Education: Graduated 2005, Proctor High School
Experience: 2012-2014, Bank of New York Mellon, Processor;
2014-2021, Masonic Care Community, Resident Coordinator; Utica City School District, Sub Monitor-Breakfast and Lunch Program
September 19, 2023 to present

Jazmin Rodriguez
1537 Howard Avenue
Utica, NY 13501

Food Service Worker-Breakfast and Lunch Program
District-Wide – not to exceed 35 hours per week
Effective: January 2, 2024
Salary: \$16.32 per hour
Education: Graduated 2011, Proctor High School
Experience: 2011-2012, Birnie Bus, monitor; 2018-2022, Mohawk Valley Community Action, Sub Teacher; 2022-2023, Academics First, Assistant Teacher; Utica City School District, Sub Food Service- Breakfast and Lunch Program
September 20, 2023 to present

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Appointments

Food Service/Monitor

It is recommended that the following appointments be accepted.

Lana V. Perepeliuk
7 Rutger Street
Utica, NY 13501

Monitor-Breakfast and Lunch Program
District-Wide – not to exceed 35 hours per week
Effective: January 2, 2024
Salary: \$16.32 per hour
Education: Graduated 1984, Ukraine
Experience: 2016-2019, Immigration Services, Specialist; 2019-2022, Child Protective Services, Ukraine, Inspector; Utica City School District, Sub Monitor-Breakfast and Lunch Program
September 19, 2023 to present

Jackie Perez
43 Prospect Street
Utica, NY 13501

Monitor-Breakfast and Lunch Program
District-Wide – not to exceed 35 hours per week
Effective: January 2, 2024
Salary: \$16.32 per hour
Education: Graduated 2018, Pelham Lab High School, Bronx, NY
Experience: Utica City School District, Sub Monitor-Breakfast and Lunch Program
October 17, 2023 to present

Angelina Maclin
1612 St. Jane Avenue
Utica NY 13501

Food Service-Breakfast and Lunch Program
District-Wide – not to exceed 35 hours per week
Effective: January 2, 2024
Salary: \$16.32 per hour
Education: Graduated 1977, Proctor High School
Experience: 1981-2016, New York State Canals, Laborer Sec.; Utica City School District, Sub Food Service-Breakfast and Lunch Program
October 11, 2023 to present

Alejandra Perez
1018 Tilden Avenue, Apt 1.
Utica NY 13501

Monitor-Breakfast and Lunch Program
District-Wide – not to exceed 35 hours per week District Wide.
Effective: January 2, 2024
Salary: \$16.32 per hour
Education: Graduated 2021, Proctor High School
Experience: 2022-2023, Wolfsped, Maintenance; 2022, Durham School Services; Utica City School District, Sub Monitor-Breakfast and Lunch Program
October 2, 2023 to present

Mary Proctor
536 Tamarack Street
Utica NY 13502

Food Service Worker Breakfast and Lunch Program
District-Wide – not to exceed 35 hours per week
Effective: January 2, 2024
Salary: \$16.32 per hour
Education: Graduated 2006, Bladensburg High School, Maryland
Experience: 2018, Kmart, Temple Hills, Maryland, Cashier; 2021 to present, Family Dollar and Utica City School District, Sub Food Service Worker; Utica City School District, Sub Food Service Worker-Breakfast and Lunch Program
October 17, 2023 to present

FOR ACTION:**Volume LVIII****Report No. P – 25****SUBJECT:****Conferences**

It is recommended that the following conferences be approved:

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Adam Lovecchio	American Association of Physics Teachers Winter Meeting Conference New Orleans, LA Approved by: S. Falchi & Ken Szczesniak Allotted: \$1,450.00 from Budget Code: A2110-475-02-0000 and Allotted: \$800.00 from Budget Code: A2070-400-00-0000 Substitute Required	January 6-9, 2024

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Isiah Clark	Spring 2024 In-Person Job and Internship Fair Binghamton, NY Approved by: S. Klimek & S. Falchi Allotted: \$325.00 from Budget Code: A1430-402-00-0000 and Allotted: \$280.00 from Budget Code: A1430-476-00-0000 No Substitute Required	February 22, 2024

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Isiah Clark	Nazareth Spring 2024 Job and Internship Fair Rochester, NY Approved by: S. Klimek & S. Falchi Allotted: \$225.00 from Budget Code: A1430-402-00-0000 and Allotted: \$310.00 from Budget Code: A1430-476-00-0000 No Substitute Required	March 27, 2024

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Isiah Clark	Western New York Teacher Recruitment Day Niagara Falls, NY Approved by: S. Klimek & S. Falchi Allotted: \$350.00 from Budget Code: A1430-402-00-0000 and Allotted: \$730.00 from Budget Code: A1430-476-00-0000 No Substitute Required	April 15-16, 2024

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Resignation

Teacher

It is recommended that the following resignation be accepted:

Erica Ciccone

Kindergarten Teacher
King Elementary School
Effective: December 1, 2023
Reason: Personal
Notification Received: December 1, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Resignation

Extra-Curricular

It is recommended that the following resignation be accepted:

Jennifer Tillotson

Middle School Drama Club Advisor
Donovan Middle School
Effective: November 21, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Resignation

Confidential

It is recommended that the following resignation be accepted:

Donald Dawes, Jr.

Community/Parent Liaison (10-months)
Proctor High School
Effective: December 5, 2023
Reason: Personal
Notification Received: December 5, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Resignation

Clerical

It is recommended that the following resignation be accepted:

Erica Molina

Account Clerk (12-months)
Central Supply – Administration
Effective: December 15, 2023
Reason: Accepted position outside the
Utica City School District
Notification Received: November 21, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Resignation

Transportation

It is recommended that the following resignation be accepted:

Solaris Ramirez

Bus Driver
Effective: December 7, 2023
Reason: Personal
Notification Received: December 7, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Resignations

Food Service/Monitor

It is recommended that the following resignations be accepted:

Heily Concepcion

Monitor-Breakfast and Lunch Program
District-Wide – not to exceed 35 hours per week
Effective: December 1, 2023
Reason: Personal/Medical
Notification Received: November 20, 2023

Anel Eusebio-Canario

Monitor-Breakfast and Lunch Program
not to exceed 35 hours per week.
Effective: November 10, 2023
Reason: Personal
Notification Received: November 10, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Rescindment of Appointment

Clerical

It is recommended that the following rescindment of appointment be approved:

Melissa Klein

Office Specialist (12-months)
Academics Office
Effective: November 21, 2023
Reason: Personal
Notification Received: November 27, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Unpaid Leave of Absence

Speech Language/Pathologist

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

Joanna Zogby

Speech-Language Pathologist
Kernan Elementary School
From: November 27, 2023
To: February 16, 2024
Reason: Family
Notification Received: December 5, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Unpaid Leaves of Absence Teacher Assistant

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

Brandi Brown

Teacher Assistant – Special Education
Kernan Elementary School
From: November 20, 2023
To: January 5, 2024
Reason: Medical
Notification Received: November 30, 2023

Katrina Shunk

Teacher Assistant – Special Education
Jones Elementary School
From: November 13, 2023
To: March 1, 2024
Reason: Medical
Notification Received: November 13, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Unpaid Leaves of Absence Teacher

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

Sara Fairbairn

Special Education Teacher
Hughes Elementary School
From: December 5, 2023
To: January 12, 2024
Reason: Medical
Notification Received: December 13, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Intermittent Absences Parent Community Liaison

It is recommended that the following Intermittent Absences be approved:

Legna M. Mejias

Parent Community Liaison
Watson Williams Elementary School
Reason: Intermittent Absences (Family/Medical)
Notification Received: November 28, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Changes of Status

Custodial/Maintenance

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

Fred D. Lacy

Cleaner
From: Probationary (26 weeks)
To: Permanent
Effective: October 2, 2023

Justin Maline

Cleaner
From: Probationary (26 weeks)
To: Permanent
Effective: November 6, 2023

Kyle Rightmier

Cleaner
From: Probationary (26 weeks)
To: Permanent
Effective: November 28, 2023

Santino G. Tartaglia

Cleaner
From: Probationary (26 weeks)
To: Permanent
Effective: October 30, 2023

The above have completed their probationary period.

FOR INFORMATION:

Volume LVIII

Report No. P – 26

SUBJECT:

Appointment

Clerical

It is recommended that the following appointment be approved:

Rebecca LaPorte
5783 Domser Drive
Utica, NY 13502

Clerk (part-time)
Human Resources Department
Effective: November 27, 2023
Salary: \$20.00 per hour

MOTIONS FROM THE FLOOR:

FOR ACTION: **Volume LVIII** **Report No. – B – 43**

SUBJECT: **Substitute Rates**

Authorization is requested of the Board of Education to approve the following substitute rates, effective January 01, 2024.

Substitute Teacher Assistant Rates:

Teacher Assistants \$15.00 per hour

SEIU Substitute Rates

Food Service Worker \$15.00 per hour

Security monitor \$15.00 per hour

FOR ACTION: **VolumeLVIII** **Report No. P – 25**

SUBJECT: **Appointment** **Transportation**

It is recommended that the following appointment be approved:

Tammy Skermont 1107 Ash St Utica, NY 13501	Temporary School Buss Training Coordinator Part-Time Salary: \$35.00 per hour Effective: December 20, 2023
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FOR ACTION: **VolumeLVIII** **Report No. P – 25**

SUBJECT: **Change of Assignments** **Transportation**

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

Junior Castillo	From: Substitute Bus Monitor To: Substitute Bus Driver Salary: \$20.50 Effective: December 20,2023
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Jorge Guerrero	From: Substitute Bus Monitor To: Substitute Bus Driver Salary: \$20.50 Effective: December 20,2023
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Mr. Cardillo made a motion to approve the Consent Agenda and seconded by Mr. Cooper.

There being no further discussion, **motion approved 6-0.**

THIS CONCLUDES THE CONSENT AGENDA.

THIS CONCLUDES THE SUPERINTENDENT’S REPORT IN 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.

Nothing to report this month.

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

Nothing to report this month.

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

Nothing to report this month.

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Financial Report

Budget Status Report – Haylee Lallier – Treasurer

Ms. Lallier: Good evening. Regarding a budget status report, I know you guys have a thick packet tonight. I just wanted to note some things on the budget aside from salaries as Dr. Davis and Ms. Mowat discussed they are being corrected. Some of the accounts with more variances that needed transfers, those have already been submitted to the Board and approved. Regarding the budget status as well, one of the findings in the audit was that my bank recs were not being reviewed, now Ms. Mowat is looking at those and signing off on all bank recs. Regarding the tax collection, we haven't received this month's payment for payments received through the end of November, but the current amounts for tax collection are for the 21-22 school year around \$714,600 for the 22-23 school year around \$109,950,200 and for the 23-24 school year around \$9,846,900. Some other things I wanted to note about my position, so you're more familiar with what I do, as we discussed, those audit financing findings in those large packets. They are quite lengthy so that takes up quite a bit of my time. When I returned from maternity leave that was one of the things I was working to make sure we were up to date on as well as all bookkeeping entries, all payroll funding and tax payments for the payroll and all quarterly filings. Recently I've been trying to assist, as well as many others, with cash flow projections for Dr Davis and Ms. Mowat to use for future needs. I've also been working on our continuing disclosure information. Soon, I'll be working on our W-2s coming up which used to be handled by a former employee who is no longer with a District. So that'll be coming up. Then we have some bond payments that are coming up so you know what I'll be working on. Are there any questions?

Questions from Board Members:

President Hobika, Jr.: Thank you, appreciate it. Great report.

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Approval of Minutes

Mr. Cardillo made a motion to approve the following minutes; seconded by Mr. Cooper.

- November 6, 2023 – Special Meeting
- November 14, 2023 – Special Meeting
- November 14, 2023 – Regular Meeting
- November 21, 2023 – Special Meeting
- November 21, 2023 – Special Meeting
- November 27, 2023 – Special Meeting
- November 27,2023 – Special Meeting

There being no further discussion; **motion carried 6-0.**

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Continuing Business

None

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New Business

None

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Communication

None

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Adjournment

Mr. Cardillo made a motion to adjourn the December 19, 2023, Regular Meeting; seconded by Mr. Cooper.

The December Meeting was adjourned at 8:57p.m.

There being no further discussion; **motion carried 6-0.**

Respectfully transcribed and submitted,

STEPHANIE LYNESS
Assistant Board Clerk

DRAFT