

UTICA CITY SCHOOL DISTRICT
106 Memorial Parkway
Utica, NY 13501

Steven A. Falchi
Administrative Director of Curriculum
and Instruction K – 12

Ph. (315) 792-2228
Fax. (315) 792-2285
sfalchi@uticaschools.org

MEMORANDUM

TO: All Utica City School District Principals and Assistant Principals
DATE: March 12, 2020
RE: *Meeting of March 11, 2020*

The following are important reminders from the meeting held on Wednesday, March 11, 2020:

In order to minimize the opportunity for persons to contract and/or spread the Novel Coronavirus (COVID-19), please be reminded that:

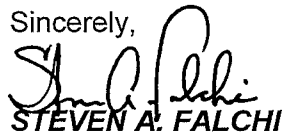
- All field trips and after school gathering/events are cancelled. This includes school sponsored participation in community events. Schools will continue to provide after school academic programs including tutoring and Extended Learning Time unless otherwise notified. The District will monitor this situation in order to make a decision pertaining to any Moving-Up Ceremonies, Graduation, as well as the Prom or Senior Ball. All other after school or night time activities are cancelled for the remainder of the school year and until further notice.

In addition:

- Outside agencies (i.e.: I-Can, etc.) should no longer report to school buildings. Any visits should take place outside school or via telephone conference. This is also in effect for the remainder of the school year or until further notice.
- Parent conferences should be conducted via telephone conference.

Thank you for your cooperation.

Sincerely,



STEVEN A. FALCHI

Administrative Director of Curriculum and Instruction K-12

C: Michele LaGase, Director of Grants, Contracts, and Compliance
Edward Simpson, Administrator for Special Education Services
Alicia Mroz, Administrator for Pre-K and Student Programs
Joyce Tencza, Director of Human Resources
Michele Albanese, School Business Official
Mike Ferraro, District Foreman
File

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