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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

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.

FOR ACTION:

Volume LVIII

Report No. S – 191

SUBJECT:

Service Agreement between the Utica City School District and First Consulting, Inc.

Authorization is requested of the Board of Education to approve the Service Agreement between the Utica City School District and First Consulting, Inc., to perform routing assessment services, effective December 19, 2023 through June 30, 2024.

FOR ACTION:

Volume LVIII

Report No. S – 192

SUBJECT:

Health Insurance Consultant Contract between the Utica City School District and Gilroy Kernan & Gilroy

Authorization is requested of the Board of Education to approve the Health Insurance Consultant Contract between the Utica City School District and Gilroy Kernan & Gilroy, effective December 19, 2023 through June 30, 2025.

FOR ACTION:

Volume LVIII

Report No. S – 193

SUBJECT:

Combining Contract between the Clinton Central School District (Host) and the Utica City School District in the Sport of Varsity Girls Ice Hockey

Authorization is requested of the Board of Education to approve the Combining Contract between the Clinton Central School District (Host) and the Utica City School District in the sport of Varsity Girls Ice Hockey for the 2023-2024 school year.

SUBJECT:

Revenue Anticipation Note (RAN) Resolution

Authorization is requested of the Board of Education to approve the following Revenue Anticipation Note (RAN) Resolution:

**REVENUE ANTICIPATION NOTE RESOLUTION
DATED DECEMBER 19, 2023**

A RESOLUTION AUTHORIZING THE ISSUANCE OF UP TO \$15,000,000 IN REVENUE ANTICIPATION NOTES OF THE CITY SCHOOL DISTRICT OF THE CITY OF UTICA, ONEIDA COUNTY, NEW YORK IN ANTICIPATION OF THE RECEIPT OF STATE AID DUE DURING THE FISCAL YEAR ENDING JUNE 30, 2024.

BE IT RESOLVED by a Board of Education of the City School District of the City of Utica, Oneida County, New York (the "School District") as follows:

Section 1. There are hereby authorized to be issued Revenue Anticipation Notes (the "Notes") of the School District in anticipation of the receipt of State Aid due during the School District's fiscal year ending June 30, 2024 (the "Revenues").

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.

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

WHEREAS, the Utica City School District entered into a contract with ESB Media, LLC which is due to expire on November 30, 2023; and

WHEREAS, the Board of Education desires to extend the term of the contract until June 30, 2024.

NOW, THEREFORE, the Board of Education hereby resolves to

1. Approve the amendment to the contract with ESB Media, LLC extending the contract term to June 30, 2024.
2. The remaining terms and conditions of the contract shall remain the same.
3. This resolution shall take effect immediately.

Dated: December 19, 2023

Kathy Hughes, Board Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 204

SUBJECT:

**Data Sharing and Confidentiality Agreement
between the Utica City School District and SUNY**

Authorization is requested of the Board of Education to approve the Data Sharing and Confidentiality Agreement between the Utica City School District and SUNY for New York Education Law § 2-d, effective December 19, 2023.

FOR ACTION:

Volume LVIII

Report No. S – 205

SUBJECT:

**Terra Science and Education Capacity
Building Grant Program**

Authorization is requested of the Board of Education to approve the Terra Science and Education Capacity Building Grant Program in the amount of \$4,981.71.

BUDGET: Terra Science and Education Capacity Building Grant Program

| | |
|--|--------------------|
| Senator James H. Donovan STEAM Manufacturing Lab: | \$ 4,981.71 |
| | |
| Approved Expenses for Senator James H. Donovan Middle School | |
| • VEX EXP Small Classroom Bundle | 3,999.00 |
| • Cricut Maker 3 | 399.00 |
| • VERVOR Heat press | 280.00 |
| • Heat Transfer Vinyl (11 x \$27.61 each) | 303.71 |
| | |
| TOTAL: | \$ 4,981.71 |

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 | \$ | 150,000 |
| | 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.

FOR ACTION:

Volume LVIII

Report No. B – 41

SUBJECT:

Disposal of Obsolete Computer Equipment

Authorization is requested of the Board of Education to dispose of obsolete computer equipment located at Central Supply, Albany Elementary School, Kernan Elementary School, and Proctor High School.

FOR ACTION:

Volume LVIII

Report No. B – 42

SUBJECT:

Disposal of Obsolete Equipment

Authorization is requested of the Board of Education to dispose of obsolete equipment located at Proctor High School and the Maintenance Shop.

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Paid Administrative Leave

It is hereby resolved that the Board of Education hereby approves paid administrative leave for an employee.

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Paid Administrative Leave

It is hereby resolved, that the Board of Education hereby approves paid administrative leave for an employee.

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Retirement

Teacher

It is recommended that the following retirement be accepted:

Renee O'Neill

Instruction & Data Coach
Donovan Middle School
Effective: October 11, 2024
Years of Service: 33

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

Retirements

It is recommended that the following retirements be accepted:

Carol H. O'Connor

Teacher Assistant – AIS
Jefferson Elementary School
Effective: January 12, 2024
Years of Service: 25

Joseph J. Arcuri

Cleaner – Proctor High School
Effective: December 15, 2023
Years of Service: 17

FOR ACTION:

Volume LVIII

Report No. P – 25

SUBJECT:

**Resolution for Probationary Appointment
Fransuas Ortiz – Teacher Assistant**

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

RESOLVED, upon the recommendation of the Acting Superintendent of Schools, that Fransuas Ortiz, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant retroactively on November 21, 2023. Fransuas Ortiz’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 – 25

SUBJECT:

**Resolution for Probationary Appointment
Monica Robinson – Teacher Assistant**

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

RESOLVED, upon the recommendation of the Acting Superintendent of Schools, that Monica Robinson, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant retroactively on November 17, 2023. Monica Robinson’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 – 25

SUBJECT:

Resolution Appointing Long-Term 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 Allison Corigliano is appointed to the position of a long-term substitute teacher, effective January 2, 2024 at a rate of \$100.00 per day.

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 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 day, 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