

**BOARD OF EDUCATION
UTICA CITY SCHOOL DISTRICT
REGULAR MEETING – July 25, 2023 – 7:00 P.M.
Administration Building – 929 York Street – Kernan School**

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

ADMINISTRATORS PRESENT: Dr. Kathleen Davis, Acting Superintendent, Steven Falchi, Mike Ferraro, Joseph Shields, Esq., Trina Falchi, Shawna Fleck, Andre Paradis, Erica Schoff, Sara Klimek, Pam Smoulcey, Heather Mowat, Judeanne Rockford, Stephanie Lyness, Paris Rich, Haylee Lallier



Public Comment to the Board of Education

President Hobika, Jr. called the Regular Meeting to order at 7:00 p.m. After the Pledge of Allegiance, Assistant Board Clerk Stephanie Lyness conducted roll call. All members of the Board of Education were present.



Acting Superintendent Signs the Oath of Office Book

Dr. Davis signs the Oath of Office Book.

Dr. Davis: I just want to say quickly, thank you. I'm looking forward to working with all of you. It's a great honor to be here, back in Utica and part of the Utica family. I can't wait to see the kids and start seeing the teachers within the next couple weeks and meet our full administrative team. I just thank you for letting me have this opportunity, and you have my word, I am here as long as you need me.



Discussions

Capital Project Update – Jeffrey Kloetzer, Stieglitz Snyder Architecture (SSA)

Mr. Kloetzer presented an update on the Capital Project.

Questions from Board Members:

None



Presentations

Pre-K Update – Judeanne Rockford, Director of Early Childhood Education

Ms. Rockford presented an update on Pre-K.

Questions from Board Members:

Mrs. Padula: As you know, I was super passionate about this topic. Ideally, besides 100% enrollment in pre-K for our incoming kindergarteners, what should our average be? Are we below below average? The 400 kids that have; that are enrolled like what is the ideal enrollment?

Ms. Rockford: I think our goal is to have every four-year-old in pre-K. Some families, they're going to private daycare or preschools in the area. I think what we need to focus on right now is improving what we have and being able to support what we have. Like I said earlier, I think the recruiting is great and the enrollment is a great focus, but we need to be able to support that if we do move forward with a higher enrollment because we would hate to see all these kids come in and not

have the teaching staff or the space to provide them. I'd love to see every student have an opportunity one way or another. Some maybe through us, some maybe through other programs, but it is our goal to have all four-year-olds go to pre-K so that they can be ready for kindergarten.

Mr. Paradis: With that Danielle, I think one of the things that Judeanne and I talked about previously, taking actually a look at the kindergarten class we have coming in and surveying them, did you attend? Some of them may go to JCC, some of them may go to a private thing. So, there are kids that are still going to pre-K that we just don't know about that are participating in UPK and try to find out what is the number of students that don't go and what is the reason for it. Is it transportation? Is it a philosophy with family, they want to keep things out of the family. It's a real personal decision trying to juggle, but ultimately, we have to find something for those kids to have those skills coming into kindergarten. So that was one of the brainstorming things that she and I did about looking at, taking a snapshot, of this year's class coming in and using that to help guide our decisions on what things we need to focus on. Is the hurdle transportation, and that's a discussion we have to do? Is it philosophy? We don't know those answers. You know, we're all here speculating on those things so that's ultimately what we want to move to.

Mrs. Padula: So, are you saying that when a child is screened like this year, the incoming kindergarten class, are you going to ultimately record where that child maybe went or where they enrolled in some program?

Mr. Paradis: Yes, like doing a survey, a Google Form. What were your experiences coming prior to? Did you participate? Did you participate in a Utica program? Did you participate in a private program? Some kids might; Montessori is some big for some people they want to do a Montessori program. I think there are kids although we see our number is 400 and something that number is higher it's not necessarily where we want we then we want to find out why people are not coming. What are the barriers and then we can start working on chipping those barriers away?

Mrs. Padula: Do you want me to answer that as a mother that has an incoming kindergartener, because it's a half day.

Mr. Paradis: That's actually one of the big discussions that Judeanne and I had numerous times. This is where we run into the problem with our community-based organizations is space and all those hurdles. We can take some of our half days and make them full day, but now we're reducing the number of kids that are going to have access to pre-K, and our problem is creating enough full day classrooms so we can offer full day, but we have to make sure that there's enough teachers that we can meet the state regulations because the regulations for a full day program are not the same as the half day program. So, when you go to full day, it increases the number of regulations you need to follow and certifications, all those types of things. We'd love full days but there's a lot of barriers but if we know that then there's something we can start looking at what we can do.

Ms. Rockford: So that's what I mean by improving what we have. Starting there and seeing what half days we can support to go full day. To be able to not reduce the number of students because half day is better than no day. So, we don't want to go to full day and then the 18 students, they don't have the opportunity to go at all.

Mrs. Padula: Makes sense, thank you.

Mr. Paul: Is there an opportunity for us to partner with our local colleges that have early childhood education programs to possibly host our pre-K programs on campus? Where they may have daycare there and we use it as our UPK program, where their students are actually learning as well. So, they're teaching their students to kind of work with our kids, but if we are concerned with space would that be an option?

Ms. Rockford: I think the barrier with that, is a great idea and I think that the theory of that is definitely something that we can look at as far as giving support to the classrooms and providing support within the classrooms. As far as them being teachers, they have to be certified teachers.

Mr. Paul: And the reason I ask is my older son went to pre-K, it was on a college campus, Buffalo State. It's for staff and students. Now there's a partnership there they have the staff there but if it's pre-K can we use that can we try to partner with a UPK program since they have staff there.

Ms. Rockford: That's an interesting question.

Mr. Paradis: I think one of the things, if you look at that, what you have to do is the way we do our UPK is we don't house our own. We contract out with outside agencies, community-based organizations. If a campus has their own CBO that's something that we partner go through and do. We don't currently run our own UPK program through our District. You're

going into legacy cost, you're adding staffing to the District, insurance, all those things we contract out. So, if a University already has a program, let's say for example MV or Utica University have something that's something we could partner with and we can actually fund through the grant because its a per pupil grant we get from the State and UPK. So, all our aid is at however many students we are servicing. So, if our number goes up we will have funding to supply that to outside organizations. The problem is getting organizations to do it. That's one of our biggest hurdles in the area is having those organizations having the amount of that staff that we need to do that.

Mr. Paul: So, if we're funded for that would that funding support staff?

Mr. Paradis: Yes, so we get a per-pupil dollar amount to the CBO's, so we get a per pupil amount, we give out a per pupil amount to our agencies and part of our grant also buys all the curriculum for all the schools. We provide all the professional development, we do all that. So, if we have another community-based organization our aid will go up and then we can pass that on to the organizations to hire.

Ms. Rockford: We'd always want to increase our opportunities to partner and to have more community-based organizations, absolutely, because it increases our numbers, it increases our funding and I think that's a great idea.

President Hobika, Jr.: Does anyone else have any questions, because I have one. Have we surveyed the students or the caregivers of the students before for kindergarten?

Ms. Rockford: Surveyed them on?

President Hobika, Jr.: You know asking them questions about did they go to pre-K or do anything to prepare the children for going to school?

Ms. Rockford: At the end of the year the pre-K teachers, a few of them come in and they have red folders and in their red folders it's has all their testing, any anecdotal notes, any information that would be helpful to the teachers. So the teacher when she gets her box..

President Hobika, Jr.: No, I understand that that's the continuation. The only reason I'm asking the question is you were talking about you were going to be surveying the upcoming kindergarten class, right? The question that I have is if we ask questions before are the parents and the family members that you're asking the questions of, are they willing to give you answers?

Mr. Paradis: As far as we know we don't know if there's a survey done. We haven't seen it because she and I both came so we're starting out fresh. I don't know if a survey was done in the past, again, I don't know what the willingness will be if we do a survey we don't have a record that we can see what was done prior to.

Mrs. Padula: They did ask at screening.

Mrs. Knoop: Isn't there data so like when someone is coming to register for kindergarten. I did three of my children, all three of those children, as part of the questions, you have to give everything where they went. So, then where's the data was that kept?

Mrs. Padula: It's in the registration packet, I think, is like, where does your kid currently attend? When we went into the school a couple weeks ago physically to register I don't know if it was OT or PT, but the person she saw asked if she had any previous schooling. It was a private schooling, but I'm assuming they took down the information.

Ms. Rockford: It definitely is. What I've learned the most about what's holding the parents back is from my conversations with the directors, because they really are the ones that are working with the families. They're the ones that give me that feedback, whether it's transportation or the half days huge, half days huge. Parents just don't have childcare for the other half day. So, they really give us a lot of information on those types of barriers. Is that what you were asking?

President Hobika, Jr.: I was just wondering whether or not some people may; I have no idea whether or not people are aware that there's pre-K programs or that it's a good idea to bring their kids. How do we reach people that may not normally want to participate?

Ms Rockford: Well, we do have mailers that we mail out twice a year.

President Hobika, Jr.: In 47 languages or whatever it is?

Ms. Rockford: Actually, believe it or not yes, not 47, but Head Start is really great about that. They have pamphlets that we gave to all the parent liaisons in all 10 elementary schools to pass out to families. They have them in many, many different languages.

President Hobika, Jr.: If they were at Head Start, doesn't that mean that they're heading to the track for pre-K? Because my question is, it's not the people that are on the track for pre-K how do you address the people that aren't on the pre-K track, because that's really where the disconnect is, correct?

Ms. Rockford: Yes.

President Hobika, Jr.: So how are we addressing that issue?

Ms. Rockford: Again, with these mailers and I am hopeful that R4K Family School navigator will be able to do just that. Those surveys and reaching out to the communities to make them aware of UPK and the opportunities that we have here.

President Hobika, Jr.: How do you know who is somebody that should have a mailer sent to them? I'm assuming that any parent that has a 1,2,3,4,5-year-old we would send a mailer or two how do you know who they are?

Dr. Davis: We did a citywide mailer and everybody gets one.

President Hobika, Jr.: That's here or.

Dr. Davis: We just did it last week.

President Hobika, Jr.: Ok good, that's even better.

Ms. Rockford: Yes, so everybody got one in the city of Utica. It goes through PJ Green. It's these right here. We actually sent those out twice, so every single resident in Utica city has received one of these, two times. The first one was yellow and the second one was pink.

Ms. Padula: I think that would be beneficial to survey the kindergarten families because at least you could see if a child didn't go to a pre-K or have that time. If they're willing, they may share why, whether it's transportation or philosophy or what have you.

Ms. Rockford: And maybe a lot of them are going to pre-K in the area and we should definitely look into that information. So yes, that sounds like a good idea.

Mrs. Knoop: I think tapping into other agencies, too. Are you tapped into The Center, like those places where those families are going to get those post cards and not understand what they say, so, are you tapping into those community organizations to make sure that you're reaching those people?

Ms. Rockford: Yes, and that's again, exactly what this R4K Family School Navigator is going to be doing. They're going to be reaching out to all of those families that may speak a different language or may not understand or know about our UPK and they're going to be the ones. That's their dedication, that's to work out, to see in the community exactly who needs to be informed.

Mrs. Knoop: I already saw that the Thea Bowman House already offers Karen and Burmese, that's very impressive.

Ms. Rockford: Yeah, it's unbelievable all the different languages that I've never heard of. I mean, it's just really fascinating.

Dr. Davis: I want to thank Judeanne publicly. She is relatively new here and it's amazing what she's accomplished to date. So, our program is much more cohesive going into the fall, consistent curriculum, training, assessments. So that's a big lift for a short period of time, it really is.

Ms. Rockford: Thank you. I've enjoyed every second. So, thank you again for this opportunity.

Sidewalk Update – Michael Ferraro, Chief Operations Officer

Mr. Ferraro presented a sidewalk update.

Questions from Board Members:

Dr. Davis: So, Mike's presentation is about getting to yes. So, if you have any questions, let us know, we worked hard on this.

President Hobika, Jr.: Mike I had a question about Hughes. They had that big long staircase behind the building. Is that still..

Mr. Ferraro: At Hughes?

President Hobika, Jr.: John F. Hughes.

Mr. Ferraro: That's still there. That used to be the main entrance, that's why it has the address.

President Hobika, Jr.: What is the condition of that?

Mr. Ferraro: So, 3/4 of it is was removed; so, it was removed. We put a retaining wall up, that was in the Capital Project in 2010 I think. They still have the egress out of the back of the building, but there's a fence now and it's just landscape grass. It's a pretty steep hill back there.

President Hobika, Jr.: Yes. Does anyone else have any questions for Mike?

Dr. Davis: Mike has done a good job of hanging in there with me. He's done a good job. So just to recap, it's \$100,000 that we have to use currently, current budget, and the rest of it will be phased in and we should be, and we will be done by September 2024. We are doing the critical items now and we have to because of the scope, we have to follow the SEQRA resolution and SED approval, so that pushes this out.

Mr. Ferraro: We're hopeful once the project gets rolling weather permitted, we should be able to roll through it pretty quickly.

Dr. Davis: Anything critical is going to get done now.

President Hobika, Jr.: Anyone have any other questions? If not, thank you Mike, appreciate it.

Power School – Sara Klimek, Chief Human Resources Office/Anthony LaPolla, Empower Business Strategies

Ms. Klimek and Mr. LaPolla made a presentation on Power School.

Questions from Board Members:

Mrs. Padula: Can you go through the investment one more time, so the initial cost.

Ms. Klimek: So, \$53,835 is for the Unified Talent Recruitment Suite. This is 92% aid able through BOCES. So, when you do the math on that, it's \$4,306.80. It's less than what it costs to print all the paper for those applications. They also have features within this too where maybe we have a lot of movement within the District, so perhaps someone previously worked for the Utica City School District and now they're applying again and you want to know if they're eligible for reemployment. We would be able to house all these notes here, you're keeping a digital trail of everything.

President Hobika, Jr.: I just wanted to ask, as part of this package you would have the HR jacket for example of a person that we hired and all the records would be in there so that's part of?

Ms. Klimek: What do you mean by the HR jacket?

President Hobika, Jr.: Whether there's; the employee file whether there's disciplinary actions, whether there's promotional information, whether there's write ups, reviews.

Ms. Klimek: So, you can kind of make of it what you want to. So that would have to be an internal discussion with Dr. Davis and if that's the route that she'd like to take to have those things uploaded as attachments onto an employee file, we can.

President Hobika, Jr.: Well I guess my question would be I'm assuming, based on my conversations with Dr. Davis, that we're moving to electronic files as much as we can and away from the shredder.

Mr. Cardillo: Are there any other districts our size that you spoke to that use this?

Ms. Klimek: Syracuse actually uses it.

Dr. Davis: So, one thing just to be clear with the Board; the fees up front and you'll get your BOCES aid the following year, but I look at it as it's the cost of 1 teacher to automate 2,000 teachers records and you will get the aid the next year.

Mrs. Padula: And will make people eligible to apply online?

Ms. Klimek: Yes, even for substitutes.

Dr. Davis: Yes, they won't be driving their resume down.

Mrs. Padula: Or faxing it, because we fax often.

Dr. Davis: No.

Mr. Cardillo: If you implement something like this, I always worry about hacking. Is there any issue with hacking, how do they handle it? The other thing is, if you put personnel information in, who's going to have access to that?

Ms. Klimek: Yes, those are really great questions. There are encryption data features embedded within the system and we also on the District we have it on our end as well too. So, there is a level of protection. We're not interested in having some sort of breach of personal information out there. I think there was a second part to that question, I don't recall. What was the second part to your question?

Mr. Cardillo: Yes, who has access.

Dr. Davis: Well, it would be your HR department, the Superintendent, people that have a need to know.

Mrs. Padula: Is it cloud based?

Mr. LaPolla: Yes, and you can give permission as well as a certain level of access that you can give to a hiring manager to go in review resumes, or whatever it may be. So, there's certain levels of access.

Mr. Paul: Do we have the capability to actively recruit students? Could we send something to a school prior to our students or those students graduating and becoming part of the workforce to kind of recruit before they decide to make a decision on it?

Ms. Klimek: Of like where to go?

Mr. Paul: Of where they want to work, yes.

Ms. Klimek: So, we actually kind of do that in a different way, but we do do that now. We're in constant communication with Utica University, I'm on the phone with them quite often. We do reach out quite a bit. We would just be changing the way that you reach out, so instead of sending a flyer with the information, we'd be sending a link.

Mr. Paul: And we can send that to any school nationwide, as opposed to just our local schools?

Ms. Klimek: Right, yes, you can send the link anywhere.

President Hobika, Jr.: Anyone else have any questions. Thank you. Great presentation.

Dr. Davis: Is the Board interested, can I get like a soft go ahead with this?

President Hobika, Jr.: I thought it was in the Superintendent packet and we were voting on it tonight.

Mrs. Padula: I thought so too.

President Hobika, Jr.: I'll make a motion right now.

Dr. Davis: Ok.



Announcements/Reports

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

Danyse Collins presented a report of the Utica Teachers Association.

Questions from Board Members:

President Hobika, Jr.: Thanks. I have to tell you I wanted to commend the teachers on their participation in the Proctor graduation this year wearing their academic regalia. That was absolutely wonderful. I hope that's a tradition that we can continue to move forward because it really was something else, and I think the kids really appreciated it too. So, thank you for all of your help and your effort, thank you.



Superintendent's Remarks

Dr. Davis presented the following PowerPoint:





"All my decisions will be with students as my center"



10 - DAY FOCUS

- Capital Project accounting and closure to any open matters
- Grant Close out and new grant submissions
- CTE and Capital Project timeline alignment
- Special Education space needs
- Calendar completion
- Tax Collection
- Addressing personnel needs
- Setting up meetings for the school year
- New Staff Orientation
- Superintendent's Conference Days
- Administrative summer workshops
- Registration needs and discussions



COMPTROLLER'S OFFICE OUTLOOK



Weaker Economic Forecast and Lower Revenues Are Driving State Budget Gaps

This week, State Comptroller DiNapoli released a report looking at the economic and fiscal issues that are driving up the Division of the Budget's (DOB) projected budget gaps to a cumulative \$36.4 billion over the next four years.

Reasons for the changing financial landscape include lower projected revenue from a weaker economic forecast and stock market volatility, and increases in recurring spending.



NEXT STEPS

- COVID Funds drop off 9/2024 (analysis of what services will be impacted and the future of these programs)
- Long range financial planning (inclusive of understanding the impact of items added to the budget and after budget approval, to determine sustainability and impact)
- Reserve planning for current and future needs
- Leverage BOCES services where we can in order to address sustainability of programs
- Address the development of a capital ten -year plan (BCS completion 12/24)



BOE

BOE DOCS :

- Password distribution
- Hardware
- Training

Agenda Planning Meetings re – instituted

President Hobika, Jr.: If you don't mind, because one of the things we talked about, would you just talk a little bit about the budget planning process that we will be actually getting to experience for the first time.

Dr. Davis: So, our cabinet team will be mapping out a budget timeline. We already started to work on a draft. The plan is that each part of the budget will be presented here publicly. We usually start that around November and we'll go through each large component of the budget. Our directors will be directly involved, you know, they'll be working with principals, who will be working with teachers so we can identify what the needs are and then that will be reported publicly here to the Board for an open discussion on the different components, so everybody knows what's being added. So, when we get to the May vote, when we get to the budget hearing the Board has seen this at least six or seven times.

President Hobika, Jr.: And the public right?

Dr. Davis: And the public, yes, every component of the budget.

President Hobika, Jr.: Great, anyone have any questions?

Dr. Davis: Thank you.

President Hobika, Jr.: Thanks.



Superintendent's Report

Dr. Davis, Acting Superintendent presented the Superintendent's Report dated July 25, 2023 to the Board of Education for approval.

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:

Mr. Dawes

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FOR ACTION:

Volume LVIII

Report No. S – 2

SUBJECT:

Corrective Action Plan

Authorization is requested of the Board of Education to approve the Corrective Action Plan for the 2021-2022 Internal Risk Assessment approved by the Board of Education on June 30, 2023.

FOR ACTION:

Volume LVIII

Report No. S – 3

SUBJECT:

Contract between the Utica City School District and the Oneida-Madison-Herkimer BOCES for Rental of Facilities for the Distance Learning Classrooms

Authorization is requested of the Board of Education to approve the between the Utica City School District and the Oneida-Madison-Herkimer BOCES Contract for Rental of Facilities for the distance learning classrooms for the 2023-2024 school year.

FOR ACTION:

Volume LVIII

Report No. S – 4

SUBJECT:

Resolution for Soil Removal, Replacement, and Restoration Contract Award Rescission – Paragon

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

RESOLUTION

SOIL REMOVAL, REPLACEMENT, AND RESTORATION CONTRACT AWARD RECISSION

At the meeting of the Board of Education of the Utica City School District, held on July 25, 2023.

WHEREAS, on June 27, 2023, the Board of Education of the Utica City School District passed a resolution awarding a contract for soil removal, replacement, and restoration ("Soil Removal, Replacement, and Restoration Contract"); and

WHEREAS, the Board of Education has determined to rescind the award of the Soil Removal, Replacement, and Restoration Contract.

BE IT RESOLVED by the Board of Education of the Utica City School District as follows:

1. The Board hereby rescinds the June 27, 2023 resolution which awarded the Soil Removal, Replacement, and Restoration Contract Award to Paragon.
2. This Resolution shall take effect immediately.

Dated: July 25, 2023

District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 5

SUBJECT:

**Resolution for State Environmental Quality Review
for Soil Remediation**

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

**RESOLUTION REGARDING
STATE ENVIRONMENTAL QUALITY REVIEW**

WHEREAS, the Utica City School District Administration and Architect, LaBella & Stieglitz Snyder Architecture, have determined that contaminated soil at the Kernan Elementary School is in need of immediate remediation; and

WHEREAS, the Board of Education of the Utica City School District (the "Board") has considered the impacts to the environment of the excavation, transportation, and offsite disposal of petroleum contaminated soil at the Kernan Elementary School in accordance with the scope of work prepared by its Architect dated July 18, 2023; and

WHEREAS, the Board has reviewed the scope of the Proposed Action and has further received and considered the advice of its Architect with respect to the potential for environmental impacts resulting from the Proposed Action; and

WHEREAS, the District has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR part 617.5(c) (1), (2) and (3) and concluded that the project involves activities involving no substantial changes in existing structures or facilities, and replacement, rehabilitation or reconstruction of structures or facilities in kind and routine activities of an educational institution, now therefore;

BE IT RESOLVED, by the Board of Education as follows:

1. The Proposed Action individually and collectively does not exceed thresholds established under 6 NYCRR Part 617 of the State Environmental Quality Review Act (SEQRA).
2. The Board hereby determines that the Proposed Action is a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This Resolution shall be effective immediately.

Dated: July 25, 2023

School District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 6

SUBJECT:

Ordinary Contingent Expense Resolution

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

RESOLUTION #2

**ORDINARY CONTINGENT EXPENSE
RESOLUTION**

WHEREAS, the Utica City School District's Administration and Architect, LaBella & Stieglitz Snyder Architecture, have determined that as a result of contamination of the soil at Utica City School District's Kernan Elementary School, excavation, transportation, and offsite disposal of all petroleum contaminated soil at the Kernan Elementary School is required; and

WHEREAS, the Board of Education has received and considered the opinion of its Architect dated July 18, 2023, declaring the remediation of the contaminated soil at Utica City School District's Kernan Elementary School a public emergency necessary to preserve the life, health, safety and welfare of students and staff (the "Emergency Project"); and

WHEREAS, the School District's administration concurs that the remediation of contaminated soil at the Kernan Elementary School constitutes an emergency project and that it is not possible to operate school effectively without remediating the contaminated soil; and

WHEREAS, the Emergency Project is essential for the protection of the health and safety of students and staff and for the protection of the School District's property because the contaminated soil could result in injuries or damage; and

WHEREAS, the School District's Administration and its construction team have been in contact with the New York State Education Department's Office of Facility Planning, which has conveyed that if the Board determines the Emergency Project constitutes a local emergency, the School District shall receive New York State Building aid over a 15- year period; and

WHEREAS, the Board of Education has declared that the project is a Type II SEQRA Action that will have no negative impact on the environment;

NOW THEREFORE BE IT RESOLVED as follows:

1. The Board of Education hereby finds pursuant to the Education Law, that the remediation of contaminated soil at the Kernan Elementary School is necessary for the protection of the health and safety of students and staff and for protection of the District's property, and hereby declares the Emergency Project to be an ordinary contingent expense.
2. The maximum estimated cost of the Emergency Project, as determined by LaBella & Stieglitz Snyder Architecture, is an amount not to exceed \$300,000. The funding source for the Emergency Project will be unappropriated fund balance.
3. The Superintendent of Schools and all officers and employees of the School District are hereby authorized and directed to take all steps reasonably necessary or enter agreements to complete the Emergency Project; to carry out the intent of this Resolution.
4. This Resolution shall take effect immediately.

Dated: July 25, 2023

School District Clerk
Utica City School District

July 25, 2023 – 7:00 p.m.

Regular Meeting

FOR ACTION:

Volume LVIII

Report No. S – 7

SUBJECT:

SEQRA Resolution for Roof at Donovan

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

RESOLUTION #1

**RESOLUTION REGARDING
STATE ENVIRONMENTAL QUALITY REVIEW
DONOVAN MIDDLE SCHOOL ROOF PROJECT**

WHEREAS, the Board of Education of the Utica City School District (the "Board") has considered the effect upon the environment of proposed work in connection with a roof project at the Donovan Middle School funded by the Elementary and Secondary School Emergency Relief ("ESSER") Fund authorized as part of the American Rescue Plan Act of 2021 ("ARP"), including, but not limited to the following:

Remove approximately 24,000 square feet of existing metal roof systems down to existing structural metal deck. Install approximately 24,100 square feet of new metal roof system including new insulation and all associated tie-in to existing wall and roof system to remain.

WHEREAS, the Board has reviewed the scope of the project presented by its architects and has further received and considered the advice of its architects with respect to the potential for environmental impacts resulting from the proposed action; and

WHEREAS, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR Part 617.5(c), now therefore;

BE IT RESOLVED, by the Board of Education as follows:

1. The Proposed Action does not exceed thresholds established under 6 NYCRR Part 617 of the State Environmental Quality Review Act, (SEQRA).
2. The Board hereby determines the Proposed Action as a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This resolution shall be effective immediately.

Dated: July 25, 2023

School District Clerk
Utica City School District

SUBJECT:

**Resolution ESSER/CRRSA/ARP Funds –
Donovan Middle School Roof Project**

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

RESOLUTION #2

**RESOLUTION
ESSER/CRRSA/ARP FUNDS
DONOVAN MIDDLE SCHOOL ROOF PROJECT**

WHEREAS, the Elementary and Secondary School Emergency Relief (“ESSER”) Fund was authorized as part of the American Rescue Plan Act of 2021 (“ARP”) to provide emergency relief funds to schools to address the impact of the COVID-19 pandemic; and

WHEREAS, Department of Education guidance provides that schools may use ESSER including Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) funds and ARP funds for certain construction projects; and

WHEREAS, the School District’s Architect, LaBella & Stieglitz Snyder Architecture, has opined that removal of approximately 24,000 square feet of existing metal roof systems down to existing structural metal deck and installation of approximately 24,100 square feet of new metal roof system including new insulation and all associated tie-in to existing wall and roof system to remain, at the Donovan Middle School (the “Project”), may be funded by ESSER/CRRSA/ARP funds; and

WHEREAS, the Project was included in the School District’s Plan as encouraging healthy activities; and

WHEREAS, the School District has submitted a Letter of Intent with the New York State Education Department (“SED”) for the Project; and

WHEREAS, the Board of Education previously reviewed the Environmental Impact of the Project and has determined that it constitutes a Type II Action under the applicable criteria of the State Environmental Quality Review Act and will not require further review;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Education hereby declares that the Project is needed to improve the School District’s facilities, is in the best interest of the School District and its taxpayers, and is authorized by ESSER/CRSSA/ARP funding guidelines.
2. The Board of Education hereby authorizes the expenditure of up to One Million Seven Hundred Sixty-Five Thousand Dollars (\$1,765,000) of ESSER/CRSSA/ARP grant funding to fund the Project.
3. This Resolution is contingent on SED approval of the plans and specifications for the Project and SED approval of the proposed budget for use of the ESSER/CRRSA/ARP funds for the Project. The Superintendent of Schools and all officers and employees of the School District are hereby authorized and directed to take all steps reasonably necessary or appropriate to comply with applicable NYS Education Department regulations, ESSER/CRSSA/ARP funding guidelines, complete the Project, and carry out the intent of this Resolution.
4. Upon adoption by the Board of Education, this Resolution shall take effect immediately.

Dated: July 25, 2023

School District Clerk
Utica City School District

FOR ACTION:

Volume LVIII

Report No. S – 9

SUBJECT:

Resolution Abolishing Chief Fiscal Officer Position

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

RESOLUTION ABOLISHING CHIEF FISCAL OFFICER POSITION

BE IT RESOLVED, upon the recommendation of the Acting Superintendent, that for the purposes of economy and efficiency, the Board of Education hereby approves the abolishment of the position of Chief Fiscal Officer, effective July 25, 2023.

FOR ACTION:

Volume LVIII

Report No. S – 10

SUBJECT:

Resolution Creating School Business Executive Position

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

RESOLUTION CREATING SCHOOL BUSINESS EXECUTIVE POSITION

BE IT RESOLVED, that upon the recommendation of the Acting Superintendent, the Board of Education hereby approves the establishment and creation of the position of School Business Executive, a competitive civil service position, effective July 25, 2023.

ACTION:

Volume LVIII

Report No. S – 11

SUBJECT:

**Resolution to Appoint Provisional School
Business Executive – Heather Mowat**

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

RESOLUTION

APPOINTMENT OF PROVISIONAL SCHOOL BUSINESS EXECUTIVE

WHEREAS, the Utica City School District ("District") Board of Education hereby approves the creation of the position of school business executive, and the Utica City Municipal Civil Service Commission has advised that at this time there is no appropriate eligible list available for filling the vacancy for the position; and

WHEREAS, in the absence of an appropriate eligible list, authority exists under New York State Civil Service Law Section 65 to make a provisional appointment to a title for a term prescribed by law; and

WHEREAS, the Board is desirous of appointing a qualified person to serve as a provisional school business executive; and

WHEREAS, the Board of Education, after due consideration, has determined that Heather Mowat ("Ms. Mowat") possesses the qualifications and experience to serve as the provisional school business executive of the District; and

WHEREAS, the Board of Education has reviewed the terms and conditions of employment for Ms. Mowat.

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Acting Superintendent of Schools, the Board hereby appoints Heather Mowat as a provisional school business executive for the District, effective July 26, 2027 and continuing for the nine-month period specified by law unless further extended or terminated.

BE IT FURTHER RESOLVED, that the Superintendent of Schools is directed to take appropriate steps to request the establishment of a civil service list for the position by the City of Utica Municipal Civil Service Commission; and the Board encourages Ms. Mowat to register for and take any such examination.

• School Supplies (Notebooks, Backpacks, Pens, Pencils, etc.) - 175 x \$7.41 = \$7.41 each	1297
• MBE: ProfTech - Additional School Supplies (Snacks, Hygiene Products, etc.) - 400 x \$35.25 = <u>\$14,100</u>	14,100
Fringe Benefits:	\$ 3,427
• Fringe – including FICA @ <u>\$1,034</u> ; Retirement @ <u>\$1,325</u> ; Health @ <u>\$973</u> ; and Workers’ Compensation @ <u>\$95</u>	3,427
Travel:	\$ 1,000
• Administrative Liaison & Safe Schools Representative to In-State Meetings for McKinney-Vento Training (Hotel, Mileage, Meals, Tolls) - <u>\$1,000</u>	1,000
TOTAL:	\$ 125,000

This budget is predicated on New York State Education Department’s program approval and may be modified based on funding.

FOR ACTION:

Volume LVIII

Report No. S – 15

SUBJECT:

School Comprehensive Education Plans (SCEPs)

Authorization is requested of the Board of Education to approve and adopt the following individual School Comprehensive Education Plans (SCEPs) for the 2023-2024 school year:

- Albany Elementary School
- Christopher Columbus Elementary School
- Roscoe Conkling Elementary School
- General Herkimer Elementary School
- John F. Hughes Elementary School
- Thomas Jefferson Elementary School
- Hugh R. Jones Elementary School
- Kernan Elementary School
- Martin Luther King, Jr. Elementary School
- Watson Williams Elementary School
- James H. Donovan Middle School
- John F. Kennedy Middle School
- Thomas R. Proctor High School

SUBJECT

Amended 2023-2023 Utica City School District School Calendar

Authorization is requested of the Board of Education to approve the amended 2023-2024 Utica City School District School Calendar:

AMENDED

2023-2024 UTICA CITY SCHOOL DISTRICT

AMENDED

Calendar grid for July 2023, October 2023, January 2024, and April 2024. Includes days of the week (S-M-F-S) and dates.

Calendar grid for August 2023, November 2023, February 2024, and May 2024. Includes days of the week (S-M-F-S) and dates.

Calendar grid for September 2023, December 2023, March 2024, and June 2024. Includes days of the week (S-M-F-S) and dates.

Table with 3 columns: 12 MONTH EMPLOYEE, SCHOOL RECESS DAYS, and SPECIAL DAYS. Lists specific dates and corresponding events like Independence Day, Labor Day, etc.

Table with 3 columns: REPORT CARD PERIOD ENDS, INSERVICE 1/2 DAYS Elementary K-6, and STUDENT ATTENDANCE. Shows reporting periods and total student days (181).

LEGEND: * Pay Days Regents Exams (Supt. Conf. Days) 15 Minute Early Release

School Recess

1/2 Day In-service

Regents' Rating Day

July 25, 2023 – 7:00 p.m.

Regular Meeting

SCHOOL CALENDAR DIGEST: 2023-2024

Provision for School Closing Due to Weather Related Conditions or Other Emergency Situations

The following will apply relative to the administration of the school calendar to ensure that school closings do not cause the number of days in session to drop below the number required by law.

Contingent School Closing Day:

If 0 inclement weather days are used, **April 19, May 17, 24, 28, and June 7** will become recess days.

If 1 inclement weather day is used **April 19, May 17, 24, and 28** will become recess days.

If 2 inclement weather days are used, **April 19, May 17 and 24** will become recess days.

If 3 inclement weather days are used, **April 19 and May 17** will become recess days.

If 4 inclement weather days are used, **April 19** will become a recess day.

If 5 inclement weather days are used, there will be no recess days **April 19, May 17, 24, 28, and June 7.**

If an emergency situation forces the Utica City School District's schools to close for more than four (4) days, school will be in session beginning April **22, 23, 24, and 25** each day beyond four (4) and in that order.

All staff members are cautioned **NOT** to commit to any irrevocable plans for the Spring (**April 22-26**) Recess or any other recess days in the event that any or all of these days will be required to make up for lost student days due to emergency closings.

If an emergency situation forces schools to close more than ten (10) days, the district, in consultation with various bargaining units, will make adjustments necessary to conform to state law.

Summary: Maximum Number of Days Available for Emergency School Closings.

Minimum Required per School Year by Statute Including Conference Days.....	180
Scheduled Student Days.....	181
Add: Days Teachers are in Attendance for Staff conference days as authorized by the Commissioner of Education.....	4
Total Days School is in Session Including Staff Conference Days.....	186
Days Available for Emergency School Closings.....	5

In the event an inclement weather recess day falls on a pay day, payroll checks may be picked up by employees at the Administration Building, 929 York Street, between the hours of 11:00 a.m. – 1:00 p.m.

SUBJECT:**Buildings and Grounds – Bid for Kernan Elementary School Fence Repairs**

It is recommended that the bid for Kernan Elementary School fence repairs be awarded to Brady Fence Company, Inc. with the lowest, most responsible bid of \$29,195.00.

<u>COMPANY</u>	<u>BID AMOUNT</u>
Brady Fence Company, Inc. 637 NY-8 Cold Brook, NY 13324	\$29,195.00
Rommel Fence LLC 17 Railroad Street Poland, NY 13431	\$30,000.00
C&C Contracting, Inc./ Aventus NV, Inc.	\$49,500.00
Cook Fence Construction 7450 West Street Newport, NY 13416	\$64,813.00

FOR ACTION:**Volume LVIII****Report No. B – 2****SUBJECT:****Disposal of Obsolete Exercise Equipment**

Authorization is requested of the Board of Education to dispose of obsolete exercise equipment at Donovan Middle School.

FOR ACTION:**Volume LVIII****Report No. B – 3****SUBJECT:****Disposal of Obsolete Instructional Equipment**

Authorization is requested of the Board of Education to dispose of obsolete instructional equipment located at the Columbus, Jefferson, and M.L. King Elementary Schools.

FOR ACTION:**Volume LVIII****Report No. B – 4****SUBJECT:****Disposal of Obsolete Equipment**

Authorization is requested of the Board of Education to dispose of obsolete equipment located at Columbus, Donovan, General Herkimer, Jefferson, and M.L. King Schools.

FOR ACTION:**Volume LVIII****Report No. P – 1**

SUBJECT: Retirement Teacher

It is recommended that the following retirement be accepted:

Ann L. Spina
Physical Therapist
Jefferson Elementary School
Effective: August 31, 2023
Years of Service: 27

FOR ACTION: Volume LVIII Report No. P – 1

SUBJECT: Resignation Teacher

It is recommended that the following resignation be accepted:

Sydney Kogut
Elementary Teacher
General Herkimer Elementary School
Effective: August 12, 2023
Reason: Personal
Notification Received: July 13, 2023

FOR ACTION: Volume LVIII Report No. P – 1

SUBJECT: Resignation Confidential

It is recommended that the following resignation be accepted:

Monalisa Yut
Karen/Burmese Academic Coach
Proctor High School
Effective: July 31, 2023
Reason: Personal
Notification Received: July 17, 2023

FOR ACTION: Volume LVIII Report No. P –1

SUBJECT: Resignation Clerical

It is recommended that the following resignation be accepted:

Adel Tahto
Micro-Computer Training Specialist
12-months *Provisional
Proctor High School
Effective: July 28, 2023
Reason: Personal
Notification Received: July 14, 2023

FOR ACTION: Volume LVIII Report No. P – 1

SUBJECT: Change of Status Trades

July 25, 2023 – 7:00 p.m.

Regular Meeting

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

William S. Flagg HVAC Systems Mechanic
From: Probationary (26 weeks)
To: Permanent
Effective: July 26, 2023

Mr. Flagg has completed his probationary period.

FOR ACTION:

Volume LVIII

Report No. P – 1

SUBJECT:

Index Correction

Coaching – Winter 2023-2023

It is recommended that the following corrected coaching index be approved:

Amy Conte Girls Varsity Bowling
Proctor High School
Effective: Winter 2023-2024
Index: \$2,982

Marica Bellico Girls Assistant Varsity Volleyball
Proctor High School
Effective: Winter 2023-2024
Index: \$3,479

Heather Monroe Assistant Varsity Indoor Track
Proctor High School
Effective: Winter 2023-2024
Index: \$4,938

Michael Scotellaro Boys Jr. Varsity Basketball
Proctor High School
Effective: Winter 2023-2024
Index: \$3,976

Joshua Schreppel Girls Modified Volleyball
Kennedy Middle School
Effective: Winter 2023-2024
Index: \$2,893

FOR ACTION:

Volume LVIII

Report No. P – 1

SUBJECT:

**Resolution for Probationary Appointment
Andrew DeJesus – Assistant Principal**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Andrew DeJesus, who possesses School District Leader, Professional Certificate; School Building Leader, Initial Certificate; Music, Professional Certificate issued by the Commissioner of Education, is appointed to the position of Assistant Principal at Kennedy Middle School in the tenure area of Assistant Principal, to a four-year probationary term commencing August 18, 2023 and expiring June 30, 2027 unless extended in accordance with the law. The expiration date is tentative and conditional only. To the extent required by the applicable provisions of the Education Law, in order to be granted tenure, Andrew DeJesus must receive composite or overall annual professional performance review ratings of either effective or highly effective in at least three (3) of the

four (4) years, and if he receives an ineffective composite or overall rating in the final year of the probationary period he shall not be eligible for tenure at that time. Andrew DeJesus's salary shall be \$101,134.00.

FOR ACTION:

Volume LVIII

Report No. P – 1

SUBJECT:

**Resolution for Probationary Appointment
Marissa L. Brown – Reading Teacher**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Marissa Brown, who possesses Literacy (Birth-Grade 6), Initial Certificate, Time Extension issued by the Commissioner of Education, is appointed to the position of Reading Teacher in the tenure area of Reading, to a four-year probationary term commencing September 5, 2023 and expiring June 30, 2027 unless extended in accordance with the law. The expiration date is tentative and conditional only. To the extent required by the applicable provisions of the Education Law, in order to be granted tenure, Marissa Brown must receive composite or overall annual professional performance review ratings of either effective or highly effective in at least three (3) of the four (4) years, and if she receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time. Marissa Brown's salary shall be \$45,798.00 as set forth in Step E-5, MA+30 of the collective bargaining agreement.

FOR ACTION:

Volume LVIII

Report No. P – 1

SUBJECT:

**Resolution for Probationary Appointment
Chelsy Diaz – Special Education Teacher**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Chelsy Diaz, who possesses Students with Disabilities (Grades 1-6), Initial Certificate; and Childhood Education (Grades 1-6), Initial Certificate issued by the Commissioner of Education, is appointed to the position of Special Education Teacher in the tenure area of Special Education, to a four-year probationary term commencing September 5, 2023 and expiring June 30, 2027 unless extended in accordance with the law. The expiration date is tentative and conditional only. To the extent required by the applicable provisions of the Education Law, in order to be granted tenure, Chelsy Diaz must receive composite or overall annual professional performance review ratings of either effective or highly effective in at least three (3) of the four (4) years, and if she receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time. Chelsy Diaz's salary shall be \$49,699.00 as set forth in Step F-6, MA+48 of the collective bargaining agreement.

FOR ACTION:

Volume LVIII

Report No. P – 1

SUBJECT:

**Resolution for Probationary Appointment
Caitlin Mahoney – Speech Language Pathologist**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Caitlin Mahoney, who possesses Speech And Language Disabilities, Professional Certificate issued by the Commissioner of Education, is appointed to the position of Speech Language Pathologist in the tenure area of Speech Language Pathologist, to a four-year probationary term commencing September 5, 2023 and expiring June 30, 2027 unless extended in accordance with the law. The expiration date is tentative and conditional only. To the extent required by the applicable provisions of the Education Law, in order to be granted tenure, Caitlin Mahoney must receive composite or overall annual professional performance review ratings of either effective or highly effective in at least three (3) of the four (4) years, and if she receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time. Caitlin Mahoney's salary shall be \$84,887.00 as set forth in Step O-15, MA+48 of the collective bargaining agreement.

FOR ACTION:

Volume LVIII

Report No. P – 1

SUBJECT:

**Resolution for Probationary Appointment
Sarah Coleman – Speech Language Pathologist**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Sarah Coleman, who possesses Speech And Language Disabilities, Initial Certificate issued by the Commissioner of Education, is appointed to the position of Speech Language Pathologist in the tenure area of Speech Language Pathologist, to a four-year probationary term commencing September 5, 2023 and expiring June 30, 2027 unless extended in accordance with the law. The expiration date is tentative and conditional only. To the extent required by the applicable provisions of the Education Law, in order to be granted tenure, Sarah Coleman must receive composite or overall annual professional performance review ratings of either effective or highly effective in at least three (3) of the four (4) years, and if she receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time. Sarah Coleman’s salary shall be \$55,106.00 as set forth in Step G-7, MA+60 of the collective bargaining agreement.

FOR ACTION:

Volume LVIII

Report No. P – 1

SUBJECT:

**Resolution for Probationary Appointment
Michael Johnson – Parent Liaison**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Michael Johnson, who possesses experience from Oneida Youth INC/Kids Oneida, is appointed to the position of Parent Liaison at Proctor High School. Michael Johnson’s salary shall be \$40,000.00 and he shall be operating under a Confidential Contract which terminates June 30, 2024.

FOR ACTION:

Volume LVIII

Report No. P – 1

SUBJECT:

Appointments Homebound Instruction

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

Coleen Cieccko	Michael Pagliaro
Anthony Coccia	Lisa Pinto
Barbara Costello	Cheryl Potasiewicz
Suzanne Cruger	Edwin Singleton
Nathan DeBan	Nadia Stashenko
Concetta Forte	Frederick M. Stellato
Victor Gerace	Carrie Thomas
Kelly Grimes	Sarah Tuckerman Kilian
Erica Jalonak	Josh Wisheart
Heather Mauro	Julianna Zegarelli
Rateba Mohran	

Secondary Instruction – Minimum two (2) hours per day
Elementary Instruction – Minimum one (1) hour per day
Certified Instructors – \$40.00 per hour
Non-Certified Instructors – \$15.00 per hour

FOR ACTION:

Volume LVIII

Report No. P – 1

July 25, 2023 – 7:00 p.m.

Regular Meeting

SUBJECT:**Appointments****Coaching – Fall 2023**

It is recommended that the following coaching appointments be approved:

David Carter

Girls Jr. Varsity Soccer
Proctor High School
Effective: Fall 2023
Index: \$5,761

Kimberly Philo

Girls Modified Swimming
Donovan/JFK Middle Schools Combined
Effective: Fall 2023
Index: \$4,938

FOR ACTION:**Volume LVIII****Report No. P – 1****SUBJECT:****Appointments****Custodial/Maintenance**

It is recommended that the following appointments be approved:

Jeremy A. Fargas
7831 West Thomas Street
Rome, NY 13440

Cleaner
District-Wide (Probationary)
Effective: July 31, 2023
Salary: \$16.02 per hour
Education: Graduate of Rome Free Academy
Experience: Night Stocker, Lowe's Home Improvement
Rome, NY
1/20 to 12/21

Andrea P. Moreno
484 Marilyn Drive
Utica, NY 13502

Cleaner
District-Wide (Probationary)
Effective: July 31, 2023
Salary: \$16.02 per hour
Education: Graduate of Colegio San Lazaro, Puerto Rico
Experience: Cashier, Dollar Tree, Utica, NY
6/22 to 10/22

Alphonse J. Napoli
39 Nob Road
Utica, NY 13501

Cleaner
District-Wide (Probationary)
Effective: July 31, 2023
Salary: \$16.02 per hour
Education: Graduate of Proctor High School
Experience: Barber, PB's Barber Shop
Watertown, NY
1/21 to 12/22

Khalil Thomas
225 Herkimer Road, A6
Utica, NY 13502

Cleaner
District-Wide (Probationary)
Effective: July 31, 2023
Salary: \$16.02 per hour
Education: Graduate of Proctor High School
Experience: Screen Room, HMI Pratt & Whitney
Clayville, NY
12/22 to present

FOR INFORMATION:**Volume LVIII****Report No. P – 2**

July 25, 2023 – 7:00 p.m.

Regular Meeting

SUBJECT: Resignation Confidential Consultant

It is recommended that the following resignation be accepted:

Robert Leslie
CTE Consultant
Career and Technical Education
Effective: July 1, 2023
Reason: Personal
Notification Received: July 5, 2023

FOR INFORMATION: Volume LVIII Report No. P – 2

SUBJECT: Resignation Teacher

It is recommended that the following resignation be accepted:

Madison Heuser
Music Teacher (Vocal)
.6 Jones/.4 King Elementary Schools
Effective: July 13, 2023
Reason: Accepted position outside the
Utica City School District
Notification Received: July 13, 2023

FOR INFORMATION: Volume LVIII Report No. P – 2

SUBJECT: Resignation Teacher

It is recommended that the following resignation be accepted:

Joseph Tarricone
Earth Science Teacher
Proctor High School
Effective: July 17, 2023
Reason: Accepted position outside the
Utica City School District
Notification Received: July 17, 2023

FOR INFORMATION: Volume LVIII Report No. P – 2

SUBJECT: Resignations Coaching – Fall 2023

It is recommended that the following resignations be accepted:

Daniella Girmonde
Girls Jr. Varsity Soccer Coach
Proctor High School
Effective: Fall 2023
Notification Received: July 10, 2023

Jeanna Swift
Girls Modified Swimming Coach
Donovan/Kennedy Middle Schools
Effective: Fall 2023
Notification Received: July 10, 2023

FOR INFORMATION: Volume LVIII Report No. P – 2
July 25, 2023 – 7:00 p.m. Regular Meeting

SUBJECT:**Resignations****Clerical**

It is recommended that the following resignations be accepted:

Lindsey Cortese

Office Specialist (12-months)
Proctor High School
Effective: July 19, 2023
Reason: Personal
Notification Received: July 6, 2023

Colleen Doody

Typist (12-months)
Special Education Department
Effective: July 19, 2023
Reason: Personal
Notification Received: July 5, 2023

FOR INFORMATION:**Volume LVIII****Report No. P – 2****SUBJECT:****Resignation****Custodial/Maintenance**

It is recommended that the following resignation be accepted:

David Mankad

Cleaner
District-Wide
Effective: July 21, 2023
Reason: Personal
Notification Received: July 11, 2023

FOR INFORMATION:**Volume LVIII****Report No. P – 2****SUBJECT:****Resignations****Security**

It is recommended that the following resignations be accepted:

John Caparo Jr.

Security Monitor
District-Wide
Effective: June 30, 2023
Reason: Personal
Notification Received: May 25, 2023

Frank Puleo

Security Monitor
District-Wide
Effective: June 30, 2023
Reason: Personal
Notification Received: May 23, 2023

Antonio Santiago

Security Monitor
District-Wide
Effective: June 30, 2023
Reason: Personal
Notification Received: June 23, 2023

FOR INFORMATION:**Volume LVIII****Report No. P – 2**

July 25, 2023 – 7:00 p.m.

Regular Meeting

SUBJECT:

Corrected Index

Audio Visual Coordinator

It is recommended that the following index correction be accepted:

Adam Colone

Audio Visual Coordinator
Donovan Middle School
Effective: 2023-2024 School Year
Index: \$5,761

RESOLUTION

WHEREAS, the Utica City School District’s (“the District”) Board of Education (“the Board”) wished to obtain clarification regarding the employment status of a particular employee of the District, and the extent and nature of the parties’ relative rights and obligations relating to the employment relationship;

NOW, THEREFORE, BE IT RESOLVED, by the District’s Board of Education, as follows:

1. That in addition to the ongoing efforts of legal counsel representing the District in state and federal court relating to the District’s employment relationship with a particular employee, the Board authorizes Ferrara Fiorenza PC to commence a legal proceeding in Oneida County State Supreme Court to obtain clarification regarding the employment status of a particular employee of the District, and the extent and nature of the parties’ relative rights and obligations relating to the employment relationship, and related matters;
2. That the Board authorizes Board President Joe Hobika, Jr., or his designee, to execute any documents necessary to pursue the legal proceeding referenced above; and
3. This Resolution shall take effect immediately.

Mrs. Knoop made a motion to approve the Resolution and seconded by Mrs. Padula.

Mr. Dawes: I want a voice vote please.

President Hobika, Jr.: Voice vote, ok, call the role please.

Mr. Robert Cardillo	YES
Mr. Jason Cooper	YES
Mr. Donald Dawes	NO
Mr. Joseph Hobika, Jr.	YES
Mrs. Tennille Knoop	YES
Mrs. Danielle Padula	YES
Mr. James Paul	YES

There being no further discussion, **motion carried 6-1.**

RESOLUTION

WHEREAS, the Utica City School District's ("the District") Board of Education ("the Board") wishes to advise and employee that, to the extent the employee has a valid employment contract with the District, which is in dispute, the Board does not wish to extend the term of such purported contract, and;

WHEREAS, in an abundance of caution, the Board wishes to notify said employee that pursuant to paragraph 3(b) of the purported employment contract, the Board does not intend to and will not extend his purported employment agreement.

NOW, THEREFORE, BE IT RESOLVED, by the District's Board of Education, as follows:

1. That the Board authorizes Board President Joe Hobika, Jr., or his designee, to execute any documents necessary to notify the employee that, to the extent the employee has a valid employment contract with the District, which is in dispute the Board does not wish to extend the term of such purported contract.
2. This Resolution shall take effect immediately.

Mrs. Knoop made a motion to approve the Resolution and seconded by Mrs. Padula.

President Hobika, Jr.: Any discussion, hearing none, do we need a voice vote?

Mr. Dawes: Yes.

President Hobika, Jr.: Ok let's have a voice vote.

Mr. Robert Cardillo	YES
Mr. Jason Cooper	YES
Mr. Donald Dawes	NO
Mr. Joseph Hobika, Jr.	YES
Mrs. Tennille Knoop	YES
Mrs. Danielle Padula	YES
Mr. James Paul	YES

There being no further discussion, **motion approved 6-1.**

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

There being no further discussion, **motion carried 7-0.**

THIS CONCLUDES THE CONSENT AGENDA.

FOR ACTION:

Volume LVIII

Report No. S – 1

SUBJECT:

Agreement

Authorization is requested of the Board of Education to approve the Agreement.

Mr. Dawes made a motion to amend S1 to include the Resolution between the Utica City School District and Durham Bus and seconded by Mr. Cardillo.

There being no further discussion, **motion carried 7-0.**

THIS CONCLUDED THE SUPERINTENDENT'S REPORT.

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Reports of the Special Committees

President Hobika, Jr.: I'm going to have the reports of the special committees. Obviously, we just got going a few weeks ago. There are some typos in the roster of the committees themselves. I do know from discussing things with Dr. Davis. that we probably should create some kind of master calendar to keep track of the various committee meetings that we're going to be having. I'm assuming that Dr. Davis will or her designees, or in addition to other administrators will be in attendance. So, it's going to be important to get these on Dr. Davis' calendar. There's going to be a Policy Committee meeting on August 8th at 8:30, so we have that. Then I believe at the present time the Audit and Finance Committee will be meeting and that's on August 21st. It was originally scheduled for 8:30, but it may be moved to 2:00. We may have to adjust it to a different day, but right now the Audit and Finance Committee will be on the 21st. More than likely it'll be at 2:00 in the afternoon. Does anyone else have a committee meetings?

Mrs. Padula: Well we have a CTE Meeting August 17th at 8:30.

President Hobika, Jr.: We did combine some of the committees. Getting closer, but it's still not perfect yet, so we'll send something out revised tomorrow.



Financial Report

Budget Status Report – Haylee Lallier, Treasurer

Ms. Lallier: Good evening, we have not received the payment yet for July from the city for payments received through the end of June. The current amounts we have for the 21-22 school year around \$777,000 and for the 22-23 school year around \$1,518,000, are there any questions?

Mr. Dawes: Yeah, Haylee, I just have one quick one. Where do we stand with the two-year setback?

Ms. Lallier: They're still paying in the same way. They did just pay off that 20-21 balance but they're still doing it at the end of the school year paying it off after those two years.

Mr. Dawes: Yeah but when is it due?

Ms. Lallier: The end of the school year so it would be the end of June they are paying it off.

Mr. Dawes: They have paid it or they haven't payed it?

Ms. Lallier: They have paid it.

Mr. Dawes: Oh ok.

Mrs. Padula: The 20 what was it the 21-22?

Ms. Lallier: 20-21 school year balance is paid off.

Mr. Dawes: Thank you.

Internal Auditor Report – Paris Rich, Internal Auditor

Mr. Rich: I finished the audit of the payroll 7/14 and there wasn't any problems. All the copies of year end bank accounts are all set. Haylee gets a copy because she has to use it for her banking and all that. The books are all closed on the extra classroom. They're ready for the auditors whenever they come in. I just got the fixed assets, I'm going to do the confidential. I just got the year end for all of them. They're still very, very busy and I told Sara I didn't want to interrupt by taking the confidential files because they're going to need them, so as soon as they're done with those then I'll be able to finish on the fringe benefits. I'll be starting the risk assessment in August sometime and then we'll do the whole process of audit and finance going through making sure everybody puts in there what they like or whatever. Any questions?

Dr. Davis: So, the audit committee identifies the risk assessment for him to do, is that the process that you use?

President Hobika, Jr.: I don't think that that's been the; to me, I think the inventory control and some of the other kind of like the purchasing stuff that wasn't necessarily the subject of budget transfers and things like that. I mean, I'd like to eventually get that put in place, but think that and I might be wrong, but I think the auditor supposed to identify some of these things. I mean, I've been identifying certain things for a long time. So, I'm kind of hoping at some point if we have the right and I would ask that something be done about inventory control. The way purchasing, I mean, I think things would change and things have changed, but in the past buying 1,000 desks on a claimant's voucher and having it delivered to a secretary at a high school doesn't seem like the right process. So, I'm hoping that we can put some; I think we have to put some mechanisms in place to fix that.

Dr. Davis: So, Joe, it's my understanding that the audit committee can recommend; I just want to verify with you, can recommend an area that the concerned about.

Mr. Shields: Yes, I think that's definitely appropriate for the audit committee to identify an area.

President Hobika, Jr.: Ok consider it to be identified. We'll talk about that at the August 21 meeting. I'll give you a little head start on that though.

Mr. Rich: What is it you want me to do?

President Hobika, Jr.: The inventory control and things like getting things delivered, but they're not going through supply.

Mr. Rich: Right. It's supposed to go down to central kitchen.

Dr. Davis: So, testing controls, in that area.

President Hobika, Jr.: Central supply.

Sr. Davis: So, testing controls, in that area.

President Hobika, Jr.: Right we want to test our controls. It's not exactly about the desks.

Mr. Rich: I think we should also get the internal payable auditor in this too because she works a lot on what you just mentioned instead of buying desks through claimant voucher and everything because she's the one that audits the things that go out.

President Hobika, Jr.: I think she may have been the one that found it.

Mr. Rich: Ok, good.

President Hobika, Jr.: Ok. So, we'll all be working in the same direction. Thank you, Paris.

Mr. Rich: You're welcome.



Approval of Minutes

Mr. Dawes made a motion to approve the following minutes; seconded by Mrs. Padula.

- June 27,2023 – Special Meeting
- June 27,2023 – Regular Meeting
- June 30,2023 – Special Meeting
- July 6, 2023 – Special Meeting

There being no further discussion; **motion carried 7-0.**



Communication

None



Continuing Business

None



New Business

Mrs. Knoop: I just have a question. Do we have a set date that the principals, for the elementary schools, are supposed to be sending out the lists of new teachers for their students?

Mr. Falchi: They should be doing that when they return in August they return on the 17th.

Mrs. Knoop: So right now, we have different schools sending them out at different times. Is there a way we can make this unified so that all schools are sending them out on an established date so that all letters are sent out on the same time?

Mr. Falchi: Yes, we actually did that two years ago and it worked very well.

Mr. Knoop: Yeah it would be great. Is there a reason why we switched from putting that teachers on the report card at the end of the year they used to go on the report card, there's still a space for their teacher?

Mr. Falchi: Yes, because there's changes that happen over the summer and sometimes it causes consternation with parents.

Mrs. Knoop: Well, if we can make it unified so that all schools who are sending out their information the same time I think that would be helpful.

Mr. Falchi: You got it.

Mrs. Knoop: Thank you.



Adjournment

Mr. Dawes made a motion to adjourn the June 27, 2023, Regular Meeting; seconded by Mr. Cardillo.

There being no further discussion; **motion carried 7-0.**

The July Meeting was adjourned at 8:33 p.m.

Respectfully transcribed and submitted,

STEPHANIE LYNESS
Assistant Board Clerk