

**BOARD OF EDUCATION  
UTICA CITY SCHOOL DISTRICT  
REGULAR MEETING – NOVEMBER 6, 2023 – 5:00 P.M.  
Administration Building – 929 York Street – Kernan School**

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

BOARD MEMBERS ABSENT: Donald Dawes

ADMINISTRATORS PRESENT: Dr. Kathleen Davis, Acting Superintendent, Katherine Gavett, Esq., Steven Falchi, Sara Klimek, Mike Ferraro, Andre Paradis, Pam Smoulcey, Heather Mowat, Kathy Hughes

---



**Public Comment to the Board of Education**

President Hobika, Jr. called the Regular Meeting to order at 5:00 p.m. After the Pledge of Allegiance, Board Clerk Kathy Hughes conducted roll call. All members of the Board of Education were present with the exception of Donald Dawes.

President Hobika, Jr. and the Board thanked and acknowledged the Proctor seniors from Mr. Parrotta's American Government class who attended the meeting.



**Request for Executive Session**

President Hobika, Jr. asked for a motion to go into executive session to discuss the employment history of a particular person.

**Mr. Paul made the motion to go into Executive Session; it was seconded by Mrs. Cooper and carried 6-0.**

The Board of Education entered into Executive Session at 5:03 p.m.

**Mr. Cardillo made a motion to come out of Executive Session; it was seconded by Mr. Paul and carried 6-0.**

The Board of Education exited Executive Session at 5:07 p.m.



**Discussion**

**Audit Report – Alan Walther, Partner at Bonadio Group**

Mr. Walther discussed the audit report.

Dr. Davis: I have a few comments, just on the fund balance piece. Just so the Board is aware this is the audit of the 2022 – 2023 school year. That fund balance is a result coming off of COVID – 19. You were fully funded in Foundation aid and then on top of that there was a large infusion of COVID funds to the district, millions of dollars to the district. We also had, I was not here, but I can tell you that the district struggled with filling positions. So, they budgeted for positions to be filled. We are getting closer to having in the school year, many of those filled. I know that Sara hired over 200 people in 23-24. The COVID funds do drop off September 2024, that funding does drop off. So, you're going to see that cliff that everybody's talking about. So although that we re up a little on fund balance, I want to keep in mind the spending cliff will be deep because all of those programs put under those federal funds will be, you know, have to be looked at and what fund balance we have this year ending closing the books will hopefully help to save some of those programs that we value and want to keep in the future budget. It's a double-edged sword, but it's one that, you know, hopefully we put together a long-range fund balance plan that we'll be sharing. We shared it with the audit committee. We have to make some revisions to it. I shared a copy with Alan, I sent it to him. We have to make some adjustments on some of those funds because there was a question on one of them with the 3% of the total for the two funds in lieu of the individuals. So, we are going to make some adjustments on that and then represent it to the audit committee. We are working at a long-range financial plan for the

district. So, we're both, Heather and I are both backing into other people's work this year. So, did you want to make some comments too, about your thoughts on the audit?

Ms. Mowat: Number one, I want to thank the Bonadio group they came in late and they've done a great job trying to get this out. We are, we are late. Our reports, our audit, is due to the state on October 15<sup>th</sup>. We do have a 30-day grace period, but we don't like grace periods. We want to be on time. So, that's something that we're working towards making sure it happens that we're, those reports are in by November 15<sup>th</sup>. I want to thank all the chiefs and especially my staff. They have worked tirelessly to just assemble all the documents; our law firm has also been very involved with some of these things. There were 10 management letter comments that was in your packet as Alan mentioned. We've worked pretty hard as a team to try to mitigate some of those things. I'll give you a great example. One of the findings that was in the audit talked about the lack of reconciliation for federal funds. I know we did some budget transfers to address some of those things. We did reconcile them before the audit was issued but we still, you know, have a finding for that, as the mitigations measure for that we are hiring and the Board approved that last week, a CPA with government experience, so that won't happen again. Were meeting monthly to make sure those reconciliations are done timely. Our job in the business office is to make sure that you have the information necessary to make pertinent decisions and timely decisions. So, all the comments that you see we put certain mitigation measures in place to fix them. I'll give you a couple other small things, but pretty significant things as it related to internal control. Our treasurer performs bank statement reconciliations. Previously, no one looked at them, so I'll be reviewing them monthly to make sure that they're appropriate, the deposits in transit, outstanding checks are correct. Journal entries, we have several people in our office that do journal entries. I reviewed one of them and not the other one. So, we're changing that with MORIC to make a change so that I review all the journal entries, So those kinds of things that we've been putting into place that hadn't been in place before and I'm excited. There could have been other things, but we really had found them even before the auditors came in. Lastly, I just want to say I have a great working relationship with the Superintendent. She's been wonderful in guidance and providing to myself and the rest of us needed best practices and we're going to continue to work together, to kind of go over some of the hurdles that we've had. We still got more hurdles to come. We have a single audit which is actual, which is an actual audit by the Bonadio Group of all of our federal funds. I expect there to be some issues there. We've already identified some of them here, but we're working hand in hand to make sure that all these things are rectified, mitigation remedies and that's what we are going to do here, we're going to continue to do that.

Dr. Davis: Thank you Heather.

President Hobika, Jr.: Thank you Heather. Can I just ask one question? Did we transfer 25 million dollars..

Dr. Davis: I was just going to address that.

Ms. Mowat: So, back right around the middle of October, I came to Dr. Davis with the budget this budget transfer had to deal with a reclassification of some expenditures out of federal funds to our general fund after review this was something that our business office picked up not the auditors. We just felt it was better to get it out. It didn't need to be classified in the general fund. I made a commitment to you when I came here and when you hired me, I came in here in May, that I would always be transparent and accountable. I know previous budget transfers were not done throughout the year, so when I become aware of something, you're going to become aware of it. So, when we went to do this transfer the total transfer was about \$900,000. I had to look for 22-23, I had to look at from where to take it from. As part of that transparency and accountability, I can just give you the actual transfer but not tell you know where it's coming from or if I've hit that account, If I'm hitting the same account over and over again and taking money out of an account, that's a signal to you as a Board that that lines been over budgeted, right? Some people call it a slush. I don't call it a slush, but I did not prepare the 23-24 budget, neither did Dr. Davis, and so I think it's important to be transparent. The first budget transfer we did and we always do is where the money is coming from before we put it to where it's going to go. One of the accounts that had a significant amount of money in 22 - 23 was your health insurance line. You can't always predict, you're self-insured here at the district, you can't always predict when a catastrophe is going to happen, and there was quite a bit of budget left in that line. The budget started out the year with \$25 million so when you look at the budget transfer that I prepared and you see the money coming from it was \$900,000, coming from the \$25 million that was budgeted. So, we didn't move the \$25 million this was done to show and display when I'm moving money from what accounts and what percentages. You'll also notice that I have pulled money from there before, that you approved. That just goes to being transparent, accountable and timely. I think there was a misunderstanding as to what was doing there, but I'm always open to take questions on those and that's been my commitment to you and it's going to be going forward. If you don't like the way the transfers are presented, I'm happy to make changes to them. I just want all the information out so there's no questions later on.

Dr. Davis: She does a very good job with that. I do want to back up something else that Heather said, that I want to reiterate with the Board. We did hire a CPA to work in our federal department, our federal funds. We have collectively with our budget and the federal funds, a \$300 million budget. It behooves the district to have somebody with experience with large sums of

money and being able to manage that money for the district, because if you don't have fiscal health it can cripple the district. It's really important that we have knowledgeable people in the business office. I'm not going to court to be a lawyer because you wouldn't want me defending you because I am not a lawyer. You also want to make sure you have the right certification handling your funds. The individual that we hired, I do want to go back to it because there's chatter on Facebook and I think it's important to make sure that we clarify. The individual has 20 plus years' experience, not only as an accountant, but working in the Comptroller's Office. He has extensive, extensive, experience auditing school books. I'm hopeful that we will have a really positive audit next year. I'm sure the findings you're going to find in terms of as you finish the audit, we'll have that person on board, we'll start the corrective actions and move forward.

Ms. Mowat: Just to add to the Superintendent, there were a lot of reconciliations that weren't performed. We cured the majority of that. Every day we find something new to take a look at. It goes to your risk assessment that we talked about. You hired new internal risk assessment auditors, and we continue, it's not going to stop. It's going to be like this for eternity. How can you fix this, how can you do that better, how can you be more efficient, how can you do best, how can you be the best, with the money that the district is sitting with? This gentleman that's joining us, it's going to allow us to reconcile monthly, just like you do your own checkbook. So, we're excited by that. We're excited when we have auditors come in we're not going to have to be nervous because we know we did it right. Garbage in garbage out. You do it right on the front end you are never going to have to think about it again. That's our goal in the business office and we are going to continue that.

President Hobika, Jr.: I have to say, having worked with yourself, Dr. Davis, Chuck Mower, Bonadio has done a great job pulling things together for us. I know speaking sometimes to the lay people, like Tennille and myself, on these during the audit meetings were asking questions that are pretty perfunctory, but in reality, we do appreciate the fact that we're identifying where our weaknesses are. It just makes it quicker to correct them which is really the goal of I think everybody around here, which is to correct all the weaknesses, correct all the opportunities for error and it allows us to manage the funds even better than we have been doing. I know one of the big issues was nobody really knew what our financial picture truly was. Now at least we have an idea. We've made some adjustments and were going to do more. We are working, I think everybody's working very hard to clean up everything that was here before. Moving forward we want to operated based on best practices. You always hear us talking about that, best practices. Sometimes it takes a while to be able to identify what's going on, create a plan to address it, and then at some point, because we work very hard on transparency, we let the public know. So that's the plan. Sometimes it doesn't meet people's timelines, but the reality is that we are doing what were supposed to be doing. I want to thank the staff as well because you guys are here early in the morning, late at night, and on the weekends trying to put ourselves in a better fiscal position with better guardrails, so that's, I think is very important. I am kind of speaking on behalf of everybody on the Board, but if anyone else wants to chime in, please do so or ask any questions.

Mrs. Padula: No very well said.



### **Announcements/Reports**

### **Superintendent's Report**

Dr. Davis, Acting Superintendent presented the Superintendent's Report dated November 6, 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:

President Hobika, Jr.	Pull	Page 3	B – 22 Audit Report
President Hobika, Jr.	Pull	Page 3	B – 23 Audit CAP

	<b>PAGE #</b>
<b>FOR ACTION</b>	
S – 158 Agreement between the Utica City School District and the Business Training Institute, Inc. for after school bussing (21 <sup>st</sup> Century Community Learning Center Grant Program)	2
S – 159 Agreement between the Utica City School District and SUNY Poly Institute (Women in Manufacturing Summit)	2
S – 160 Utica City School District Policy Approval and Adoption (#4502 – Non-Bid Purchasing and #4603 – Accounting of Fixed Assets)	2
S – 161 Donation of CRP Kits from the American Heart Association	2
 <b>FOR ACTION</b>	
B – 22 Audit Report	3
B – 23 Audit CAP	3
B – 24 Budget Transfer – Accrued Liability for 2021-2022 – Maintenance of Effort Claim	3
B – 25 Budget Transfer – Legal	4
B – 26 Budget Transfer – BOCES Contract	5 – 7
B – 27 Central Kitchen – Fresh Fruits & Vegetables Bid	8
 <b>FOR ACTION</b>	
P – 19 Termination	9
Resignations	9
Changes of Assignment	10
Resolution for Probationary Appointment – Teacher Assistant – Jessica Stevener	10
Resolution for Per Diem Substitutes	10 – 11
Resolution for Provisional Appointment – Office Specialist – Melissa Klein	11
Appointments	11 – 13
Paid Administrative Leave	13
 <b>FOR INFORMATION</b>	
P – 20 Resignations	14
Unpaid Leave of Absence	14

**FOR ACTION:****Volume LVIII****Report No. S – 158****SUBJECT:****Agreement between the Utica City School District and the Business Training Institute, Inc.**

Authorization is requested of the Board of Education to approve the Agreement between the Utica City School District and the Business Training Institute in the amount of Thirty-Five Thousand Dollars (\$35,000) to provide after school bussing in connection with the 21<sup>st</sup> Century Community Learning Center Grant Program for the 2023-2024 school year.

**FOR ACTION:****Volume LVIII****Report No. S – 159**

**SUBJECT: Agreement between the Utica City School District and SUNY Poly Institute**

Authorization is requested of the Board of Education to approve the agreement between the Utica City School District and SUNY Poly Institute. The Utica City School District is partnering with MACNY, The Manufacturing Association to host the first annual Women in Manufacturing Summit on Thursday, November 9, 2023 on the SUNY Poly Institute campus to approximately one-hundred (100) Proctor High School students ranging from grades 10-12.

**FOR ACTION: Volume LVIII Report No. S – 160**

**SUBJECT: Utica City School District Policy Approval and Adoption**

Authorization is requested of the Board of Education to approve and adopt the following Utica City School District Policies, effective November 6, 2023:

- Policy #: 4502 – Non-Bid Purchasing
- Policy #: 4603 – Accounting of Fixed Assets

**FOR ACTION: Volume LVIII Report No. S – 161**

**SUBJECT: Donation of CPR Kits from the American Heart Association**

Authorization is requested of the Board of Education to approve and accept the donation of two (2) cardiopulmonary resuscitation (CPR) kits from the American Heart Association in partnership with Adirondack Bank.

**FOR ACTION: Volume LVIII Report No. B – 24**

**SUBJECT: Budget Transfer – Accrued Liability for 2021-2022 Maintenance of Effort Claim**

Authorization is requested of the Board of Education to approve the following Budget Transfer – Accrued Liability for 2021-2022 Maintenance of Effort Claim:

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A9060.800-00-0000	Hospital, Medical & Dental Insurance	\$	1,625,486
To:	A1964.400-00-0000	Prior Years' Revenue Refund	\$	1,625,486

Explanation: To accrue for the 2021-2022 IDEA Individuals with Disabilities Education Act) reduction of expenditures versus the amount of revenue received from the federal grant by the District

A9060.800-00-0000	Original Budget	\$	25,450,000
	Revised Budget with Transfer	\$	21,275,354
	Transfers In	\$	-
	Transfers Out	\$	2,549,160
	Expended & Encumbered	\$	20,614,949
	Balance before Transfer	\$	2,285,891
	Percent Used (Original Budget)		81.00%
	Percent Used (Revised Budget)		96.90%

A1964.400-00-0000	Original Budget	\$	1,500
	Revised Budget with Transfer	\$	1,625,486
	Transfers In	\$	-
	Transfers Out	\$	1,500
	Expended & Encumbered	\$	1,625,486
	Balance before Transfer	\$	861,520
	Percent Used (Original Budget)		108365.73%
	Percent Used (Revised Budget)		100.00%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 25**

**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:	A1420.160-00-0000	Legal – Salary	\$	105,554
To:	A1420.400-00-0000	Legal – Contractual	\$	105,554
Explanation:	To reclassify salary to contractual due to a retirement			
	A1420.160-00-0000	Original Budget	\$	135,554
		Revised Budget with Transfer	\$	-
		Transfers In	\$	-
		Transfers Out	\$	30,000
		Expended & Encumbered	\$	-
		Balance before Transfer	\$	105,554
		Percent Used (Original Budget)		0.0%
		Percent Used (Revised Budget)		0.0%
	A1420.400-00-0000	Original Budget	\$	150,000
		Revised Budget with Transfer	\$	255,554
		Transfers In	\$	-
		Transfers Out	\$	-
		Expended & Encumbered	\$	199,036
		Balance before Transfer	\$	(49,036)
		Percent Used (Original Budget)		132.69%
		Percent Used (Revised Budget)		77.88%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 26**

**SUBJECT:**

**Budget Transfer – BOCES Contract**

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

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A1620.490-00-1064	Custodial Operations – Computer/Telephone Lines	\$	91,188
	A1981.490-00-1356	BOCES Administrative Costs – BOCES	\$	37,590

A2060.490-00-1610	Research, Planning & Eval – BOCES, Microfilming	\$	25,400
A2110.490-00-2245	Teaching, Reg. School – BOCES, Printing	\$	250,000
A2630.490-00-0000	Computer Assisted Instruction – BOCES, Network Services	\$	835,334

To:	A1060.490-00-0000	District Meeting – BOCES, Bold Systems	\$	1,488
	A1430.490-00-0000	Personnel – BOCES, Teacher Recruitment	\$	200
	A1480.490-00-0000	Public Information Systems – BOCES, School Communication	\$	129,184
	A1620.490-00-0001	Custodial Operations – BOCES, Energy Services	\$	336
	A2110.490-00-2139	Teaching, Reg School – BOCES, Computer Services	\$	987,965
	A2110.490-00-2175	Teacher, Reg School – BOCES Alt Education	\$	620
	A2110.490-00-2247	Teacher, Reg School – BOCES, Itinerant Teacher	\$	920
	A2610.490-00-2274	Library & A/V – BOCES, Communication Catalog	\$	32,785
	A2805.490-00-0000	Attendance – BOCES, Attendance	\$	63,423
	A2810.491-00-0000	Guidance – BOCES, Guidance Software	\$	22,591

Explanation: To reclassify among various BOCES CoSer accounts for final contract.

A1620.490-00-1064	Original Budget	\$	511,356
	Revised Budget with Transfer	\$	420,168
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	420,167
	Balance before Transfer	\$	91,189
	Percent Used (Original Budget)		82.17%
	Percent Used (Revised Budget)		100.00%

A1981.490-00-1356	Original Budget	\$	2,564,956
	Revised Budget with Transfer	\$	2,527,366
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	2,528,364
	Balance before Transfer	\$	37,592
	Percent Used (Original Budget)		98.57%
	Percent Used (Revised Budget)		100.04%

<u>Account</u>	<u>Description</u>		<u>Amount</u>
A2060.490-00- 1610	Original Budget	\$	50,000
	Revised Budget with Transfer	\$	24,600
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	24,600
	Balance before Transfer	\$	25,400
	Percent Used (Original Budget)		49.20%
	Percent Used (Revised Budget)		100.00%

A2210.490-00-2245	Original Budget	\$	300,000
	Revised Budget with Transfer	\$	50,000
	Transfers In	\$	-
	Transfers Out	\$	-

	Expended & Encumbered	\$	-
	Balance before Transfer	\$	300,000
	Percent Used (Original Budget)		0.00%
	Percent Used (Revised Budget)		0.00%
A2630.490-00-0000	Original Budget	\$	5,879,203
	Revised Budget with Transfer	\$	5,043,869
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	4,890,654
	Balance before Transfer	\$	988,549
	Percent Used (Original Budget)		83.19%
	Percent Used (Revised Budget)		96.96%
A1060.490-00-0000	Original Budget	\$	15,330
	Revised Budget with Transfer	\$	16,818
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	16,817
	Balance before Transfer	\$	(1,488)
	Percent Used (Original Budget)		109.70%
	Percent Used (Revised Budget)		100.00%
A1430.490-00-0000	Original Budget	\$	10,000
	Revised Budget with Transfer	\$	10,200
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	10,200
	Balance before Transfer	\$	(200)
	Percent Used (Original Budget)		102.00%
	Percent Used (Revised Budget)		100.00%
<u>Account</u>	<u>Description</u>		<u>Amount</u>
A1480.490-00-0000	Original Budget	\$	50,609
	Revised Budget with Transfer	\$	179,793
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	179,792
	Balance before Transfer	\$	(129,183)
	Percent Used (Original Budget)		355.26%
	Percent Used (Revised Budget)		100.00%
A1620.490-00-0001	Original Budget	\$	17,288
	Revised Budget with Transfer	\$	17,624
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	17,624
	Balance before Transfer	\$	(336)
	Percent Used (Original Budget)		101.94%
	Percent Used (Revised Budget)		100.00%
A2110.490-00-2139	Original Budget	\$	689,206
	Revised Budget with Transfer	\$	1,677,171
	Transfers In	\$	-
	Transfers Out	\$	-

	Expended & Encumbered	\$	1,677,170
	Balance before Transfer	\$	(987,964)
	Percent Used (Original Budget)		243.35%
	Percent Used (Revised Budget)		100.00%
A2110.490-00-2175	Original Budget	\$	5,411,180
	Revised Budget with Transfer	\$	5,411,800
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	5,411,800
	Balance before Transfer	\$	(620)
	Percent Used (Original Budget)		100.01%
	Percent Used (Revised Budget)		100.00%
A2110.490-00-2247	Original Budget	\$	109,426
	Revised Budget with Transfer	\$	110,346
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	110,346
	Balance before Transfer	\$	(920)
	Percent Used (Original Budget)		100.84%
	Percent Used (Revised Budget)		100.00%
<u>Account</u>	<u>Description</u>		<u>Amount</u>
A2610.490-00-2274	Original Budget	\$	21,362
	Revised Budget with Transfer	\$	54,147
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	54,147
	Balance before Transfer	\$	(32,785)
	Percent Used (Original Budget)		253.47%
	Percent Used (Revised Budget)		100.00%
A2805.490-00-0000	Original Budget	\$	272,944
	Revised Budget with Transfer	\$	336,367
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	336,367
	Balance before Transfer	\$	(63,423)
	Percent Used (Original Budget)		123.24%
	Percent Used (Revised Budget)		100.00%
A2810.491-00-0000	Original Budget	\$	10,148
	Revised Budget with Transfer	\$	32,739
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	32,739
	Balance before Transfer	\$	(22,591)
	Percent Used (Original Budget)		322.62%
	Percent Used (Revised Budget)		100.00%

**SUBJECT:****Central Kitchen – Fresh Fruits & Vegetables Bid**

It is recommended that the bid for Fresh Fruits & Vegetables be awarded to Russo Produce, with the lowest bid of \$277,044.

COMPANY	BID AMOUNT
Russo Produce 2100 Park Street Syracuse, NY 13208	\$277,044
Carlo Masi & Sons, Inc. 9 Wurz Avenue Utica, NY 13502	\$345,150.65

**FOR ACTION:****Volume LVIII****Report No. P – 19****SUBJECT:****Termination****Teacher Assistant**

It is recommended that the following termination be approved:

Gina Cromer

Teacher Assistant – AIS  
King Elementary School  
Effective: October 24, 2023

**FOR ACTION:****Volume LVIII****Report No. P – 19****SUBJECT:****Resignation****Teacher Assistant**

It is recommended that the following resignation be accepted:

Aalisah Aponte

Teacher Assistant – Special Education  
Jefferson Elementary  
Effective: November 15, 2023  
Reason: Personal  
Notification Received: November 1, 2023

**FOR ACTION:****Volume LVIII****Report No. P – 19****SUBJECT:****Resignation****Transportation**

It is recommended that the following resignation be accepted:

Jose Diaz

Bus Driver  
Effective: November 2, 2023  
Reason: Personal  
Notification Received: November 2, 2023

**FOR ACTION:****Volume LVIII****Report No. P – 19**

**SUBJECT: Resignation Transportation**

It is recommended that the following resignation be accepted:

Linda Rios  
Bus Monitor  
Effective: November 15, 2023  
Reason: Personal  
Notification Received: November 1, 2023

**FOR ACTION: Volume LVIII Report No. P – 19**

**SUBJECT: Change of Assignment Clerical**

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

Kelli Goodman  
From: Teacher Assistant – Kindergarten  
Albany Elementary School  
To: Typist (10-months), \*Provisional  
Albany Elementary School  
Salary: \$32,384 (Prorated) per Secretarial Contract  
Effective: November 7, 2023

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

**FOR ACTION: Volume LVIII Report No. P – 19**

**SUBJECT: Change of Assignment Teacher Assistant**

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

Amela Kurtic  
From: Monitor-Breakfast and Lunch Program  
District-Wide  
To: Teacher Assistant – Kindergarten  
Albany Elementary School  
Salary: \$18.36 per hour  
Effective: November 7, 2023

**FOR ACTION: Volume LVIII Report No. P – 19**

**SUBJECT: Resolution for Probationary Appointment  
Teacher Assistant – Jessica Stevener**

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

RESOLVED, upon the recommendation of the Acting Superintendent of Schools, that Jessica Stevener, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant commencing November 13, 2023. Jessica Stevener'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 – 19**

**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 Acting Superintendent of Schools, that the following individuals are appointed to serve as per diem Substitute Teachers at \$100.00 per day, effective immediately:

- Mia Lewis
- Basheer Sabhan

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 19**

**SUBJECT:**

**Resolution for Per Diem Substitute**

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

RESOLVED, upon the recommendation of the Acting Superintendent of Schools, that the following individual is appointed to serve as per diem Teaching Assistant at \$14.20 per hour, effective immediately:

- LaShawn Williams

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 19**

**SUBJECT:**

**Resolution for Provisional Appointment  
Office Specialist – Melissa Klein**

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

**RESOLUTION FOR PROVISIONAL APPOINTMENT**

RESOLVED, upon the recommendation of the Superintendent of Schools, that Melissa Klein, who possesses provisional pre-approval issued by the City of Utica Department of Civil Service, is appointed to the position of Office Specialist in the Academics Office commencing November 21, 2023. Melissa Klein's salary shall be \$50,377.00 (prorated) as set forth in the collective bargaining agreement between the Utica School Secretaries' Unit of Teamsters Local 294 and the Utica City School District.

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 19**

**SUBJECT:**

**Appointments**

**Homebound Instruction**

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

- Antoinique Anderson
- Caroline Clowes
- Chad Demma
- Joe Leo

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 – 19**

**SUBJECT:**

**Appointment**

**Extra-Curricular Music**

It is recommended that the following appointment be approved:

Stephen Zumchak

Elementary Chorus  
Albany Elementary School  
Effective: 2023-2024 School Year  
Index: \$1,311

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 19**

**SUBJECT:**

**Appointments**

**Custodial/Maintenance**

It is recommended that the following appointments be approved:

Edward Dutcher  
12 Clinton Street, Apt. 3  
New York Mills, NY 13417

Cleaner  
District-Wide (Probationary)  
Effective: November 13, 2023  
Salary: \$16.02 per hour  
Education: Graduate of Whitesboro High School  
Experience: RSR Lift Driver, Walmart Distribution Center  
Marcy, NY  
3/23 to present

Cameron Ionta  
6164 Trenton Road  
Utica, NY 13502

Cleaner  
District-Wide (Probationary)  
Effective: November 13, 2023  
Salary: \$16.02 per hour  
Education: Graduate of Whitesboro High School  
Experience: Pool Security, Utica Youth Bureau  
Utica, NY  
6/21 to 8/22

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 19**

**SUBJECT:**

**Appointment**

**Security**

It is recommended that the following appointment be approved:

Lorenzo Brown  
913 Sherman Place, Apt. 1  
Utica, NY 13502

School Monitor (Security)  
District-Wide  
Effective: November 7, 2023  
Salary: \$18.08 per hour  
Education: Graduate of Proctor High School  
Experience: Window Installer, Renewal by Anderson  
Syracuse, NY  
7/23 to present

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 19**

**SUBJECT:**

**Appointment**

**Transportation**

It is recommended that the following appointment be approved:

Jorge Guerrero  
1561 West Street  
Utica, NY 13501

Substitute Bus Driver  
35 hours per week  
Salary: \$20.50 per hour

Effective: November 7, 2023

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 19**

**SUBJECT:**

**Appointments**

**Transportation**

It is recommended that the following appointments be approved:

Daniel Berroa  
1653 Holland Avenue  
Utica, NY 13501

Substitute Bus Monitor  
35 hours per week  
Salary: \$15.00 per hour  
Effective: November 7, 2023

Tina Hernandez  
713 Elizabeth Street, Apt 1  
Utica, NY 13502

Substitute Bus Monitor  
35 hours per week  
Salary: \$15.00 per hour  
Effective: November 7, 2023

Susan Koslosky  
1505 Herkimer Road, Apt. 102  
Utica, NY 13502

Substitute Bus Monitor  
35 hours per week  
Salary: \$15.00 per hour  
Effective: November 7, 2023

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 19**

**SUBJECT:**

**Paid Administrative Leave**

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

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 20**

**SUBJECT:**

**Resignation**

**Security**

It is recommended that the following resignation be accepted:

Joseph Ferrio

Security Monitor  
District-Wide  
Effective: November 2, 2023  
Reason: Personal  
Notification Received: October 31, 2023

Marvin Hayes

Security Monitor  
District-Wide  
Effective: November 3, 2023  
Reason: Personal  
Notification Received: October 20, 2023

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 20**

**SUBJECT:**

**Resignation**

**Custodial/Maintenance**

It is recommended that the following resignation be accepted:

Khalil Thomas

Cleaner  
District-Wide  
Effective: October 25, 2023  
Reason: Personal

Notification Received: October 25, 2023

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 20**

**SUBJECT:**

**Resignation**

**Teacher Assistant**

It is recommended that the following resignation be accepted:

DeyGely Rentas

Substitute Teacher Assistant  
District-Wide  
Effective: October 31, 2023  
Reason: Personal  
Notification Received: October 31, 2023

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 20**

**SUBJECT:**

**Unpaid Leave of Absence**

**Teacher**

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

Amy Hansen

English AIS Facilitator  
Kennedy Middle School  
From: October 24, 2023 – P.M.  
To: November 21, 2023  
Reason: Personal  
Notification Received: October 23, 2023

**Mr. Cardillo made a motion to approve the Consent Agenda and seconded by Mr. Paul.**

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

**THIS CONCLUDES THE CONSENT AGENDA**

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 22**

**SUBJECT:**

**Audit Report**

Authorization is requested of the Board of Education to approve and accept the Audit Report as presented to the Board of Education on November 6, 2023.

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 23**

**SUBJECT:**

**Audit CAP**

Authorization is requested of the Board of Education to approve and accept the Audit CAP in response to our External Audit Recommendations which was presented at the Board meeting on November 6, 2023.

**Mr. Cardillo made a motion to approve and accept the Audit Report and Audit CAP and it was seconded by Mr. Paul.**

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

Mr. Hobika Jr: Why don't we talk a little bit about why we did modifications to 4502 and 4603.

Dr. Davis: Heather do you want to talk about those? Those are the non-bid purchasing and accounting of fixed assets. You (Mr. Paradis) will get the second one because it ties into the grants.

Mr. Paradis: The second one the 03 one, we had a target monitoring for our title grants. So, every 3 years they come in and they want to look for compliance. They want to look at what you are doing, are you spending money correctly, does your fund match your FS10, did you spend on the right things, are the teachers signing off on the letters, is everything appropriate from financial to programmatic? Part of the target monitoring they want to look at how you maintain fixed assets. So, if a computer comes in do we tag it, do we log it marked where it is? We also fund non-public schools so part of the title funds, we do have an allocation for non-public schools. All of their material come through our central office. We have to tag it, take care of it, record it, send it out to our non-publics that are associated with us. In there are policies and as we know some of them have not been updated in a long period of time so there is a portion in there and they want it very specific to including federal funds and how we go through an maintain records and documents of the stuff that we do using federal funds, whether it be title, it also applies with what we've done with ESSER, any of our ARP grants, any of our IDA 611, 619 those types of grants. So as an update on the policy that puts in verbatim exactly what they've asked us from the State which came from the Department of Education. It's in there so it's an updated policy on how we do that. We do the practice it's now in our policy.

Ms. Mowat: We've updated our policies based on recommendations from BOCES.

President Hobika, Jr.: We tightened up our policies.

Ms. Mowat: We really have. I have to have a shout out, I don't know if I mentioned in our last meeting our new external claims auditor, Paris Rich, who identified something within one of our vendors that BOCES had approved that maybe there was a mistake made and we were being charged an inflated rate. We've since got a refund and it's been corrected. So, part of what we've been doing in the business office is really actively monitoring every purchase order and every bill. I sign every one of them. I probably do 300 to 400 a week just constant the amount of money we spend here. We're taking a look and I'm constantly, Mike Ferraro, can tell you I constantly call him and say is it on state contract, where's the number? He always produces constantly. We are spot checking and we're making sure we're bidding properly giving everybody a chance. I think one of the first things we changed when I started back in May was we're advertising our RFP's and our bids on our website, something we haven't been doing before. We're excited by that making sure legal notices are proper we're just trying to make sure everything is uniform so that anybody that wants to bid or sell us anything we get the best price and we find them and they become our vendors.

President Hobika, Jr.: Anyone else have any questions about that?

**THIS CONCLUDES THE SUPERINTENDENT'S REPORT IN ITS ENTIRETY.**



**Continuing Business**

Mrs. Padula: I want to say thank you. I see in here the American Heart Association. So, that has been something that we have had a long-time conversation about, what was it like a year ago, close to that. I just want to thank them, the American Heart Association, for the donation of the CPR kits.

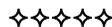


**New Business**



**Communication**

**None**



**Adjournment**

**Mrs. Padula made a motion to adjourn the November 6, 2023, Special Meeting; seconded by Mr. Cardillo.**

**The November Special Meeting was adjourned at 5:35 p.m.**

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

Respectfully transcribed and submitted,

STEPHANIE LYNESS  
Assistant Board Clerk

DRAFT