

**FOR ACTION**

|         |  |         |
|---------|--|---------|
| S – 293 | Resolution for Sandra Jasinski   | 3       |
| S – 294 | Utica City School District 2024-2025 School Calendar   | 4 – 5   |
| S – 295 | Amended Utica City School District 2023-2024 School Calendar   | 6 – 7   |
| S – 296 | Bond Resolution  | 8 – 11  |
| S – 297 | Resolution – 2024-2025 School Budget Proposition   | 12      |
| S – 298 | Resolution for State Environmental Quality Review Act (SEQRA)  | 13 – 15 |
| S – 299 | Resolution Approving a Capital Project Proposition for Submission to Voters at the May 2, 2024 School District Annual Meeting                                      | 16 – 18 |
| S – 300 | Resolution Certifying Property Tax Report Card   | 19      |
| S – 301 | Capital Reserve Resolution   | 20      |
| S – 302 | Resolution – CTE Additional Project  | 21      |
| S – 303 | Resolution – Proctor Stadium Project   | 22      |
| S – 304 | Resolution – Funding the Utica Public Library  | 23      |
| S – 305 | Resolution to Adopt the Legal Notice for Annual Meeting  | 24 – 28 |
| S – 306 | Appointment of Stand-By Inspectors   | 29      |
| S – 307 | Resolution to appoint Tania Kalavazoff as Interim Principal, Jefferson Elementary School   | 30      |
| S – 308 | Resolution to approve the Employment Agreement between the Utica City School District and Tania Kalavazoff, Interim Principal, Jefferson Elementary School         | 30      |
| S – 309 | Resolution Awarding Contract for Employee Assistance Services for the Utica City School District to Human Resources Directions                                     | 31      |
| S – 310 | Resolution – Smart Schools Bond Act Spending Plan  | 32      |
| S – 311 | Agreement between the Utica City School District and AP Global Insurance Services, LLC (d/b/a RDS Services)  | 33      |
| S – 312 | Agreement between the Utica City School District and Scholarus Learning (XanEdu Publishing, Inc.)  | 33      |
| S – 313 | Share our Strength's No Kid Hungry Campaign Grant  | 33      |
| S – 314 | Facilities Use Agreement between the Utica City School District and Eagle Hills Golf Course – Girls Golf Team  | 33      |
| S – 315 | Facilities Use Agreement between the Utica City School District and Valley View Golf Course – Boys Golf Team   | 33      |
| S – 316 | Application for Extended Field Trip – Proctor High School  | 34      |
| S – 317 | Application for Extended Field Trip – Proctor High School  | 34      |
| S – 318 | Re-Certification of Lead Evaluator – Tania Kalavazoff  | 34      |
| S – 319 | Resolution Awarding Contract of Capital Construction Project between the Utica City School District and Trane U.S., Inc. for building equipment                    | 35 – 36 |
| S – 320 | Resolution Awarding Contract of Capital Construction Project between the Utica City School and Trane U.S., Inc. for purchase and installation of building controls | 37 – 38 |
| S – 321 | Employment Agreement between the Utica City School District and Kimberly Vile, Assistant Superintendent of Business, Finance and Operations                        | 39      |

**FOR ACTION**

|        |   |    |
|--------|---|----|
| B – 63 | Budget Transfer – Athletics – Donovan                       | 40 |
| B – 64 | Budget Transfer – Maintenance of Plant – Water              | 41 |
| B – 65 | Budget Transfer – Supervision School Supplies               | 42 |
| B – 66 | Budget Transfer – Supervision School – Assistant Principals | 43 |
| B – 67 | Budget Transfer – Transportation – Salary                   | 44 |
| B – 68 | Budget Transfer – Unemployment                              | 45 |
| B – 69 | Budget Transfer – Librarian – Salary                        | 46 |

|        |  |    |
|--------|--|----|
| B – 70 | Budget Transfer – Maintenance of Plant – Plumbing, Heating and Heating Repairs – Contractual | 47 |
| B – 71 | Budget Transfer – Athletics – Proctor  | 48 |
| B – 72 | Disposal of Obsolete Technology Equipment  | 49 |
| B – 73 | Disposal of Obsolete Musical Equipment   | 49 |
| B – 74 | Disposal of Obsolete Equipment   | 49 |

**FOR ACTION**

|        |  |         |
|--------|--|---------|
| P – 33 | Retirement   | 50      |
|        | Unpaid Leave of Absence                                      | 50      |
|        | Changes of Assignment  | 50– 51  |
|        | Change of Hours  | 51      |
|        | Unpaid Leave of Absence                                      | 52      |
|        | Appointments   | 52 – 54 |
|        | Resolutions for Probationary Appointment – Teacher Assistant | 54 – 55 |
|        | Resolution for Substitute Teacher Assistants                 | 55      |
|        | Resolution for Per Diem Substitutes                          | 55      |
|        | Conferences  | 56      |

**FOR INFORMATION**

|        |                                   |         |
|--------|-----------------------------------|---------|
| P – 34 | Abandonment of Position           | 57      |
|        | Resignations                      | 57– 59  |
|        | Rescindments of Employment        | 59      |
|        | Unpaid Leaves of Absence          | 59 – 60 |
|        | Extended Unpaid Leaves of Absence | 60      |
|        | Changes of Status                 | 61      |

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 293**

**SUBJECT:**

**Resolution for Sandra Jasinski**

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

**RESOLUTION FOR SANDRA JASINSKI  
FORMER UTICA CITY SCHOOL DISTRICT EMPLOYEE**

The Board of Education of the Utica City School District records with sorrow the passing of former employee Sandra Jasinski. Sandra was a teacher's assistant at the Utica City School District for twenty-five (25) years. Ms. Jasinski worked at Martin Luther King, Jr. Elementary School and Albany Elementary School, where the love for her students and their success was seen and felt daily.

Resolved, that the Board of Education expresses its sincere sympathy to the family of Ms. Jasinski and that this resolution be saved upon the records of the district.

Date: March 26, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

**SUBJECT:**

**Utica City School District 2024-2025 School Calendar**

Authorization is requested of the Board of Education to approve and adopt the Utica City School District 2024-2025 School Calendar:

| JULY 2024    |    |    |    |    |    |    | AUGUST 2024   |    |      |      |      |    |    | SEPTEMBER 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|------|------|------|----|----|----------------|----|----|----|----|----|----|
| S            | M  | T  | W  | TH | F  | S  | S             | M  | T    | W    | TH   | F  | S  | S              | M  | T  | W  | TH | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |               |    |      |      | 1    | 2  | 3  | 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 | 4             | 5  | 6    | 7    | 8    | 9  | 10 | 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 | 11            | 12 | 13   | 14   | 15   | 16 | 17 | 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 | 18            | 19 | 20   | 21   | 22   | 23 | 24 | 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 28           | 29 | 30 | 31 |    |    |    | 25            | 26 | 27   | (28) | (29) | 30 | 31 | 29             | 30 |    |    |    |    |    |
| OCTOBER 2024 |    |    |    |    |    |    | NOVEMBER 2024 |    |      |      |      |    |    | DECEMBER 2024  |    |    |    |    |    |    |
| S            | M  | T  | W  | TH | F  | S  | S             | M  | T    | W    | TH   | F  | S  | S              | M  | T  | W  | TH | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |               |    |      |      |      | 1  | 2  | 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 | 3             | 4  | (5)  | 6    | 7    | 8  | 9  | 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 | 10            | 11 | 12   | 13   | 14   | 15 | 16 | 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 | 17            | 18 | 19   | 20   | 21   | 22 | 23 | 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 27           | 28 | 29 | 30 | 31 |    |    | 24            | 25 | 26   | 27   | 28   | 29 | 30 | 29             | 30 | 31 |    |    |    |    |
| JANUARY 2025 |    |    |    |    |    |    | FEBRUARY 2025 |    |      |      |      |    |    | MARCH 2025     |    |    |    |    |    |    |
| S            | M  | T  | W  | TH | F  | S  | S             | M  | T    | W    | TH   | F  | S  | S              | M  | T  | W  | TH | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |               |    |      |      |      |    | 1  |                |    |    |    |    |    | 1  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 | 2             | 3  | 4    | 5    | 6    | 7  | 8  | 2              | 3  | 4  | 5  | 6  | 7  | 8  |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 | 9             | 10 | 11   | 12   | 13   | 14 | 15 | 9              | 10 | 11 | 12 | 13 | 14 | 15 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 | 16            | 17 | 18   | 19   | 20   | 21 | 22 | 16             | 17 | 18 | 19 | 20 | 21 | 22 |
| 26           | 27 | 28 | 29 | 30 | 31 |    | 23            | 24 | 25   | 26   | 27   | 28 |    | 23             | 24 | 25 | 26 | 27 | 28 | 29 |
|              |    |    |    |    |    |    |               |    |      |      |      |    |    | 30             | 31 |    |    |    |    |    |
| APRIL 2025   |    |    |    |    |    |    | MAY 2025      |    |      |      |      |    |    | JUNE 2025      |    |    |    |    |    |    |
| S            | M  | T  | W  | TH | F  | S  | S             | M  | T    | W    | TH   | F  | S  | S              | M  | T  | W  | TH | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |               |    |      |      | 1    | 2  | 3  | 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 | 4             | 5  | 6    | 7    | 8    | 9  | 10 | 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 1            | 14 | 15 | 16 | 17 | 18 | 19 | 11            | 12 | 13   | 14   | 15   | 16 | 17 | 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 | 18            | 19 | (20) | 21   | 22   | 23 | 24 | 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 27           | 28 | 29 | 30 |    |    |    | 25            | 26 | 27   | 28   | 29   | 30 | 31 | 29             | 30 |    |    |    |    |    |

| 12 MONTH EMPLOYEE   |                          | SCHOOL RECESS DAYS |                          | SPECIAL DAYS                 |                                  |
|---------------------|--------------------------|--------------------|--------------------------|------------------------------|----------------------------------|
| July 4              | Independence Day         | Sept. 2            | Labor Day                | Aug. 28                      | Superintendent's Conference Day  |
| Sept. 2             | Labor Day                | Oct. 14            | Columbus Day             | Aug. 29                      | Superintendent's Conference Day  |
| Oct. 14             | Columbus Day             | Nov. 11            | Veterans' Day (Observed) | Sept. 3                      | First Day of School for Students |
| Nov. 11             | Veterans' Day (Observed) | Nov. 27-29         | Thanksgiving Recess      | Nov. 5                       | Superintendent's Conference Day  |
| Nov. 27-29          | Thanksgiving Recess      | Dec. 23-Jan. 3     | Winter Recess            | Nov. 26                      | Go Home Early Drill              |
| Dec. 24, 25; Jan. 1 | Christmas Recess         | Jan. 20            | M.L. King, Jr. Day       | Jan. 21-24                   | Regents Exams                    |
| Jan. 20             | M.L. King, Jr. Day       | Jan. 29            | Lunar New Year           | Jan. 27                      | Second Semester Begins           |
| Jan. 29             | Lunar New Year           | Feb. 17-21         | Mid-Winter Recess        | May 20                       | Superintendent's Conference Day  |
| Feb. 17             | Presidents' Day          | March 31           | Eid al-Fitr              | June 4, 10, 17-18, 20, 23-25 | Regents Exams                    |
| April 18            | Good Friday              | April 18           | Good Friday              | June 26-27                   | Regents Rating Days              |
| May 26              | Memorial Day             | April 21-25        | Spring Recess            | June 27                      | Last Day for All Students        |
| June 19             | Juneteenth               | May 26             | Memorial Day             | June 27                      | High School Graduation           |
|                     |                          | June 19            | Juneteenth               |                              |                                  |

| REPORT CARD PERIOD ENDS | INSERVICE 1/2 DAYS Elementary K-6 | NUMBER OF STUDENT ATTENDANCE DAYS |     |  |             |
|-------------------------|-----------------------------------|-----------------------------------|-----|--|-------------|
| November 8              | June 12 Rating Day                | September-20                      |     |  | February-15 |
| January 24              | June 17 Rating Day                | October-22                        |     |  | March-20    |
| April 4                 |                                   | November-16                       |     |  | April-16    |
| June 27                 |                                   | December-15                       |     |  | May-20      |
|                         |                                   | January-18                        |     |  | June-19     |
|                         |                                   | Total Student Days                | 181 |  |             |

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

**School Recess**

**Elementary 1/2 Day In-service**

**Regents' Rating Day**

**SCHOOL CALENDAR DIGEST: 2024-2025**

**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 28, May 23, 27, 16 and June 6** will become recess days.

If 1 inclement weather day is used, **April 28, May 23, 27 and May 16** will become recess days.

If 2 inclement weather days are used, **April 28, May 23, and May 27** become recess days.

If 3 inclement weather days are used, **April 28 and May 23** will become recess days.

If 4 inclement weather days are used, **April 28** will become a recess day

If 5 inclement weather days are used, there will be **no** recess days on **April 28, May 23, 27, 16 and June 6**

If an emergency situation forces the Utica City School District’s schools to close for more than four (5) days, school will be in session beginning April **21, 22, 23, 24 and 25** each day beyond five (5) and in that order.

All staff members are cautioned **NOT** to commit to any irrevocable plans for the Spring Recess (**April 18-25**) 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 .....  | 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.....   | 185 |
| Days Available for Emergency School Closings.....  | 5   |

**SUBJECT**

**Amended 2023-2024 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**

| JULY 2023 |    |    |    |    |     |    |
|-----------|----|----|----|----|-----|----|
| S         | M  | T  | W  | TH | F   | S  |
|           |    |    |    |    |     | 1  |
| 2         | 3  | 4  | 5  | 6  | 7   | 8  |
| 9         | 10 | 11 | 12 | 13 | 14* | 15 |
| 16        | 17 | 18 | 19 | 20 | 21  | 22 |
| 23        | 24 | 25 | 26 | 27 | 28* | 29 |
| 30        | 31 |    |    |    |     |    |

  

| OCTOBER 2023 |    |    |    |    |     |    |
|--------------|----|----|----|----|-----|----|
| S            | M  | T  | W  | TH | F   | S  |
| 1            | 2  | 3  | 4  | 5  | 6*  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13  | 14 |
| 15           | 16 | 17 | 18 | 19 | 20* | 21 |
| 22           | 23 | 24 | 25 | 26 | 27  | 28 |
| 29           | 30 | 31 |    |    |     |    |

  

| JANUARY 2024 |    |    |    |    |     |    |
|--------------|----|----|----|----|-----|----|
| S            | M  | T  | W  | TH | F   | S  |
|              | 1  | 2  | 3  | 4  | 5   | 6  |
| 7            | 8  | 9  | 10 | 11 | 12* | 13 |
| 14           | 15 | 16 | 17 | 18 | 19  | 20 |
| 21           | 22 | 23 | 24 | 25 | 26* | 27 |
| 28           | 29 | 30 | 31 |    |     |    |

  

| APRIL 2024 |    |    |    |    |     |    |
|------------|----|----|----|----|-----|----|
| S          | M  | T  | W  | TH | F   | S  |
|            | 1  | 2  | 3  | 4  | 5*  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12  | 13 |
| 14         | 15 | 16 | 17 | 18 | 19* | 20 |
| 21         | 22 | 23 | 24 | 25 | 26  | 27 |
| 28         | 29 | 30 |    |    |     |    |

| AUGUST 2023 |    |    |    |    |     |    |
|-------------|----|----|----|----|-----|----|
| S           | M  | T  | W  | TH | F   | S  |
|             |    | 1  | 2  | 3  | 4   | 5  |
| 6           | 7  | 8  | 9  | 10 | 11* | 12 |
| 13          | 14 | 15 | 16 | 17 | 18  | 19 |
| 20          | 21 | 22 | 23 | 24 | 25* | 26 |
| 27          | 28 | 29 | 30 | 31 |     |    |

  

| NOVEMBER 2023 |    |     |    |    |     |    |
|---------------|----|-----|----|----|-----|----|
| S             | M  | T   | W  | TH | F   | S  |
|               |    |     | 1  | 2  | 3*  | 4  |
| 5             | 6  | (7) | 8  | 9  | 10  | 11 |
| 12            | 13 | 14  | 15 | 16 | 17* | 18 |
| 19            | 20 | 21  | 22 | 23 | 24  | 25 |
| 26            | 27 | 28  | 29 | 30 |     |    |

  

| FEBRUARY 2024 |    |    |    |    |     |    |
|---------------|----|----|----|----|-----|----|
| S             | M  | T  | W  | TH | F   | S  |
|               |    |    |    | 1  | 2   | 3  |
| 4             | 5  | 6  | 7  | 8  | 9*  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16  | 17 |
| 18            | 19 | 20 | 21 | 22 | 23* | 24 |
| 25            | 26 | 27 | 28 | 29 |     |    |

  

| MAY 2024 |    |      |    |    |     |    |
|----------|----|------|----|----|-----|----|
| S        | M  | T    | W  | TH | F   | S  |
|          |    |      | 1  | 2  | 3*  | 4  |
| 5        | 6  | 7    | 8  | 9  | 10  | 11 |
| 12       | 13 | 14   | 15 | 16 | 17* | 18 |
| 19       | 20 | (21) | 22 | 23 | 24  | 25 |
| 26       | 27 | 28   | 29 | 30 | 31* |    |

| SEPTEMBER 2023 |    |     |     |    |     |    |
|----------------|----|-----|-----|----|-----|----|
| S              | M  | T   | W   | TH | F   | S  |
|                |    |     |     |    | 1   | 2  |
| 3              | 4  | (5) | (6) | 7  | 8*  | 9  |
| 10             | 11 | 12  | 13  | 14 | 15  | 16 |
| 17             | 18 | 19  | 20  | 21 | 22* | 23 |
| 24             | 25 | 26  | 27  | 28 | 29  | 30 |

  

| DECEMBER 2023 |    |    |    |    |     |    |
|---------------|----|----|----|----|-----|----|
| S             | M  | T  | W  | TH | F   | S  |
|               |    |    |    |    | 1*  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8   | 9  |
| 10            | 11 | 12 | 13 | 14 | 15* | 16 |
| 17            | 18 | 19 | 20 | 21 | 22  | 23 |
| 24            | 25 | 26 | 27 | 28 | 29* | 30 |
| 31            |    |    |    |    |     |    |

  

| MARCH 2024 |    |    |    |    |     |    |
|------------|----|----|----|----|-----|----|
| S          | M  | T  | W  | TH | F   | S  |
|            |    |    |    |    | 1   | 2  |
| 3          | 4  | 5  | 6  | 7  | 8*  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15  | 16 |
| 17         | 18 | 19 | 20 | 21 | 22* | 23 |
| 24         | 25 | 26 | 27 | 28 | 29  | 30 |
| 31         |    |    |    |    |     |    |

  

| JUNE 2024 |    |    |    |    |     |    |
|-----------|----|----|----|----|-----|----|
| S         | M  | T  | W  | TH | F   | S  |
|           |    |    |    |    |     | 1  |
| 2         | 3  | 4  | 5  | 6  | 7   | 8  |
| 9         | 10 | 11 | 12 | 13 | 14* | 15 |
| 16        | 17 | 18 | 19 | 20 | 21  | 22 |
| 23        | 24 | 25 | 26 | 27 | 28* | 29 |
| 30        |    |    |    |    |     |    |

| 12 MONTH EMPLOYEE   |                          | SCHOOL RECESS DAYS |                     | SPECIAL DAYS          |   |
|---------------------|--------------------------|--------------------|---------------------|-----------------------|---|
| July 4              | Independence Day         | Sept. 4            | Labor Day           | Sept. 5               | Superintendent's Conference Day             |
| Sept. 4             | Labor Day                | Oct. 9             | Columbus Day        | Sept. 6               | Superintendent's Conference Day             |
| Oct. 9              | Columbus Day             | Nov. 10            | Veterans' Day       | Sept. 7               | First Day of School for Students            |
| Nov. 10             | Veterans' Day (Observed) | Nov. 22-24         | Thanksgiving Recess | Nov. 7                | Superintendent's Conference Day             |
| Nov. 22-24          | Thanksgiving Recess      | Dec. 22-Jan. 1     | Winter Recess       | Jan. 23-26            | Regents Exams                               |
| Dec. 22, 25; Jan. 1 | Christmas Recess         | Jan. 15            | M. L. King, Jr. Day | Jan. 29               | Second Semester Begins                      |
| Jan. 15             | M. L. King, Jr. Day      | Feb. 19-23         | Mid-Winter Recess   | May 21                | Superintendent's Conference Day/Budget Vote |
| Feb. 19             | Presidents' Day          | March 29           | Good Friday         | June 4, 14, 18, 20-26 | Regent Exams                                |
| March 29            | Good Friday              | April 10           | Eid al-Fitr         | June 17, 26           | Regents Rating Day                          |
| May 27              | Memorial Day             | April 22—26        | Spring Recess       | June 26               | Last Day for All Student                    |
| June 19             | Juneteenth               | May 27             | Memorial Day        | June 27               | Last Day for Teachers                       |
|                     |                          | June 19            | Juneteenth          | June 28               | High School Graduation                      |

| REPORT CARD PERIOD ENDS | INSERVICE ½ DAYS Elementary K-6 | STUDENT ATTENDANCE |                    |     |             |
|-------------------------|---------------------------------|--------------------|--------------------|-----|-------------|
| November 9              | June 13 Rating Day              |                    | September 17       |     | February 16 |
| January 26              | June 18 Rating Day              |                    | October 21         |     | March 20    |
| April 5                 |                                 |                    | November 17        |     | April 16    |
| June 26                 |                                 |                    | December 15        |     | May 21      |
|                         |                                 |                    | January 21         |     | June 17     |
|                         |                                 |                    | Total Student Days | 181 |             |

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

**School Recess**

**½ Day In-service**

**Regents' Rating Day**

**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 24 and May 28** will become recess days.

If 3 inclement weather days are used, **April 19 and May 24** 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        |
| <br>Add: Days Teachers are in Attendance for Staff conference days as authorized by the<br>Commissioner of Education..... | 4          |
| <b>Total Days School is in Session Including Staff Conference Days.....</b>   | <b>185</b> |
| 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.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 296**

**SUBJECT:**

**Bond Resolution**

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

**BOND RESOLUTION DATED MARCH 26, 2024 AUTHORIZING THE  
ISSUANCE OF \$65,000,000 SERIAL BONDS TO FINANCE THE  
RENOVATION, IMPROVEMENT, REHABILITATION, REPAIR, FURNISHING  
AND EQUIPPING OF SCHOOL DISTRICT BUILDINGS BY THE CITY SCHOOL  
DISTRICT OF THE CITY OF UTICA, NEW YORK**

At a regular meeting of the Board of Education of the City School District of the City of Utica, Oneida County, New York, held at \_\_\_\_\_, New York, on the 26<sup>th</sup> day of March, 2024 at \_\_\_\_\_ p.m.

The meeting was called to order by Joseph Hobika, Jr., President, and upon roll being called, the following were:

**Present**

- Joseph Hobika, Jr., President
- Danielle N. Padula, Vice President
- Robert Cardillo
- Jason Cooper
- Donald Dawes
- Tennille Knoop
- James Paul

**Absent**

The following resolution was offered by \_\_\_\_\_ who moved its adoption, seconded by \_\_\_\_\_.

WHEREAS, the Board of Education of the City School District of the City of Utica, Oneida County, New York (the "School District") has determined it is the best interests of the School District to undertake the renovation, improvement, rehabilitation, repair, furnishing and equipping of Albany Elementary School, Columbus Elementary School, Conkling Elementary School, General Herkimer Elementary School, Hughes Elementary School, Jefferson Elementary School, Jones Elementary School, Kernan Elementary School, Martin Luther King, Jr. Elementary School, Watson Williams Elementary School, Donovan Middle School, John F. Kennedy Middle School, Proctor High School, the School District Maintenance shop and the Central Kitchen, including improvement or embellishment of athletic fields and athletic facilities, playground improvements, grading or improvement of the sites, and the acquisition of original furnishings, equipment, machinery and apparatus required for the purposes of which such buildings and improvements are to be used; and

WHEREAS, the requirements of the New York State Environmental Quality Review Act applicable to the capital projects described above have been met; and

WHEREAS, it is now desired to provide for the financing of such capital projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the City School District of the City of Utica, New York, as follows:

MARCH 26, 2024



Section 1. The School District is hereby authorized to undertake the renovation, improvement, rehabilitation, repair, furnishing and equipping of Albany Elementary School, Columbus Elementary School, Conkling Elementary School, General Herkimer Elementary School, Hughes Elementary School, Jefferson Elementary School, Jones Elementary School, Kernan Elementary School, Martin Luther King, Jr. Elementary School, Watson Williams Elementary School, Donovan Middle School, John F. Kennedy Middle School, Proctor High School, the School District Maintenance shop and the Central Kitchen, including improvement or embellishment of athletic fields and athletic facilities, playground improvements, grading or improvement of the sites, and the acquisition of original furnishings, equipment, machinery and apparatus required for the purposes of which such buildings and improvements are to be used, at a total estimated maximum cost not to exceed \$65,000,000.

Section 2. The plan for financing of such maximum estimated cost shall consist of the issuance of up to \$65,000,000 serial bonds (the "Bonds") of the School District, which are hereby authorized pursuant to the provisions of the Local Finance Law.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid objects or purposes is thirty (30) years pursuant to subdivision 97 of paragraph a of Section 11.00 of the Local Finance Law.

Section 4. Subject to the provisions of this resolution and of the Local Finance Law, and pursuant to the provisions of Sections 21.00, 30.00, 50.00 and 56.00 to 63.00, inclusive, of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes (the "Notes") in anticipation of the issuance and sale of the Bonds herein authorized, including renewals of such Notes, and the power to prescribe the terms, form and contents of the Bonds and Notes, and the power to sell and deliver the Bonds and Notes, and the power to issue Bonds providing for substantially level or declining annual debt service, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the School District.

Section 5. The temporary use of available funds of the School District, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the capital purposes described in Section 1 of this resolution.

Section 6. This resolution is intended to constitute the declaration of the School District's "official intent", within the meaning of the United States Treasury Regulation Section 1.150-2, to reimburse the expenditures authorized by this resolution with the proceeds of the Bonds and Notes authorized herein.

Section 7. The faith and credit of the School District are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds and Notes, and provision shall be made annually in the budget of the School District by appropriation for (a) the amortization and redemption of the Bonds and Notes to mature in such year, and (b) the payment of interest to be due and payable in such year.

Section 8. The Bonds and Notes shall contain the recital of validity prescribed by Section 52.00 of the Local Finance Law. The Bonds and Notes shall be general obligations of the School District, payable as to both principal and interest by a general tax upon all the taxable real property within the School District, without legal or constitutional limit as to rate or amount, such tax to be collected in annual installments in the years and amounts as the Board of Education shall determine in accordance with Section 416 of the Education Law.

Section 9. The validity of the Bonds and Notes may be contested only if:

(a) such obligations are authorized for an object or purpose for which the School District is not authorized to expend money; or

(b) the provisions of law which should be complied with at the date of the publication of this resolution or a summary hereof are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days (20) days after such publication; or

(c) such obligations are authorized in violation of the provisions of the Constitution.

Section 10. The President of the Board of Education, as Chief Fiscal Officer of the School District, is hereby authorized to enter into an undertaking for the benefit of the holders of the Bonds and Notes from time-to-time requiring the School District to provide secondary market disclosure as required by Securities and Exchange Commission Rule 15c2-12.

Section 11. This resolution shall not become effective unless a proposition approving this resolution is adopted at a special or annual School District meeting in accordance with Article 41 and Article 53 of the New York Education Law.

Section 12. After a proposition approving this resolution has been adopted and this resolution becomes effective, this resolution, or a summary hereof, shall be published in the official newspapers of the School District, together with a notice of the School District Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

|                                    |        | Aye   | Nay   | Absent |
|------------------------------------|--------|-------|-------|--------|
| Joseph Hobika, Jr., President      | Voting | _____ | _____ | _____  |
| Danielle N. Padula, Vice President | Voting | _____ | _____ | _____  |
| Robert Cardillo                    | Voting | _____ | _____ | _____  |
| Jason Cooper                       | Voting | _____ | _____ | _____  |
| Donald Dawes                       | Voting | _____ | _____ | _____  |
| Tennille Knoop                     | Voting | _____ | _____ | _____  |
| James Paul                         | Voting | _____ | _____ | _____  |

The resolution was thereupon declared duly adopted.

STATE OF NEW YORK )

) SS.:

COUNTY OF ONEIDA )

I, the undersigned, Clerk of the City School District of the City of Utica, Oneida County, New York (the "School District"), DO HEREBY CERTIFY:

That I have compared the annexed abstract of the minutes of the meeting of the Board of Education of the School District (the "Board of Education"), held on the 26<sup>th</sup> day of March, 2024, including the resolution contained therein, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that the full Board of Education consists of seven (7) members; that \_\_\_\_\_ ( ) members of the Board of Education were present at such meeting; and, that \_\_\_\_\_ ( ) of such members voted in favor of the attached resolution.

I FURTHER CERTIFY that (i) all members of the Board of Education had due notice of the meeting, (ii) pursuant to Article 7 of the Public Officers Law (Open Meetings Law), such meeting was open to the general public, and due notice of the time and place of such meeting was duly given in accordance with Article 7 of the Public Officers Law, and (iii) the meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the School District this \_\_\_\_\_ day of March, 2024.

\_\_\_\_\_  
Kathy Hughes, Clerk  
City School District of the City of Utica Oneida County,  
New York

(SEAL)

MARCH 26, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 297**

**SUBJECT:**

**Resolution – 2024-2025  
School Budget Proposition**

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

**RESOLUTION – 2024-2025 SCHOOL BUDGET PROPOSITION**

WHEREAS, the annual meeting and election of the Utica City School District (the "School District") is scheduled for May 21, 2024 (the "Annual Meeting"); and

WHEREAS, the Board has finalized the budget that will be presented to voters for approval at the Annual Meeting; and

WHEREAS, the Board seeks to approve the budget proposition in final form in advance of the Annual Meeting;

NOW, THEREFORE, the Board resolves as follows:

1. The following budget proposition shall appear on the ballot for qualified voters to consider at the 2024 Annual Meeting, in substantially the following form:

**Proposition No. 1  
2024-2025 School Budget**

Shall the proposed budget of \$266,454,264 for the Utica City School District as recommended by the Board of Education for the fiscal year beginning July 1, 2024, be adopted and shall the Board of Education be authorized to levy the necessary taxes therefor?

2. This resolution shall take effect immediately.

Dated: March 26, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

**SUBJECT:**

**Resolution for State Environmental Quality Review Act (SEQRA)**

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

**RESOLUTION FOR STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)**

WHEREAS, the Utica City School District (the "District") seeks to undertake a district-wide construction/renovation project, including, but not limited to:

The Utica City School District (UCSD) is planning the 2024 Capital Improvement Project (CIP) to undertake specific actions at all of its school campuses:

Albany Elementary School, Columbus Elementary School, Conkling Elementary School, General Herkimer Elementary School, Jefferson Elementary School, John F. Hughes (Hughes) Elementary School, Hugh R. Jones (Jones) Elementary School, Kernan Elementary School, Watson Williams (Watson) Elementary School, Martin Luther King, Jr. (MLK) Elementary School, James H. Donovan (Donovan) Middle School, John F. Kennedy (JFK) Middle School, and Thomas R. Proctor (Proctor) High School. Proposed 2024 CIP actions are primarily site improvements and interior building renovations to address needs for safety/security and infrastructure/maintenance at all school campuses, as well as the Utica City School District Maintenance Shop (320 Elizabeth Street), Central Kitchen (400 Elizabeth Street), and leased Transportation Garage (310 Niagara Street). Building additions are proposed at MLK Elementary School (±40,000 SF) and Donovan Middle School (±40,000 SF). Proposed site work at the school campuses may include parking lot, bus loop, and sidewalk reconstruction/redevelopment, as well as other work further described in the scope of work approved by the Board. Site work will further include playground reconstruction at nine (9) elementary schools.

WHEREAS, the State Environmental Quality Review Act ("SEQRA") and the regulations thereunder require the Board to undertake a review of the potential environmental impacts, if any, associated with the project before approving same; and

WHEREAS, this project is a Type I within the meaning of SEQRA; and

WHEREAS, on February 15, 2024 a notice was transmitted to all involved agencies of the Board's desire to act as lead agency with respect to the environmental review of the proposed Project; and

WHEREAS, no agency has objected to the designation of the Board as lead agency with respect to the environmental review of the proposed Project; and

WHEREAS, 6 NYCRR Section 617.7 requires a lead agency to issue a written determination of significance with respect to any proposed Type I action;

WHEREAS, the Board has carefully considered the nature and scope of the proposed

Project, as set forth in the Full Environmental Assessment Form prepared with respect to such

action, and makes the following determinations:

1. The proposed action includes, but is not limited to:

The Utica Central School District (UCSD) is planning the 2024 Capital Improvement Project (CIP) to undertake specific actions at all of its school campuses:

Albany Elementary School, Columbus Elementary School, Conkling Elementary School, General Herkimer Elementary School, Jefferson Elementary School, John F. Hughes (Hughes) Elementary School, Hugh R. Jones (Jones) Elementary School, Kernan Elementary School, Watson Williams (Watson) Elementary School, Martin Luther King, Jr. (MLK) Elementary School, James H. Donovan (Donovan) Middle School, John F. Kennedy (JFK) Middle School, and Thomas R. Proctor (Proctor) High School. Proposed 2024 CIP actions are primarily site improvements and interior building renovations to address needs for safety/security and infrastructure/maintenance at all school campuses, as well as the Utica City School District Maintenance Shop (320 Elizabeth Street), Central Kitchen (400 Elizabeth Street), and leased Transportation Garage (310 Niagara Street). Building additions are proposed at MLK Elementary School ( $\pm 40,000$  SF) and Donovan Middle School ( $\pm 40,000$  SF). Proposed site work at the school campuses may include parking lot, bus loop, and sidewalk reconstruction/redevelopment, as well as other work further described in the scope of work approved by the Board. Site work will further include playground reconstruction at nine (9) elementary schools.

2. The proposed action is classified under SEQRA as a Type I action within the meaning of 6 NYCRR §617.4.
3. Upon consideration of the action, review of the Full Environmental Assessment Form, the criteria contained in 6 NYCRR 617.7, and all other supporting information, the Board identifies the following relevant areas of environmental concern, as set forth hereafter, and analyzes whether the proposed action may have a significant adverse impact on the environment.
4. The development and use of the property will have a small impact upon land.
5. The proposed development and use of the property will not adversely impact geological features.
6. The proposed development and use of the property will not adversely impact on surface water.
7. The proposed development and use of the property will have not adversely impact ground water.
8. The proposed development and use of the property will have a small impact on flooding.
9. The proposed development and use of the property will not adversely impact air.
10. The proposed development and use of the property will have a small impact on plants and animals.
11. The proposed development and use of the property will not adversely impact agricultural resources.
12. The proposed development and use of the property will not adversely impact aesthetic resources.
13. The proposed development and use of the property will have a small impact on historic or archeological resources.
14. The proposed development and use of the property will not adversely impact open space and recreation areas.
15. The proposed development and use of the property will not adversely impact critical environmental areas.
16. The proposed development and use of the property will have not adversely impact transportation.
17. The proposed development and use of the property will not adversely impact energy.
18. The proposed development and use of the property will have a small impact on noise, odor and light.
19. The proposed development and use of the property will have a small impact on human health.
20. The proposed development and use of the property is consistent with community plans.
21. The proposed development and use of the property is consistent with community character.

NOW, THEREFORE, BE IT RESOLVED, that the Board finds and concludes that the proposed action is a Type I within the meaning of 6 NYCRR 617.2(a); and it is further

RESOLVED that the Board hereby declares itself lead agency with respect to the environmental review of the proposed project; and it is further

RESOLVED, that upon consideration of the foregoing, the Board finds and concludes that the proposed action will not result in any significant adverse impacts to the environment; and it is further

RESOLVED, that the Board hereby issues a Negative Declaration with respect to the proposed action; and it is further

RESOLVED, that the Board hereby authorizes and directs the Interim Superintendent or her designee to file this

The vote on the foregoing Resolution was as follows:

|                                    |        | Aye   | Nay   | Absent |
|------------------------------------|--------|-------|-------|--------|
| Joseph Hobika, Jr., President      | Voting | _____ | _____ | _____  |
| Danielle N. Padula, Vice President | Voting | _____ | _____ | _____  |
| Robert Cardillo                    | Voting | _____ | _____ | _____  |
| Jason Cooper                       | Voting | _____ | _____ | _____  |
| Donald Dawes                       | Voting | _____ | _____ | _____  |
| Tennille Knoop                     | Voting | _____ | _____ | _____  |
| James Paul                         | Voting | _____ | _____ | _____  |

Date: March 26, 2024

---

Kathy Hughes, District  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 299**

**SUBJECT:**

**Resolution Approving a Capital Project Proposition for Submission to Voters at the May 2, 2024 School District Annual Meeting**

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

**RESOLUTION DATED MARCH 26, 2024**

**RESOLUTION APPROVING A CAPITAL PROJECT PROPOSITION FOR SUBMISSION TO DISTRICT VOTERS AT THE MAY 21, 2024 SCHOOL DISTRICT ANNUAL MEETING**

At a regular meeting of the Board of Education of the City School District of the City of Utica, Oneida County, New York, held at \_\_\_\_\_, New York, on the 26<sup>th</sup> day of March, 2024 at \_\_\_\_\_ p.m.

The meeting was called to order by Joseph Hobika, Jr., President, and upon roll being called, the following were:

**Present**

**Absent**

Joseph Hobika, Jr., President

Danielle N. Padula, Vice President

Robert Cardillo

Jason Cooper

Donald Dawes

Tennille Knoop

James Paul

The following resolution was offered by \_\_\_\_\_ who moved its adoption, seconded by \_\_\_\_\_.

WHEREAS, on March 26, 2024, the Board of Education (the "Board of Education") of the City School District of the City of Utica, New York (the "School District") adopted a bond resolution (the "Bond Resolution") authorizing the issuance of up to \$65,000,000 serial bonds to pay the cost of the renovation, improvement, rehabilitation, repair, furnishing and equipping of Albany Elementary School, Columbus Elementary School, Conkling Elementary School, General Herkimer Elementary School, Hughes Elementary School, Jefferson Elementary School, Jones Elementary School, Kernan Elementary School, Martin Luther King, Jr. Elementary School, Watson Williams Elementary School, Donovan Middle School, John F. Kennedy Middle School, Proctor High School, the School District Maintenance shop and the Central Kitchen, including improvement or embellishment of athletic fields and athletic facilities, playground improvements, grading or improvement of the sites, and the acquisition of original furnishings, equipment, machinery and apparatus required for the purposes of which such buildings and improvements are to be used; and

WHEREAS, the Board of Education now desires to approve a proposition for submission to School District voters, seeking voter approval of the Bond Resolution as required by law; and

NOW, THEREFORE, be it resolved by the Board of Education as follows:



Section 1. The Board of Education hereby authorizes the submission of the following proposition to School District voters at the annual School District meeting to be held on May 21, 2024:

**Proposition No. 2 – Capital Project**

Shall the bond resolution adopted by the Board of Education of the City School District of the City of Utica (the "School District") on March 26, 2024, which authorizes (a) the renovation, improvement, rehabilitation, repair, furnishing and equipping of Albany Elementary School, Columbus Elementary School, Conkling Elementary School, General Herkimer Elementary School, Hughes Elementary School, Jefferson Elementary School, Jones Elementary School, Kernan Elementary School, Martin Luther King, Jr. Elementary School, Watson Williams Elementary School, Donovan Middle School, John F. Kennedy Middle School, Proctor High School, the School District Maintenance shop and the Central Kitchen, including improvement or embellishment of athletic fields and athletic facilities, playground improvements, grading or improvement of the sites, and the acquisition of original furnishings, equipment, machinery and apparatus required for the purposes of which such buildings and improvements are to be used, at a total estimated maximum cost not to exceed \$65,000,000; (b) the issuance of up to \$65,000,000 serial bonds and bond anticipation notes of the School District to pay the cost thereof; (c) the pledge of School District's faith and credit for payment of such bonds and notes; and (d) the levy of taxes on the taxable real property in the School District to be collected in annual installments to pay debt service on such obligations, be approved?

Section 2. The School District Clerk is hereby directed to include the foregoing proposition in the notice of the annual School District meeting in accordance with the provisions of the Education Law.

STATE OF NEW YORK )

) SS.:

COUNTY OF ONEIDA )

I, KATHY HUGHES, Clerk of the City School District of the City of Utica, New York (the "School District"), DO HEREBY CERTIFY:

That I have compared the annexed abstract of the minutes of the meeting of the Board of Education of the School District (the "Board of Education"), held on the 26<sup>th</sup> day of March, 2024, including the resolution contained therein, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that the full Board of Education consists of seven (7) members; that \_\_\_\_\_ ( ) members of the Board of Education were present at such meeting; and, that \_\_\_\_\_ ( ) of such members voted in favor of the above resolution.

I FURTHER CERTIFY that (i) all members of the Board of Education had due notice of the meeting, (ii) pursuant to Article 7 of the Public Officers Law (Open Meetings Law), such meeting was open to the general public, and due notice of the time and place of such meeting was duly given in accordance with Article 7 of the Public Officers Law, and (iii) the meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the School District this \_\_\_\_ day of March, 2024.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Kathy Hughes, Clerk  
City School District of the  
City of Utica, New York

(SEAL)

MARCH 26, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 300**

**SUBJECT:**

**Resolution Certifying Property Tax Report Card**

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

**UTICA CITY SCHOOL DISTRICT  
RESOLUTION CERTIFYING PROPERTY TAX REPORT CARD**

“Resolved, that the Board of Education of the Utica City School District hereby authorizes the Superintendent of Schools to submit and certify the property tax report card to the New York State Education Department for the 2024-2025 school year.”

Dated: March 26, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

MARCH 26, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. S –301**

**SUBJECT:**

**Resolution – Capital Reserve Resolution**

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

**Capital Reserve Resolution**

BE IT RESOLVED, by the Board of Education of the Utica City School District that the following proposition providing for the establishment and funding of a capital reserve fund be presented to the voters of the School District at the Annual Meeting to be held on May 21, 2024, and that the School District’s legal notice for the Annual Meeting on May 21, 2024 include the proposition:

**Proposition No. 3  
2024 Capital Reserve Fund**

RESOLVED, the Board of Education of the Utica City School District is hereby authorized to establish a capital reserve fund pursuant to Section 3651 of the Education Law to be designated, “2024 Facilities Improvement Capital Reserve Fund” created to defray the cost of the construction and reconstruction of School District buildings and facilities, including original equipment, machinery, apparatus, appurtenances, furnishings and other incidental improvements and expenses in connection therewith, and in order to accomplish the same, the Board is hereby authorized to establish the ultimate amount of such Reserve Fund to be up to Fifteen Million Dollars (\$15,000,000.00), plus accrued interest and other investment earnings with a probable term of fifteen (15) years and, to appropriate from the available fund balance and/or other legally available funds of the School District to such Reserve Fund.

Date: March 26, 2024

---

Kathy Hughes, Board Clerk  
Utica City School District

MARCH 26, 2024

**SUBJECT:**

**Resolution – CTE Addition Project**

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

**RESOLUTION – CTE ADDITION PROJECT**

WHEREAS, the voters of the School District approved that CTE Addition Project in the amount of \$17,900,000; and

WHEREAS, Facilities Planning Aid advised the District that the Building Aid Unit calculations have been reduced, which resulted in a reduction of State aid for the CTE Project; and

WHEREAS, the District wishes to include within the 2024-25 School District budget a transfer to capital in the amount of \$5 million to pay for the local share of the CTE Building Project not covered by State aid suffered from the reduced Building Aid Unit.

NOW, THEREFORE, the Board of Education of the Utica City School District hereby resolves,

1. That the 2024-25 School District budget include a budget line item transfer to capital in the amount of \$5 million from surplus general funds to the capital account to fund the CTE Addition Project within the \$17.9 million voter authorization provided the 2024-25 School District budget is approved by the voters.
2. This resolution shall take effect immediately.

Dated: March 26, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 303**

**SUBJECT:**

**Resolution – Proctor Stadium Project**

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

**RESOLUTION**

WHEREAS, the Utica City School District completed the Proctor Stadium Project; and

WHEREAS, the final cost report for the Capital Construction Project was overspent by \$146,000; and

WHEREAS, the District Municipal Advisor and Auditors have recommended the Board obtain voter approval to repay the capital account.

NOW, THEREFORE, the Board of Education here by resolves,

1. That the 2024-25 budget include a line item transfer to capital in the amount of \$146,000 from the general fund to the District capital account upon approval of the 2024-25 School District budget.
2. This resolution shall take effect immediately.

Dated: March 26, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

**SUBJECT:**

**Resolution – Library**

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

BE IT RESOLVED by the Utica City School District Board of Education, pursuant to Section 259 of New York State Education Law, that the Utica City School District place the following proposition before the voters at the School District election scheduled for May 21, 2024:

**Proposition No. 4 – Funding the Utica Public Library**

Shall the annual appropriation for the Utica Public Library within the Utica City School District be increased from the sum of Eight Hundred Sixty-Eight Thousand Four Hundred Thirty-Three Dollars (\$868,433) annually to the sum of Eight Hundred Eighty-Six Thousand Eight Hundred Nine Dollars (\$886,809), an increase of Eighteen Thousand Three Hundred Seventy-Six Dollars (\$18,376) to be appropriated annually for the Utica Public Library, such sum to be raised by levy of a tax upon the taxable property of the District in accordance with Section 259 of the Education Law?

NOTICE IS ALSO GIVEN that the school election Districts, as determined by the Board of Education by Resolution adopted March 26, 2024, are particularly and accurately described on a map entitled "Utica City School District Map", approved by Joseph Hobika Jr., President of the Board of Education, a copy of which is on file in the Office of the Clerk of the Board of Education of the Utica City School District, Administration Building, 929 York Street, Utica, New York, 13502.

Dated: March 26, 2024

---

Kathy Hughes, District Clerk  
Utica City School District

**SUBJECT:**

**Resolution to Adopt the Legal Notice for Annual Meeting**

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

**RESOLUTION TO ADOPT THE LEGAL NOTICE FOR ANNUAL MEETING**

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

Section 1. The Annual Meeting of the qualified voters of the Utica City School District (the "School District"), will be held on Tuesday, May 21, 2024, for the purpose of voting on the items described in the Notice of Annual Election hereinafter set forth.

Section 2. The business to be acted upon at said Annual Election shall be as stated in the Notice thereof, and the District Clerk is hereby authorized and directed to cause the Notice of said Annual District Meeting to be published in accordance with law four (4) times each in such newspaper(s) as required by law, within the seven (7) weeks next preceding such Annual District Meeting, the first publication to be at least forty-five (45) days prior to the date of said Annual District Meeting.

Section 3. Said Annual District Meeting shall be called by giving the following notice thereof:

**UTICA CITY SCHOOL DISTRICT NOTICE OF ANNUAL ELECTION  
AND PUBLIC VOTE ON THE  
2024-2025 SCHOOL DISTRICT BUDGET**

**MAY 21, 2024**

NOTICE IS HEREBY GIVEN that voting on the 2024-2025 Utica City School District Budget appropriation of the necessary funds to meet the estimated expenditures of said District for the fiscal year commencing July 1, 2024, and authorizing the Board of Education of said District to raise the funds so estimated, exclusive of public monies, by a tax on the taxable property in said District by adoption of a budget and to levy a tax, shall be conducted on Tuesday, May 21, 2024, between the hours of 12:00 noon and 9:00 p.m. at the following locations:

| <b><u>School District</u></b> | <b><u>Ward</u></b> | <b><u>District</u></b> |   |
|-------------------------------|--------------------|------------------------|---|
| 1                             | 1                  | 1                      | Donovan Middle School - 1701 Noyes Street                     |
| 2                             | 1                  | 2                      | Reimagine Church/Utica Foursquare Church - 1415 Sunset Avenue |
| 3                             | 1                  | 3                      | Twin Towers - 509 Second Street                               |
| 4                             | 1                  | 4                      | Twin Towers - 509 Second Street                               |
| 5                             | 1                  | 5                      | Twin Towers - 509 Second Street                               |
| 6                             | 1                  | 6                      | Utica Fire Academy - Wetmore & Bleecker Streets               |
| 7                             | 1                  | 7                      | Conkling Elementary School – 1115 Mohawk Street               |
| 8                             | 1                  | 8                      | Reimagine Church/Utica Foursquare Church - 1415 Sunset Avenue |
| 9                             | 2                  | 1                      | Donovan Middle School - 1701 Noyes Street                     |
| 10                            | 2                  | 2                      | Donovan Middle School - 1701 Noyes Street                     |
| 11                            | 2                  | 3                      | Donovan Middle School - 1701 Noyes Street                     |
| 12                            | 2                  | 4                      | Donovan Middle School - 1701 Noyes Street                     |



|    |   |    |   |
|----|---|----|---|
| 13 | 2 | 5  | Donovan Middle School - 1701 Noyes Street                     |
| 14 | 2 | 6  | Reimagine Church/Utica Foursquare Church - 1415 Sunset Avenue |
| 15 | 2 | 7  | Mid-York Library - 1600 Lincoln Avenue                        |
| 16 | 2 | 8  | Reimagine Church/Utica Foursquare Church - 1415 Sunset Avenue |
| 17 | 3 | 1  | Utica Fire Station – 29 Shepherd Place                        |
| 18 | 3 | 2  | Utica Fire Station – 29 Shepherd Place                        |
| 19 | 3 | 3  | Jewish Community Center - 2310 Oneida Street                  |
| 20 | 3 | 4  | Jewish Community Center - 2310 Oneida Street                  |
| 21 | 3 | 5  | Jewish Community Center - 2310 Oneida Street                  |
| 22 | 3 | 6  | Jewish Community Center - 2310 Oneida Street                  |
| 23 | 3 | 7  | Jewish Community Center - 2310 Oneida Street                  |
| 24 | 3 | 8  | Parkway Recreation Center - 220 Memorial Parkway              |
| 25 | 3 | 9  | Utica Fire Station - 29 Shepherd Place                        |
| 26 | 3 | 10 | Utica Fire Station - 29 Shepherd Place                        |
| 27 | 4 | 1  | Parkway Recreation Center - 220 Memorial Parkway              |
| 28 | 4 | 2  | Parkway Recreation Center - 220 Memorial Parkway              |
| 29 | 4 | 3  | Proctor High School - 1203 Hilton Avenue                      |
| 30 | 4 | 4  | Proctor High School - 1203 Hilton Avenue                      |
| 31 | 4 | 5  | Proctor High School - 1203 Hilton Avenue                      |
| 32 | 4 | 6  | Conkling Elementary School – 1115 Mohawk Street               |
| 33 | 4 | 7  | Proctor High School - 1203 Hilton Avenue                      |
| 34 | 4 | 8  | Proctor High School - 1203 Hilton Avenue                      |
| 35 | 4 | 9  | Proctor High School - 1203 Hilton Avenue                      |
| 36 | 5 | 1  | Parkway Recreation Center - 220 Memorial Parkway              |
| 37 | 5 | 2  | Parkway Recreation Center - 220 Memorial Parkway              |
| 38 | 5 | 3  | Parkway Recreation Center - 220 Memorial Parkway              |
| 39 | 5 | 4  | Parkway Recreation Center - 220 Memorial Parkway              |
| 40 | 5 | 5  | Parkway Recreation Center - 220 Memorial Parkway              |
| 41 | 5 | 6  | Martin Luther King, Jr. Elementary School – 211 Square Street |
| 42 | 5 | 7  | Reimagine Church/Utica Foursquare Church - 1415 Sunset Avenue |
| 43 | 6 | 1  | Thomas Jefferson Elementary School - 190 Booth Street         |
| 44 | 6 | 2  | Thomas Jefferson Elementary School - 190 Booth Street         |
| 45 | 6 | 3  | John F. Kennedy Middle School - 500 Deerfield Drive East      |
| 46 | 6 | 4  | John F. Kennedy Middle School - 500 Deerfield Drive East      |
| 47 | 6 | 5  | John F. Kennedy Middle School - 500 Deerfield Drive East      |
| 48 | 6 | 6  | General Herkimer Elementary School - 420 Keyes Road           |
| 49 | 6 | 7  | General Herkimer Elementary School - 420 Keyes Road           |
| 50 | 6 | 8  | Utica Fire Academy - Wetmore & Bleecker Streets               |
| 51 | 6 | 9  | Utica Fire Academy- Wetmore & Bleecker Streets                |

NOTICE IS HEREBY GIVEN that a Budget Hearing for the residents of the Utica City School District will be held in the Board Room of the Utica City School District Administration building, 929 York Street, Utica, NY on May 7, 2024 at 5:00 p.m.

NOTICE IS HEREBY GIVEN that the election of (1) member of the Board of Education shall be conducted on May 21, 2024, between the hours of 12:00 noon and 9:00 p.m.

NOTICE IS HEREBY GIVEN that voting on the following propositions shall be conducted on Tuesday, May 21, 2024 between the hours of 12:00 noon and 9:00 p.m.

### **Proposition No. 1 – Budget Proposition**

To adopt the annual budget of the Utica City School District for the 2024-2025 fiscal year in the amount of \$266,454,264 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of the Utica City School District.

### **Proposition No. 2 – Capital Project**

Shall the bond resolution adopted by the Board of Education of the City School District of the City of Utica (the "School District") on March 26, 2024, which authorizes (a) the renovation, improvement, rehabilitation, repair, furnishing and equipping of Albany Elementary School, Columbus Elementary School, Conkling Elementary School, General Herkimer Elementary School, Hughes Elementary School, Jefferson Elementary School, Jones Elementary School, Kernan Elementary School, Martin Luther King, Jr. Elementary School, Watson Williams Elementary School, Donovan Middle School, John F. Kennedy Middle School, Proctor High School, the School District Maintenance shop and the Central Kitchen, including improvement or embellishment of athletic fields and athletic facilities, playground improvements, grading or improvement of the sites, and the acquisition of original furnishings, equipment, machinery and apparatus required for the purposes of which such buildings and improvements are to be used, at a total estimated maximum cost not to exceed \$65,000,000; (b) the issuance of up to \$65,000,000 serial bonds and bond anticipation notes of the School District to pay the cost thereof; (c) the pledge of School District's faith and credit for payment of such bonds and notes; and (d) the levy of taxes on the taxable real property in the School District to be collected in annual installments to pay debt service on such obligations, be approved?

### **Proposition No. 3 – 2024 Capital Reserve Fund**

RESOLVED, the Board of Education of the Utica City School District is hereby authorized to establish a capital reserve fund pursuant to Section 3651 of the Education Law to be designated, "2024 Facilities Improvement Capital Reserve Fund" created to defray the cost of the construction and reconstruction of School District buildings and facilities, including original equipment, machinery, apparatus, appurtenances, furnishings and other incidental improvements and expenses in connection therewith, and in order to accomplish the same, the Board is hereby authorized to establish the ultimate amount of such Reserve Fund to be up to Fifteen Million Dollars (\$15,000,000.00), plus accrued interest and other investment earnings with a probable term of fifteen (15) years and, to appropriate from the available fund balance and/or other legally available funds of the School District to such Reserve Fund.

### **Proposition No. 4 – Funding the Utica Public Library**

Shall the annual appropriation for the Utica Public Library within the Utica City School District be increased from the sum of Eight Hundred Sixty Eight Thousand Four Hundred Thirty-Three Dollars (\$868,433) annually to the sum of Eight Hundred Eighty-Six Thousand Eight Hundred Nine Dollars (\$886,809), an increase of Eighteen Thousand Three Hundred Seventy Six Dollars (\$18,376) to be appropriated annually for the Utica Public Library, such sum to be raised by levy of a tax upon the taxable property of the District in accordance with Section 259 of the Education Law?

NOTICE IS ALSO GIVEN that the school election Districts, as determined by the Board of Education by Resolution adopted March 26, 2024, are particularly and accurately described on a map entitled "Utica City School District Map", approved by Joseph Hobika Jr., President of the Board of Education, a copy of which is on file in the Office of the Clerk of the Board of Education of the Utica City School District, Administration Building, 929 York Street, Utica, New York, 13502.

Qualifications of voters at such elections are set forth in Section 2603 of the N.Y.S. Education Law. If a person's name cannot be found on the list of registered voters or in the Registration poll ledger, then District elections officials shall not permit that person to vote, unless: (1) the person presents a court order requiring that he or she be permitted to vote in the manner otherwise prescribed for voters whose names are on the list of registered voters or in the Registration poll ledger; or (2) the person submits an affidavit attesting to his or her qualifications to vote in compliance with Education Law Section 2019-a(1)(b).

NOTICE IS ALSO GIVEN that the petitions nominating candidates for the office of member of the Board of Education must be filed with the Clerk of the District, 929 York St, Utica, NY, between 9:00 a.m. and 5:00 p.m. not later than May 01, 2024, 5:00 p.m.

NOTICE IS ALSO GIVEN that Military Voters who are not currently registered may apply to register as a qualified voter of the Utica City School District by requesting a Military Voter Registration Application form from the Clerk of the Board, Kathy Hughes, at 315-792-2078 or [khughes@uticaschools.org](mailto:khughes@uticaschools.org). Military Voter Registration Application forms must be received in the office of the Clerk of the Board no later than 5:00 p.m. on May 6, 2024. In a request for a Military Ballot Application form, the Military Voter may designate their preference for receiving the form by US mail, facsimile transmission or electronic mail (email).

NOTICE IS ALSO GIVEN that qualified voters may apply for Absentee Ballots at the District Clerk's office. Absentee ballot applications must be received by the District Clerk at least seven days before the vote if the ballot is to be mailed to the absentee voter or the day before the vote if the ballot is to be delivered personally to the absentee voter. All Absentee Ballots must be returned to the Clerk's office no later than 5 p.m. on May 21, 2024, the day of the Election. A list of persons to whom absentee ballots have been issued will be available for inspection in the District Clerk's office, during regular business hours, during each of five business days prior to May 21, 2024 Election Day, except Sundays.

NOTICE IS ALSO GIVEN that early mail ballots for the vote may be applied for at the office of the District Clerk. A list of all persons to whom early mail ballots shall have been issued will be available in the office of the District Clerk on each of the five days prior to the day of the vote except Sundays, and such list will also be posted at the polling place or places for the vote.

NOTICE IS ALSO GIVEN that a copy of the budget for the ensuing school year may be obtained by any taxpayer at any district schoolhouse during the fourteen (14) days immediately preceding the day before and during the Annual Election and Public Budget Vote date during regular business hours.

NOTICE IS ALSO GIVEN Notice is hereby given that the Board of Registration of the Utica City School District will convene at the offices of the Board of Education of the Utica City School District, Administration Offices, 929 York Street, Utica, New York for the purpose of preparing a voting register for each school election District within the Utica City School District, on the 29th day of April 2024 from 3:00 p.m. to 8:00 p.m. and the 7th day of May 2024 from 12:00 noon until 5:00 p.m. Any person who is not already registered, upon proving that he or she is entitled to vote in the District, may have his or her name placed upon the register. Voter qualifications are:

1. You are a citizen of the United States of America
2. You are at least 18 years of age
3. You are a registered voter OR a resident of the school District for at least 30 days prior to the election and execute a residency acknowledgement in compliance with Education Law Section 2019-a (1)(b) prior to voting
4. You are not otherwise prohibited from voting under the provisions of section 5-106 of the Election Law or other applicable law

No eligible voters shall be denied the right to vote based upon their inability to read and write English. Also, any person who registered for the preceding general election but at the time of such Registration resided in a school election District other than the one in which he presently resides must, in order to be entitled to vote, present himself personally for Registration. The Registration books will contain the names of persons who registered under permanent personal Registration on or before May 21, 2024 the date of the Utica City School District Annual Election and Budget Vote and Proposition Vote.

NOTICE IS ALSO GIVEN that the Board of Registration appointed by the Board of Education of the Utica City School District has prepared registers for each school election District of the Utica City School District pursuant to Section 2606 of the Education Law and that such registers have been filed in the District Clerk's office at Administration Building, 929 York Street, Utica, New York pursuant to subdivision 6 of such section. These registers will be open for inspection in the Board Clerk's Office from 9:00 a.m. to 4:00 p.m. on each of the five Business days prior to the day of the election except Sundays. The date set for the Annual School Board Election and Budget Vote and Proposition Vote is May 21, 2024.

By: Board of Education, Utica City School District  
Kathy Hughes, Board Clerk

Utica City School District  
Utica Observer Dispatch and Rome Daily Sentinel: 03/29, 04/12, 05/03, 05/17, 2024

Section 4. This Resolution shall take effect immediately.

Date: March 26, 2024

---

Kathy Hughes, District  
Utica City School District

**FOR ACTION:****Volume LVIII****Report No. S – 306****SUBJECT:****Appointment of Election Stand-By Inspectors**

Authorization is requested of the Board of Education to approve the appointment of the following Election Stand-By Inspectors at a salary of \$250.00 (only if called/needed to work):

Election Stand-by Inspectors:

|                 |            |
|-----------------|------------|
| Tomaino-Nistico | Tricia     |
| Nistico         | Carmella   |
| Reilly          | Adele      |
| Smith           | Teresa     |
| Daniels         | James      |
| Mazza           | Carissa    |
| Howard          | Tyjuan     |
| Boone           | Chantel    |
| Hymes           | Treyshawn  |
| Czeck           | Steven     |
| Simmons         | Diane      |
| Williams        | Malcolm    |
| Holt            | George     |
| DiSpirito       | Angela     |
| Felitto         | Joanne     |
| Patrick         | Pearl      |
| Rabarsky        | Bohdan     |
| Thompson        | Alexandria |
| Reeves          | Loretta    |
| Cortes          | Ivan       |
| Murphy          | Kimberly   |
| Guevara         | Katty      |
| Millo           | Linda      |
| Perkins         | Nicole     |
| Robinson        | Joniqua    |
| Kendrick        | Artis      |
| McGirt          | Helen      |

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 307**

**SUBJECT:**

**Resolution – Appointment of Tania Kalavazoff as Interim Principal, Jefferson Elementary School**

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

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby appoints Tania Kalavazoff, who possesses a School District Administrator Permanent Certificate issued by the New York State Education, as Interim Principal at Jefferson Elementary School in a non-probationary capacity without eligibility for appointment on tenure, effective March 14, 2024 to May 31, 2024, and approves the agreement with Ms. Kalavazoff pertaining to the non-tenure bearing appointment. Ms. Kalavazoff's salary shall be \$500.00 per diem.

Date: March 26, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 308**

**SUBJECT:**

**Resolution to approve the Employment Agreement between the Utica City School District and Tania Kalavazoff, Interim Principal, Jefferson Elementary School**

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

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby approves the Employment Agreement between the Utica City School District and Tania Kalavazoff, Interim Principal, Jefferson Elementary School effective March 14, 2024 to May 31, 2024 at a per diem rate of \$500.00.

Date: March 26, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

MARCH 26, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 309**

**SUBJECT:**

**Resolution Awarding Contract for Employee Assistance Services for the Utica City School District**

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

WHEREAS, the Utica City School District (the "School District") issued a Request for Proposals ("RFP") on January 9, 2024 for employee assistance services including, but not limited to provision of professional crisis response through live, immediate telephone counseling, on-site assistance for workplace emergencies, and referrals to qualified professional resources for specialized counseling or rehabilitation needs for the benefit of employees of the School District; and

WHEREAS, following the RFP process, the School District received and evaluated proposals from two vendors; and

WHEREAS, in accordance with the recommendation of the School District's administration, the Board of Education wishes to award the contract for employee assistance services to the highest-scoring vendor, Human Resources Directions;

NOW, THEREFORE, BE IT RESOLVED, the Board approves the award of the contract for employee assistance services for the remainder of the 2023-24 school year to Human Resources Directions, and that the proposed terms of the contract attached to the RFP are hereby approved and the Interim Superintendent of Schools is authorized and directed to execute the same on behalf of the school district and to take all steps necessary to carry out the terms of such agreement.

This Resolution shall take effect immediately.

Date: March 26, 2024

\_\_\_\_\_  
Kathy Hughes, District Clerk  
Utica City School District

MARCH 26, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 310**

**SUBJECT:**

**Resolution – Smart Schools Bond Act Spending Plan**

Authorization is requested of the Board of Education to approve the resolution approving the Smart Schools Bond Act Spending Plan.

Date: March 26, 2024

---

Kathy Hughes, District Clerk  
Utica City School District





**FOR ACTION:**

**Volume LVIII**

**Report No. S – 316**

**SUBJECT:**

**Application for Extended Field Trip  
Proctor High School**

Authorization is requested of the Board of Education for eighteen (18) students from Thomas R. Proctor High School to travel to the Corning Museum of Glass in Corning, NY. The purpose of this trip is for the Proctor High School Art Club students to visit the glass studio and be given the opportunity to learn about and experience an art form – glass. The trip is on Thursday, April 11, 2024.

Supervision of these students will be provided by Christina Hopkins, Art Teacher, Andrew Buffington, Art Teacher, and Tara Litz, Teacher Assistant.

This application was reviewed and approved by Kenneth Szczesniak, Acting Principal, Proctor High School, Steven Falchi, Assistant Superintendent of Curriculum, Assessment and Instruction, and Dr. Kathleen Davis, Interim Superintendent of Schools.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 317**

**SUBJECT:**

**Application for Extended Field Trip  
Proctor High School**

Authorization is requested of the Board of Education for four (4) students from the Thomas R. Proctor High School JROTC to travel to the Catholic University of America in Washington, DC. The purpose of this trip is for the NJROTC students to compete against other JROTC teams in the Joint Leadership Academic Bowl.

Supervision of these students will be provided by NJROTC Chief Randie Hylton, and Tamara Egresits, secretary.

This application was reviewed and approved by Kenneth Szczesniak, Acting Principal, Proctor High School, Steven Falchi, Assistant Superintendent of Curriculum, Assessment and Instruction, and Dr. Kathleen Davis, Interim Superintendent of Schools.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 318**

**SUBJECT:**

**Re-Certification of Lead Evaluator**

WHEREAS, the Board of Education has been provided evidence that Tania Kalavazoff has completed training which meets the requirements of 8 NYCRR §30-2.9 and the Utica City School District Annual Professional Performance Review Plan for re-certification as a Lead Evaluator of classroom teachers, therefore

BE IT RESOLVED, that, upon recommendation of the Superintendent of Schools, Tania Kalavazoff, be re-certified as a Lead Evaluator of classroom teachers.

**SUBJECT:**

**Resolution Awarding Contract for Capital Construction Project – Trane U.S., Inc., for the Purchase of Building Equipment**

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

**RESOLUTION**  
**AWARDING CONTRACT FOR CAPITAL CONSTRUCTION PROJECT**

WHEREAS, the Utica City School District (the "School District") is a participating member of the OMNIA Partners/US Communities Cooperative Purchasing organization ("Cooperative Purchasing Organization") and as a result is able to obtain special members-only discounted pricing for the purchase of goods and services in connection with the Career & Technical Education Center capital project (the "Project"); and

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") has determined that it is in the best interest of the School District to contract with Trane U.S., Inc. ("Trane") under the terms and conditions of the OMNIA Partners/US Communities Contract #3341 ("Cooperative Purchasing Contract") and its related proposal dated March 12, 2024, for the purchase of building equipment ("Proposal"); and

WHEREAS, the Project Architect has reviewed the Proposal and the Cooperative Purchasing Contract and has certified as follows:

- a) All equipment and services covered in the Proposal are within the scope of the Cooperative Purchasing Contract; and
- b) The price for all equipment is at or below the amount authorized in the Cooperative Purchasing Contract.

WHEREAS, the Board of Education has determined that the Cooperative Purchasing Contract qualifies as a contract exempt from competitive bidding requirements under the authority of NYS General Municipal Law §103(16) and complies with the School District's procurement policies and procedures; and

WHEREAS, the School District's Interim Superintendent recommends acceptance of the Proposal as being in the best interest of the School District;

NOW, THEREFORE, be it resolved as follows:

1. The Board of Education approves acceptance of the Proposal in connection with the Project.
2. The Board of Education hereby authorizes the President of the Board or the Interim Superintendent of Schools to enter into a contract on behalf of the Board of Education or issue a Purchase Order accepting the Proposal with such modifications, additions, and revisions (other than a material change to the scope of the Proposal or the fees) as may be approved by the Interim Superintendent of Schools and legal counsel, which approval shall be conclusively shown by the execution thereof and take all actions necessary or convenient to proceed under a contract or Purchase Order in connection with the Project.
3. Upon Board of Education approval, this resolution shall take effect immediately.

CERTIFICATION

A regularly scheduled meeting of the Board of Education of the Utica City School District held on March 26, 2024, was called to order by its President and upon roll being called, the following members were:

PRESENT:  
ABSENT:

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ at the said meeting, was approved by a unanimous vote of the Board of Education.

*[if the vote was not unanimous, list each member and their vote]*

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ at the said meeting, was approved by a vote of the Board of Education as follows:

| Member Name: | Aye/Nay/Absent: |
|--------------|-----------------|
| _____        | _____           |
| _____        | _____           |
| _____        | _____           |
| _____        | _____           |
| _____        | _____           |
| _____        | _____           |
| _____        | _____           |

Dated: March 26, 2024

\_\_\_\_\_  
District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 320**

**SUBJECT:**

**Resolution Awarding Contract for Capital Construction Project – Trane U.S., Inc., for the Purchase and Installation of Building Controls**

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

**RESOLUTION**  
**AWARDING CONTRACT FOR CAPITAL CONSTRUCTION PROJECT**

WHEREAS, the Utica City School District (the "School District") is a participating member of the OMNIA Partners/US Communities Cooperative Purchasing organization ("Cooperative Purchasing Organization") and as a result is able to obtain special members-only discounted pricing for the purchase of goods and services in connection with the Career & Technical Education Center renovation and addition capital project (the "Project"); and

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") has determined that it is in the best interest of the School District to contract with Trane U.S., Inc. ("Trane") under the terms and conditions of the OMNIA Partners/US Communities Contract #3341 ("Cooperative Purchasing Contract") and its related proposal dated March 11, 2024 ("Proposal") as modified by the contract jointly prepared with the School District's legal counsel, for the purchase and installation of building controls ("Contract"); and

WHEREAS, the Project Architect has reviewed the Proposal and the Cooperative Purchasing Contract and has certified as follows:

- a) All equipment and services covered in the Proposal are within the scope of the Cooperative Purchasing Contract; and
- b) All services to be provided by Trane are related to the installation of equipment offered through the Cooperative Purchasing Contract.
- c) The price for all services and equipment is at or below the amount authorized in the Cooperative Purchasing Contract.

WHEREAS, the Board of Education has determined that the Contract qualifies as a contract exempt from competitive bidding requirements under the authority of NYS General Municipal Law §103(16) and complies with the School District's procurement policies and procedures; and

WHEREAS, the Contract has been shared with the Board of Education; and

WHEREAS, the School District's Interim Superintendent recommends approval of the Contract as being in the best interest of the School District;

NOW, THEREFORE, be it resolved as follows:

- 1. The Board of Education approves the Contract with Trane in connection with the Project.
- 2. The Board of Education hereby authorizes the President of the Board or the Interim Superintendent of Schools to enter into the Contract on behalf of the Board of Education in substantially the form presented to the Board of Education with such modifications, additions, and revisions (other than a material change to the scope of the Contract or the fees) as may be approved by the Interim Superintendent of Schools and legal counsel, which approval shall be conclusively shown by the execution thereof and take all actions necessary or convenient to proceed under the Contract in connection with the Project.
- 3. Upon Board of Education approval, this resolution shall take effect immediately.

CERTIFICATION

A regularly scheduled meeting of the Board of Education of the Utica City School District held on March 26, 2024, was called to order by its President and upon roll being called, the following members were:

PRESENT:

ABSENT:

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ at the said meeting, was approved by a unanimous vote of the Board of Education.

*[if the vote was not unanimous, list each member and their vote]*

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ at the said meeting, was approved by a vote of the Board of Education as follows:

Member Name:

Aye/Nay/Absent:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Dated: March 26, 2024

\_\_\_\_\_  
District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 321**

**SUBJECT:**

**Employment Contract between the Utica City School District and Kimberly Vile, Assistant Superintendent of Business, Finance and Operations**

Authorization is requested of the Board of Education to approve the Employment Contract between the Utica City School District and Kimberly Vile, Assistant Superintendent of Business, Finance and Operations

**FOR ACTION:****Volume LVIII****Report No. B – 63****SUBJECT:****Budget Transfer – Athletics  
Donovan**

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

|       | <u>Account</u>    | <u>Description</u>  |    | <u>Amount</u> |
|-------|-------------------|---------------------|----|---------------|
| From: | A9060.800-00-0000 | Health Insurance    | \$ | 12,042        |
| To:   | A2855.200-31-0000 | Athletics – Donovan | \$ | 12,042        |

Explanation: To adjust for encumbrance from 2022 that carried over to 2023 for equipment that needed to be carried over until 2024 (when equipment was received), but did not in error.

|                   |                                |    |            |
|-------------------|--------------------------------|----|------------|
| A9060.800-00-0000 | Original Budget                | \$ | 26,413,500 |
|                   | Revised Budget with Transfer   | \$ | 25,685,501 |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | 715,957    |
|                   | Expended & Encumbered          | \$ | 24,365,242 |
|                   | Balance before Transfer        | \$ | 1,332,301  |
|                   | Percent Used (Original Budget) |    | 92.25%     |
|                   | Percent Used (Revised Budget)  |    | 94.86%     |
| A2855.200-31-0000 | Original Budget                | \$ | 10,873     |
|                   | Revised Budget with Transfer   | \$ | 22,915     |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | -          |
|                   | Expended & Encumbered          | \$ | 22,915     |
|                   | Balance before Transfer        | \$ | (12,042)   |
|                   | Percent Used (Original Budget) |    | 210.75%    |
|                   | Percent Used (Revised Budget)  |    | 100.00%    |



**FOR ACTION:**

**Volume LVIII**

**Report No. B – 64**

**SUBJECT:**

**Budget Transfer – Maintenance of Plant  
Water**

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

|       | <u>Account</u>    | <u>Description</u>           |    | <u>Amount</u> |
|-------|-------------------|------------------------------|----|---------------|
| From: | A9060.800-00-0000 | Health Insurance             | \$ | 70,000        |
| To:   | A1621.440-00-0000 | Maintenance of Plant – Water | \$ | 70,000        |

Explanation: To increase due to lead testing, construction and rate increase.

|                   |                                |    |            |
|-------------------|--------------------------------|----|------------|
| A9060.800-00-0000 | Original Budget                | \$ | 26,413,500 |
|                   | Revised Budget with Transfer   | \$ | 25,762,543 |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | 580,957    |
|                   | Expended & Encumbered          | \$ | 24,365,242 |
|                   | Balance before Transfer        | \$ | 1,467,301  |
|                   | Percent Used (Original Budget) |    | 92.25%     |
|                   | Percent Used (Revised Budget)  |    | 94.58%     |
| A1621.440-00-0000 | Original Budget                | \$ | 200,000    |
|                   | Revised Budget with Transfer   | \$ | 270,000    |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | -          |
|                   | Expended & Encumbered          | \$ | 224,618    |
|                   | Balance before Transfer        | \$ | (24,618)   |
|                   | Percent Used (Original Budget) |    | 112.31%    |
|                   | Percent Used (Revised Budget)  |    | 83.19%     |

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 65**

**SUBJECT:**

**Budget Transfer – Supervision School  
Supplies**

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

|       | <u>Account</u>    | <u>Description</u>                   |    | <u>Amount</u> |
|-------|-------------------|--------------------------------------|----|---------------|
| From: | A9060.800-00-0000 | Health Insurance                     | \$ | 25,000        |
| To:   | A2020.450-03-0000 | Supervision School – Supplies/Albany | \$ | 25,000        |

Explanation: To adjust for unexpected supplies purchase for classrooms.

|                   |                                |    |            |
|-------------------|--------------------------------|----|------------|
| A9060.800-00-0000 | Original Budget                | \$ | 26,413,500 |
|                   | Revised Budget with Transfer   | \$ | 25,697,543 |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | 690,957    |
|                   | Expended & Encumbered          | \$ | 24,365,242 |
|                   | Balance before Transfer        | \$ | 1,357,301  |
|                   | Percent Used (Original Budget) |    | 92.25%     |
|                   | Percent Used (Revised Budget)  |    | 94.82%     |
| A2020.450-03-0000 | Original Budget                | \$ | 5,000      |
|                   | Revised Budget with Transfer   | \$ | 30,000     |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | -          |
|                   | Expended & Encumbered          | \$ | 20,887     |
|                   | Balance before Transfer        | \$ | ( 15,887)  |
|                   | Percent Used (Original Budget) |    | 417.73%    |
|                   | Percent Used (Revised Budget)  |    | 69.62%     |

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 66**

**SUBJECT:**

**Budget Transfer – Supervision School  
Assistant Principals**

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

|       | <u>Account</u>    | <u>Description</u>            |    | <u>Amount</u> |
|-------|-------------------|-------------------------------|----|---------------|
| From: | A2020.151-00-0000 | Salary – Assistant Principals | \$ | 150,000       |
| To:   | A2020.151-02-9999 | Salary – Assistant Principals | \$ | 150,000       |

Explanation: To re-allocate Assistant Principal salaries to C4E funding.

|                   |                                |    |            |
|-------------------|--------------------------------|----|------------|
| A2020.151-00-0000 | Original Budget                | \$ | 472,660    |
|                   | Revised Budget with Transfer   | \$ | 322,660    |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | -          |
|                   | Expended & Encumbered          | \$ | 241,574    |
|                   | Balance before Transfer        | \$ | 231,086    |
|                   | Percent Used (Original Budget) |    | 51.11%     |
|                   | Percent Used (Revised Budget)  |    | 74.87%     |
| A2020.151-02-9999 | Original Budget                | \$ | 520,133    |
|                   | Revised Budget with Transfer   | \$ | 670,133    |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | -          |
|                   | Expended & Encumbered          | \$ | 647,366    |
|                   | Balance before Transfer        | \$ | ( 127,233) |
|                   | Percent Used (Original Budget) |    | 124.46%    |
|                   | Percent Used (Revised Budget)  |    | 96.60%     |

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 67**

**SUBJECT:**

**Budget Transfer – Transportation  
Salary**

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

|       | <u>Account</u>    | <u>Description</u>                |    | <u>Amount</u> |
|-------|-------------------|-----------------------------------|----|---------------|
| From: | A5510.165-00-0000 | Transportation – Trainer/Clerical | \$ | 14,264        |
| To:   | A5510.164-00-0000 | Transportation – Salary – Router  | \$ | 14,264        |

Explanation: To re-allocate salary within same cost center.

|                   |                                |    |           |
|-------------------|--------------------------------|----|-----------|
| A5510.165-00-0000 | Original Budget                | \$ | 52,000    |
|                   | Revised Budget with Transfer   | \$ | 37,736    |
|                   | Transfers In                   | \$ | -         |
|                   | Transfers Out                  | \$ | -         |
|                   | Expended & Encumbered          | \$ | -         |
|                   | Balance before Transfer        | \$ | 52,000    |
|                   | Percent Used (Original Budget) |    | 0.00%     |
|                   | Percent Used (Revised Budget)  |    | 0.00%     |
| A5510.164-00-0000 | Original Budget                | \$ | 37,762    |
|                   | Revised Budget with Transfer   | \$ | 52,026    |
|                   | Transfers In                   | \$ | -         |
|                   | Transfers Out                  | \$ | -         |
|                   | Expended & Encumbered          | \$ | 50,429    |
|                   | Balance before Transfer        | \$ | ( 14.263) |
|                   | Percent Used (Original Budget) |    | 133.54%   |
|                   | Percent Used (Revised Budget)  |    | 96.93%    |

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 68**

**SUBJECT:**

**Budget Transfer – Unemployment**

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

|       | <u>Account</u>    | <u>Description</u> |    | <u>Amount</u> |
|-------|-------------------|--------------------|----|---------------|
| From: | A9060.800-00-0000 | Health Insurance   | \$ | 50,000        |
| To:   | A9050.800-00-0000 | Unemployment       | \$ | 50,000        |

Explanation: To increase for unexpected reduction in the District’s workforce.

|                   |                                |    |            |
|-------------------|--------------------------------|----|------------|
| A9060.800-00-0000 | Original Budget                | \$ | 26,413,500 |
|                   | Revised Budget with Transfer   | \$ | 25,635,501 |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | 727,999    |
|                   | Expended & Encumbered          | \$ | 24,365,242 |
|                   | Balance before Transfer        | \$ | 1,319,899  |
|                   | Percent Used (Original Budget) |    | 92.25%     |
|                   | Percent Used (Revised Budget)  |    | 95.04%     |
| A9050.800-00-0000 | Original Budget                | \$ | 75,000     |
|                   | Revised Budget with Transfer   | \$ | 125,000    |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | -          |
|                   | Expended & Encumbered          | \$ | 81,694     |
|                   | Balance before Transfer        | \$ | ( 6,694)   |
|                   | Percent Used (Original Budget) |    | 108.93%    |
|                   | Percent Used (Revised Budget)  |    | 65.36%     |

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 69**

**SUBJECT:**

**Budget Transfer – Librarian  
Salary**

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

|       | <u>Account</u>    | <u>Description</u>            |    | <u>Amount</u> |
|-------|-------------------|-------------------------------|----|---------------|
| From: | A2610.150-00-0000 | School Library – Salary       | \$ | 87,035        |
| To:   | A2610.156-03-9999 | School Library – Salary (C4E) | \$ | 87,035        |

Explanation: To re-allocate salaries associated with C4E funding.

|                   |                                |    |           |
|-------------------|--------------------------------|----|-----------|
| A2610.150-00-0000 | Original Budget                | \$ | 1,029,168 |
|                   | Revised Budget with Transfer   | \$ | 942,133   |
|                   | Transfers In                   | \$ | -         |
|                   | Transfers Out                  | \$ | -         |
|                   | Expended & Encumbered          | \$ | 831,351   |
|                   | Balance before Transfer        | \$ | 197,817   |
|                   | Percent Used (Original Budget) |    | 80.78%    |
|                   | Percent Used (Revised Budget)  |    | 88.24%    |
| A2610.156-03-9999 | Original Budget                | \$ | -         |
|                   | Revised Budget with Transfer   | \$ | 87,035    |
|                   | Transfers In                   | \$ | -         |
|                   | Transfers Out                  | \$ | -         |
|                   | Expended & Encumbered          | \$ | 87,035    |
|                   | Balance before Transfer        | \$ | ( 87,035) |
|                   | Percent Used (Original Budget) |    | 0.00%     |
|                   | Percent Used (Revised Budget)  |    | 100.00%   |

**FOR ACTION:****Volume LVIII****Report No. B – 70****SUBJECT:****Budget Transfer – Maintenance of Plant – Plumbing,  
Heating and Building Repairs – Contractual**

Authorization is requested of the Board of Education to approve the following Budget Transfer – Maintenance of Plant – Plumbing, Heating and Building Repairs – Contractual for Fiscal Year 2023-2024:

|       | <u>Account</u>    | <u>Description</u>              |    | <u>Amount</u> |
|-------|-------------------|---------------------------------|----|---------------|
| From: | A9060.800-00-0000 | Health Insurance                | \$ | 40,000        |
| To:   | A1621.547-00-0000 | Maintenance of Plant – Plumbing | \$ | 15,000        |
|       | A1621.549-00-0000 | Maintenance of Plant – Heating  | \$ | 10,000        |
|       | A1621.551-00-0000 | Building Repairs and Materials  | \$ | 15,000        |

Explanation: To increase for necessary repairs to District buildings.

|                   |                                |    |            |
|-------------------|--------------------------------|----|------------|
| A9060.800-00-0000 | Original Budget                | \$ | 26,413,500 |
|                   | Revised Budget with Transfer   | \$ | 25,722,543 |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | 650,957    |
|                   | Expended & Encumbered          | \$ | 24,365,242 |
|                   | Balance before Transfer        | \$ | 1,427,301  |
|                   | Percent Used (Original Budget) |    | 92.25%     |
|                   | Percent Used (Revised Budget)  |    | 94.72%     |
| A1621.547-00-0000 | Original Budget                | \$ | 50,000     |
|                   | Revised Budget with Transfer   | \$ | 65,000     |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | -          |
|                   | Expended & Encumbered          | \$ | 59,885     |
|                   | Balance before Transfer        | \$ | ( 9,885)   |
|                   | Percent Used (Original Budget) |    | 119.77%    |
|                   | Percent Used (Revised Budget)  |    | 92.13%     |
| A1621.549-00-0000 | Original Budget                | \$ | 50,943     |
|                   | Revised Budget with Transfer   | \$ | 60,953     |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | -          |
|                   | Expended & Encumbered          | \$ | 56,022     |
|                   | Balance before Transfer        | \$ | ( 5,069)   |
|                   | Percent Used (Original Budget) |    | 109.95%    |
|                   | Percent Used (Revised Budget)  |    | 91.91%     |
| A1621.551-00-0000 | Original Budget                | \$ | 297,370    |
|                   | Revised Budget with Transfer   | \$ | 362,370    |
|                   | Transfers In                   | \$ | 50,000     |
|                   | Transfers Out                  | \$ | -          |
|                   | Expended & Encumbered          | \$ | 343,439    |
|                   | Balance before Transfer        | \$ | 3,931      |
|                   | Percent Used (Original Budget) |    | 115.49%    |
|                   | Percent Used (Revised Budget)  |    | 94.78%     |

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 71**

**SUBJECT:**

**Budget Transfer – Athletics  
Proctor**

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

|       | <u>Account</u>    | <u>Description</u>             |    | <u>Amount</u> |
|-------|-------------------|--------------------------------|----|---------------|
| From: | A9060.800-00-0000 | Health Insurance               | \$ | 20,000        |
| To:   | A2855.450-02-0000 | Athletics – Supplies – Proctor | \$ | 20,000        |

Explanation: To adjust for unanticipated increase in athletic supplies for Proctor

|                   |                                |    |            |
|-------------------|--------------------------------|----|------------|
| A9060.800-00-0000 | Original Budget                | \$ | 26,413,500 |
|                   | Revised Budget with Transfer   | \$ | 25,615,501 |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | 777,999    |
|                   | Expended & Encumbered          | \$ | 24,365,242 |
|                   | Balance before Transfer        | \$ | 1,269,899  |
|                   | Percent Used (Original Budget) |    | 92.25%     |
|                   | Percent Used (Revised Budget)  |    | 95.12%     |
| A2855.450-02-0000 | Original Budget                | \$ | 128,277    |
|                   | Revised Budget with Transfer   | \$ | 148,277    |
|                   | Transfers In                   | \$ | -          |
|                   | Transfers Out                  | \$ | -          |
|                   | Expended & Encumbered          | \$ | 139,191    |
|                   | Balance before Transfer        | \$ | ( 10,914)  |
|                   | Percent Used (Original Budget) |    | 108.51%    |
|                   | Percent Used (Revised Budget)  |    | 93.87%     |



**FOR ACTION:**

**Volume LVIII**

**Report No. B – 72**

**SUBJECT:**

**Disposal of Obsolete Technology Equipment**

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

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 73**

**SUBJECT:**

**Disposal of Obsolete Musical Equipment**

Authorization is requested of the Board of Education to dispose of obsolete musical equipment located at General Herkimer Elementary School and Jefferson Elementary School.

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 74**

**SUBJECT:**

**Disposal of Obsolete Equipment**

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

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Retirement**

**Teacher**

It is recommended that the following retirement be accepted:

Kristen Edic

Kindergarten Teacher  
Watson Williams Elementary School  
Effective: June 30, 2024  
Years of Service: 36

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Unpaid Leave of Absence**

**Speech-Language Pathologist**

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

Rebecca M. Engler

Speech-Language Pathologist  
Jefferson/Watson Williams Elementary Schools  
From: April 15, 2024  
To: May 22, 2024  
Reason: Medical  
Notification Received: March 12, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Change of Assignment**

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

Ricardo Ervin

From: Teacher Assistant – Computer  
Kernan Elementary School  
To: Teacher Assistant  
Jefferson Elementary School  
Effective: March 19, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Change of Assignment**

**Transportation**

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

Erika Hall

From: Bus Driver  
To: Substitute Bus Driver  
Salary: \$20.50 per hour  
Effective: March 26, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Changes of Assignment**

**Transportation**

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

Ibrahim Hassan

From: Substitute Bus Driver  
To: Bus Driver  
Salary: \$22.44 per hour  
Effective: March 27, 2024

Dariem Alcantara Gomez

From: Substitute Bus Driver  
To: Bus Driver  
Salary: \$22.44 per hour  
Effective: March 27, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Change of Assignment**

**Food Service/Monitor**

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

Mirna Leon Reyes

From: Food Service Worker-Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per week  
To: Monitor-Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per week  
Effective: April 1, 2024  
Salary: \$16.32 per hour

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Change of Hours**

**Teacher Assistant**

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

Danielle Weaver

Teacher Assistant – Special Education  
Donovan Middle School  
From: 29 hours per week  
To: 35 hours per week  
Effective: March 27, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Unpaid Leave of Absence**

**Clerical**

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

Tracy Esposito

Secretary – Jones Elementary School

From: May 3, 2024

To: May 17, 2024

Reason: Family

Notification Received: February 27, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Appointments**

**Homebound Instruction**

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

- Nancy Collins
- James Delitto
- Taylor Oliver

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 – 33**

**SUBJECT:**

**Appointments**

**Extra-Curricular – TA  
Spring Sports – Track**

It is recommended that the following Extra-Curricular – Teacher Assistant (TA) Spring Sport appointments be approved:

LaToya Hamell

Special Education Teacher Assistant for Track

Effective: Retroactively on March 8, 2024

Salary: \$20.40 per hour

Kevin Morales

Special Education Teacher Assistant for Track

Effective: Retroactively on March 8, 2024 – March 22, 2024

Salary: \$20.40 per hour

Christina Carpenter

Special Education Teacher Assistant for Track

Effective: Retroactively on March 26, 2024

Salary: \$18.36 per hour

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Appointment**

**Transportation**

It is recommended that the following appointment be approved:

Noel Rodriguez  
1217 City Street, Floor 2  
Utica, NY 13502

Substitute Bus Monitor  
35 hours per week  
Salary: \$15.00 per hour  
Effective: March 27, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Appointments**

**Transportation**

It is recommended that the following appointments be approved:

Nanci Diaz-Ceron  
1600 Guelich Street  
Utica, NY 13501

Substitute Bus Monitor  
35 hours per week  
Salary: \$15.00 per hour  
Effective: March 27, 2024

Katty Marrero  
1149 St. Vincent Street  
Utica, NY 13501

Substitute Bus Monitor  
35 hours per week  
Salary: \$15.00 per hour  
Effective: March 27, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Appointment**

**Security**

It is recommended that the following appointment be approved:

Francis Canis Banoun  
22 Barnes Avenue, Apt. 1  
Utica, NY 13502

School Monitor (Security)  
District-Wide  
Effective: April 1, 2024  
Salary: \$18.08 per hour  
Education: A.S., University of Douala  
Experience: Lab Technician, Biogenic Dental Lab  
Utica, NY  
7/23 to 1/24

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Appointments**

**Food Service/Monitor**

It is recommended that the following appointments be accepted.

Kristine Moore  
1142 Leeds Street  
Utica NY 13501

Food Service Worker-Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per week  
Effective: April 1, 2024  
Salary: \$16.32 per hour  
Education: GED, Utica Free Academy, 1993  
Experience: Cook, O’scugnizzo’s, 1995-2010; Service Documentation Specialist, Resource Center for Independent Living, 2010-2023; Sub Service Worker-Breakfast and Lunch Program, Utica City School District  
January 17, 2024 to present

August Paw  
207 Pleasant Street  
Utica NY 13501

Monitor-Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per week  
Effective: April 1, 2024  
Salary: \$16.32 per hour  
Education: Graduated Proctor High School, 2022  
Experience: Sub Monitor-Breakfast and Lunch Program, Utica City School District  
January 29, 2024 to present

Amela Palic  
1662 Conkling Avenue  
Utica NY 13501

Food Service Worker-Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per week  
Effective: April 1, 2024  
Salary: \$16.32 per hour  
Education: Graduated BIM Jajce Bosnia, 1997  
Experience: Production, Maplehurst, 2007 to 2022; Packer, Cinta’s; Sub Food Service Worker-Breakfast and Lunch Program, Utica City School District  
January 29, 2024 to present

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Resolution for Probationary Appointment  
Samantha Or – Teacher Assistant**

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

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that Samantha Or, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant effective retroactively March 6, 2024. Samantha Or’s salary shall be \$18.36 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

MARCH 26, 2024

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Resolution for Probationary Appointment  
Jessica Morris – Teacher Assistant**

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

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that Jessica Morris, who possesses Level I – Renewal Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant effective April 10, 2024. Jessica Morris’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 – 33**

**SUBJECT:**

**Resolution for Substitute Teacher Assistants**

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

RESOLVED, upon the recommendation of the Interim Superintendent of Schools, that the following individual is appointed to serve as substitute Teacher Assistants at \$15.00 per hour, effective immediately:

- Linda Lantos
- Rylee Nolan
- Emma Rhodes

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**SUBJECT:**

**Resolution for Per Diem Substitutes**

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

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

- Robert Avery
- Abigail Condon
- Amanda Hallam
- Dana Mazza
- Molly Williams (pending New York State fingerprinting clearance)

**SUBJECT:****Conference**

It is recommended that the following conference be approved:

| <b><u>NAME</u></b> | <b><u>CONFERENCE</u></b>  | <b><u>DATE</u></b> |
|--------------------|---|--------------------|
| Sara Klimek        | 22 <sup>nd</sup> Annual Human Resources and Law Enforcement Law Solutions Conference<br>Verona, NY<br>Approved by: Dr. Davis & S. Falchi<br>Allotted: \$450.00 from<br>Budget Code: A1430-450-00-0000<br>No Substitute Required | May 2-3, 2024      |

| <b><u>NAME</u></b> | <b><u>CONFERENCE</u></b>  | <b><u>DATE</u></b> |
|--------------------|---|--------------------|
| Carly Calogero     | ACTE's 2024 Region 1 Leadership Conference<br>New York, NY<br>Approved by: S. Falchi & K. Szczesniak<br>Allotted: \$2,250.00 from<br>Budget Code: FAE4-2010-400-00<br>Substitute Required | May 1-3, 2024      |

| <b><u>NAME</u></b> | <b><u>CONFERENCE</u></b>   | <b><u>DATE</u></b> |
|--------------------|--|--------------------|
| Alexis McKerrow    | ACTE's 2024 Region 1 Leadership Conference<br>New York, NY<br>Approved by: S. Falchi & K. Szczesniak<br>Allotted: \$2,250.00 from<br>Budget Code: FAE4-2010-400-00<br>No Substitute Required | May 1-3, 2024      |

| <b><u>NAME</u></b> | <b><u>CONFERENCE</u></b>  | <b><u>DATE</u></b> |
|--------------------|---|--------------------|
| Michelle Hall      | ACTE's 2024 Region 1 Leadership Conference<br>New York, NY<br>Approved by: S. Falchi & A. Paradis<br>Allotted: \$1,600.00 from<br>Budget Code: FAE4-2010-400-00<br>No Substitute Required | May 1-3, 2024      |

| <b><u>NAME</u></b> | <b><u>CONFERENCE</u></b>  | <b><u>DATE</u></b> |
|--------------------|---|--------------------|
| Erica Schoff       | ACTE's 2024 Region 1 Leadership Conference<br>New York, NY<br>Approved by: S. Falchi & A. Paradis<br>Allotted: \$1,500.00 from<br>Budget Code: FAE4-2010-400-00<br>No Substitute Required | May 1-3, 2024      |



**FOR INFORMATION:**

**Volume LVII**

**Report No. P – 34**

**SUBJECT:**

**Abandonment of Position**

**Food Service/Monitor**

It is recommended that the following abandonment of position be accepted.

Karol Suero

Monitor-Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per week  
Effective: March 13, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Resignation**

**Principal**

It is recommended that the following resignation be accepted:

Tricia Norton

Principal  
Jefferson Elementary School  
Effective: March 22, 2024  
Reason: Personal  
Notification Received: March 18, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Resignation**

It is recommended that the following resignation be accepted:

Mary Sue Morales

Board of Education Clerk (part-time)  
Effective: March 15, 2024  
Reason: Medical  
Notification Received: March 13, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Resignation**

**Transportation**

It is recommended that the following resignation be accepted:

John Becraft

Bus Monitor  
Effective: March 15, 2024  
Reason: Personal  
Notification Received: March 15, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Resignations**

**Teacher Assistant**

It is recommended that the following resignations be accepted:

Kevin Morales

Teacher Assistant – Special Education  
Proctor High School  
Effective: March 22, 2024  
Reason: Personal  
Notification Received: March 11, 2024

Caitlin Roberts

Teacher Assistant – Special Education  
Hughes Elementary School  
Effective: March 8, 2024  
Reason: Accepted a position outside the  
Utica City School District  
Notification Received: March 2, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Resignation**

**Substitute Teacher Assistant**

It is recommended that the following resignation be accepted:

Maria I. Cruz

Substitute Teacher Assistant  
Raiders Learning Academy (JFK)  
Effective: March 18, 2024  
Reason: Personal  
Notification Received: March 20, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Resignation**

**Custodial/Maintenance**

It is recommended that the following resignation be accepted:

Zoraida Rodriguez

Cleaner  
Proctor High School  
Effective: March 15, 2024  
Reason: Personal  
Notification Received: March 5, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Resignations**

It is recommended that the following resignations be accepted:

Mariah Ramirez

Monitor-Breakfast and Lunch Program  
District-Wide – not exceed 35.00 hours per week  
Effective: February 12, 2024  
Reason: Personal  
Notification Received: February 5, 2024

Rayvonne Reyes

Food Service Worker-Breakfast and Lunch Program  
District-Wide – not to exceed 35 hours per week  
Effective: March 11, 2024  
Reason: Medical  
Notification Received: March 11, 2024

Christopher Sim

Teacher Assistant  
Conkling Elementary School  
Effective: March 18, 2024  
Reason: Personal  
Notification Received: March 18, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Rescindments**

**Teacher Assistant**

It is recommended that the following rescindments of employment be accepted:

Alicia Guarascio

Teacher Assistant – District-Wide  
Effective: March 6, 2024  
Reason: Accepted a position outside the  
Utica City School District  
Notification Received: March 6, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Unpaid Leave of Absence**

**Teacher**

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

Kara LaFache

School Social Worker  
Kennedy Middle School  
From: March 11, 2024  
To: June 27, 2024  
Reason: Medical  
Notification Received: March 5, 2024

MARCH 26, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Unpaid Leave of Absence**

**Teacher Assistant**

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

Dewanda Brooks

Teacher Assistant – Special Education  
Hughes Elementary School  
From: March 13, 2024  
To: April 1, 2024  
Reason: Medical  
Notification Received: March 15, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Unpaid Leave of Absence**

**Food Service/Monitor**

It is recommended that the following unpaid leave of absence be accepted.

Sherrie Goldman

Monitor-Lunch Program  
King Elementary School – 15 hours per week  
From: March 7, 2024  
To: April 5, 2024  
Reason: Medical  
Notification Received: March 7, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Extended Unpaid Leaves of Absence**

**Teacher Assistant**

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

Iris Lopez

Teacher Assistant – Special Education  
Jefferson Elementary School  
From: March 4, 2024  
To: May 7, 2024  
Reason: Family  
Notification Received: March 4, 2024

Mary Sheheen

Teacher Assistant – Library  
Conkling Elementary School  
From: February 29, 2024  
To: April 30, 2024  
Reason: Medical  
Notification Received: March 7, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 34**

**SUBJECT:**

**Changes of Status**

**Custodial/Maintenance**

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

Jeremy Fargas

Cleaner

From: Probationary (26 weeks)

To: Permanent

Effective: January 29, 2024

Allen Gause

Cleaner

From: Probationary (26 weeks)

To: Permanent

Effective: February 12, 2024

Alphonse Napoli

Cleaner

From: Probationary (26 weeks)

To: Permanent

Effective: January 29, 2024

The above have completed their probationary period.