

**BOARD OF EDUCATION  
UTICA CITY SCHOOL DISTRICT  
SPECIAL MEETING – MARCH 26, 2024 – 7:00 P.M.  
Administration Building – 929 York Street – Kernan School**

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

BOARD MEMBERS ABSENT: Robert Cardillo and James Paul

STUDENT REPRESENTATIVE: Kler Kler Gay Moo

ADMINISTRATORS PRESENT: Dr. Kathleen Davis, Interim Superintendent, Kathleen Gavett, Esq., Steve Falchi, Mike Ferraro, Sara Klimek, Trina Falchi, Pam Smoulcey, Heather Mowat, Kathy Hughes

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**Public Comment to the Board of Education**



President Hobika, Jr. called the Regular Meeting to order at 7:00 p.m. After the Pledge of Allegiance, Board Clerk Kathy Hughes conducted roll call. All members of the Board of Education were present with the exception of Robert Cardillo and James Paul.



**Presentations**

**Smart Schools Bond Act Spending Plan Update – Michael Ferraro, Chief Operations Officer and Heather Mowat, School Business Executive**

Mr. Ferraro and Ms. Mowat made a presentation on the Smart Schools Bond Act Spending Plan.

**Questions from Board Members:**

President Hobika, Jr.: Are you talking about the security upgrades, that's the capital project? The Chromebooks and whiteboards, isn't that what you're spending the money on, that's not capital right?

Mr. Ferraro: Well it's all capital, it's just where the funding comes from. You still have to run it like a capital project. It's the same procurement process, the planning and phasing through SED, LOI's, bids, proposals, same as every other capital project. What we're saying is we have the funds for the technology upgrades moving forward.

President Hobika, Jr.: Are those numbers budget numbers or actual cost numbers?

Mr. Ferraro: That's the funding that we have available from smart bonds money that we're going to use until it's gone for those security upgrades.

Ms. Mowat: The other 2 million dollars from the E- Rate, federal dollars, will supplement.

President Hobika, Jr.: Depending on whether or not we come within..

Mr. Ferraro: Right, then anything within that doesn't get covered will be captured in our next capital project. So, we're going to use the funding to start the security upgrades in the schools that need it the most first, then whatever money, the rest will be captured in the next capital project.

President Hobika, Jr.: What would be the positive impacts on the students and the staff in terms of this implementation?

Mr. Ferraro: Well the security the integrative PA systems, now we're using an antiquated system with a phone in the office for some of the buildings.

President Hobika, Jr.: To talk over a loud speaker?

Mr. Ferraro: To call a lockdown, to call a classroom. We just put an integrative IP system in Proctor, I don't know if some of the teachers are here, it's a visual screen with audio, so it will say if you go to lockdown. It'll prompt the lockdown across the display in the classroom, it will tell you it's a lockdown, it will tell you what to do without going over the PA system throughout the whole building. It's got all kind of functionalities. The principal can call that lockdown from anywhere, fire drills, all kinds of safety features are built right into it.

President Hobika Jr.: That's on the security side what about the other classroom technology how does that benefit?

Mr. Ferraro: We're going to spend the remaining on what is already budgeted for \$104,000 on the interactive whiteboards for upgrades and Chromebooks. We also have in the budget for the first year of the 5-year replacement plan in the budget for that technology. You have to have that 5-year plan, you can't replace it all at once, it's \$20 to \$30 million dollars. So, we're trying to do it over the course of 5 years. We have that plan already in place as to what's going to be replaced in what year.

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

Mr. Cooper: The interactive PA systems, we'll call them, that replaces the clock in that classroom as well? I know a lot of our elementary buildings have the older style clocks. Those will be new digital, state of the art?

Mr. Ferraro: Correct. Yes, that's the whole purpose of it. There's a lot of advantage to an integrative IP system, plus they are IP based. There's a lot of functionalities on the back end you can do with them and they are really about communicating to the classrooms as quickly as possible, they allow you to do that.

### **Job Fair Update – Sara Klimek, Chief Human Resources Manager**

Ms. Klimek made a presentation on the Job Fair Update.

### **Questions from Board Members:**

Mrs. Knoop: I just want to say really quick, I know how much you have taken on in the past 13 months, especially with where our district was, it wasn't easy. You have taken on a great deal, but you have presented on that. I think one of the interesting things too, that we should highlight for anybody that didn't make it to the job fair, what I was really impressed about when we came there was the number of people waiting to come in. It's the first time that we've seen that many people and professional people waiting. Then when you walking in the room, Ms. Klimek had organized it so that every single administrator there had a table. So, if you were there and somebody was there to interview for special ed, they sat down with Ms. Smoulcey and actually interviewed with her so she could directly speak to them about special ed and what was needed. We had Mr. Gary from the bus garage to talk to people that were interested in driving. We had Mrs. Falchi there, Mr. Falchi there, we had the principal from Martin Luther King. So, all of these, and these teachers, people that were interested went directly to them and sat with them at the table. So, they actually had a one on one conversation. I was really impressed by that. It wasn't your normal interview where people are just coming in, they actually got to speak and have a conversation in that department to see so people like Ms. Smoulcey she could look at them and see is that somebody that would be a good fit for our school. So, it already kind of eliminated some of those steps, I was really impressed. I know Mr. Cooper was there Mrs. Padula was there and all of us kind of left

with how impressed and organized it was. The idea of making where they were meeting with the administrator's, hands on, that night it was just a great job, thank you.

Ms. Klimek: Thank you. I appreciate that. It was a lot of planning. Those interviews would count as round one of interviews for those who came there. It really is like planning a wedding. It takes months of preparation right down to linen colors and the number of chairs I wanted at a table the minimum number of pens in each table. All these little things that you would not think of. Traffic flow, which door people are going to enter in, what is going to be outside the room, what's inside the room, where the food's going to be set up, what's going to be offered. It really is like being a wedding planner. So, it's fun, it's stressful, but it was a lot of fun. We had a great turnout and I want to thank the Board of Education because the big reason why we had such a big turnout is because working for Utica has really taken on a really different meaning lately. A lot of people out there want to become a Raider.



### **Announcements/Reports**

#### **Student Representative Report – Kler Kler Gay Moo**

Kler Kler Gay Moo presented a Student Representative Report to the Board of Education for March 2024.

#### **Questions from the Board Members:**

President Hobika, Jr.: Did NJROTC also compete in something else between the last couple of meetings?

Kler: Yes, they competed in the JLAB which is an academic form competition, they did outstanding. They qualified for the national, which they will be heading down to Washington, DC in June.

President Hobika, Jr.: That is great, thank you.

#### **PTO/PTA, Shared Decision-Making Committees, Student Councils, CSE Chairs, Title I, UTA, UAA, UTC, Teamsters Local 182, SEIU Local 200B, Mohawk Valley Buildings and Trades**

Ms. Stutzensten from the UTA presented an update for March 2024.

#### **Questions from the Board Members:**

None.

#### **Superintendent's Update - 2024 Budget Newsletter – Dr. Kathleen Davis, Interim Superintendent of Schools**

Dr. Davis: I am excited, I want to thank all the administrators and staff for giving input on the budget, because this was a tough budget year for us. Going through and tracking back to budgets other people have done and trying to figure out the reasonings why things were done. So, we were able to collaboratively come up with a lot of creative ideas and move forward and get input from all over the district. Heather and I have been meeting with our legislators and advocating for our foundation aid to be fully funded again. Our CPI was manipulated in this run where they did an average of 10 years, they dropped off the lowest and the highest and in essence we lost half of what we should have gotten. So, that becomes a problem. We're out there, we are meeting with the legislators and we are sharing that information and advocating for what is best for our students. So, we are hopeful. I do want to share with you, I am very excited, we have our budget newsletter that will be launched after tonight's meeting. On the agenda we have all of our resolutions related to the budget. I just wanted to go through this really quick so everyone has accurate information out there. The vote is on May 21<sup>st</sup>, we do have 14 voting sites. The hearing is on May 7<sup>th</sup> all parts of the budget have been reviewed at these meetings in public. We will be posting our hearing PowerPoint once we do the hearing it'll be posted. We also have other budget-related materials that will be posted within the next couple weeks. This newsletter will be posted publicly on our website and then sent, we will be doing a residential mailing of this after today. This is a very lengthy description of what's in the budget so do a close read on this because it's really important. We have a lot of good things that are happening. We talked before about the vehicle replacement plan. We have some very old vehicles to deliver our food. We do our own plowing here, so we're fortunately able to do a one-shot purchase and to get our

vehicles up to speed. I have seen the vehicles, they're out there all the time. They got a work out on Saturday for sure. In addition, our Career Tech, when you go into a space review with the state our building aid units came in a little lower, so we're going to be doing a transfer to Capital of about \$5.2 million to make up that difference so there's no impact on the levy, it's really important. So, we are using revenue from 23-24, we're bringing it forward into a transfer to Capital so we can utilize those funds. In addition, we have continued support, our system of care services, we're going to bring forward some revenue for that. Targeted assistance program, we have one more year that we're able to offer the early emergent reading support for our student's district wide with a group of very dedicated retirees. Transfer of \$146,000 to cover costs from the Proctor Stadium project so we can close out that project. Anticipated transportation cost for 24-25, we're adding additional runs so that will mitigate the issues that we hear about late buses. Also, our bids came in a little higher so we're also going to be utilizing money from the school year to offset the increase. Please keep in mind that will be aided so the following you you'll get the revenues, and we have an incoming revenue for that. Those are just some of the highlights. I do want to turn to the next page we have our polling sites that are being identified so everybody knows where to go in the district and where those polling sites are. What your voter qualifications are clearly outlined for everyone. We have our three-part budget so people have a visual of where the bulk of the money goes. So, our spending plan really 75% of that is on programs for students and that's what you want to see. Administration is 7% and then Capital is 18%. This is called your three-part budget. I'm not going to go through it tonight but I will go through it with Heather at the budget hearing, we'll go through each part very clearly, we'll go through that. What we want is to get that out there have people look at it. We have talked about all of the right sizing that we've done. We've really took a 3-year look back at every budget line item and we planned forward to what we thought we needed. So, you're going to see a lot of adjustments on our budget but that way you're going to see fewer budget transfers as we move forward because we did plan with many people at the table and we had a lot of open conversations about what people really needed. What do you need for material, supplies, furniture, books? We've had those conversations, so we're hoping that we're a little more capable of staying within our cost center. Like any budget, a budget is a projection and they do change you're never going to get rid of budget transfers but we'd like to come a little closer to what we believe our spending should be. Our propositions; you're going to see a budget proposition. That is our first one there is no levy increase so we kept the levy flat which I think is very important to this community as well as making sure that we're still supporting student learning. That is really important so when you're out there talking to your friends and neighbors, yes we are up nine and a half percent but we're up nine and a half percent because we're doing some one-shot purchases and then the following year those items are going to be put into BOCES budget so that we have a revenue coming in from our BOCES aid, it's very well planned. A lot of discussions the next one is a capital project we have done that's dropping off so we have a capital project that's planned and again our Capital Aid is 98% aided, so we get that back. We're going to be set up a capital reserve fund up to \$15 million so that local share is always there to be addressed so it will lessen the impact of future projects on your local share. Funding the Utica Public Library supporting our Utica Public Library, it's a beautiful building, beautiful programs, continue to support them. We did outline the capital projects. We outlined by building this is very detailed. It says specifically what we plan on doing at every building. What's not in here is any unfound conditions. We get in a wall, we see a leaky pipe, or redoing a floor, something breaks. You have to budget accordingly. You have to leave yourself a little wiggle room when you get into these buildings. This is all going to be public. It's is going to be launched tonight you don't have to worry about it disappearing, it's not going to disappear, it will be public. We have some photos here for Capital Improvements again district wide we're focusing on safety and security. We're focusing on toilet room renovations so they're ADA compliant. We're focusing on infrastructure, fire alarm systems, data networks, water service. We have to upgrade the water services to the schools that is a must. HVAC upgrades, technology upgrades, exterior window replacements. Your swimming pool is extremely old. We do need to gut the box and do all of the controls, drain the pool, make sure that it's safe. Years and years of chlorine will rot underneath your structure so this is the year to do it, it's very important. Proctor exterior window and door replacements, HVAC, interior lighting, LED upgrades, full building air conditioning because we do summer school up there. It's awfully hot for the students especially on the third floor. Parking lots, sidewalk and signage improvements. So, every building there's something that will be happening. Revenue is where we get our money from. We have a couple sources that we get our funds from, property taxes again the tax levy limit is going to be flat. What everybody's individual taxes are that is determined by the equalization rate so we can't predict that. What we can project is that we will be flat we will not be raising any more levy than we did this past year. Adjusted state aid, all other revenues, interfund transfers and allocated fund balance which is \$12,886,000. We've never done an allocated fund balance here but we're bringing over revenue from this year to help offset costs and to maintain programs for students. You see the chart there for vehicle replacement, very transparent this year. You can see the age of the truck the type of the truck so everyone in the community knows what we're doing. I believe

we're going to be selling those out once they're deemed as no longer needed by the Board of Education they will go out on auction and those will be sold and the revenue comes back to kind of offset the purchase of the new trucks. Then we have a lot of cute pictures of our students. The online version is going to be colored, the one that goes out to voters there's only going to be two colored pages. I was trying to not spend a lot of money on this, it goes out to 10,000 people so we have to be careful about that. If they want to see everything in color they can go online which is good. Then the last page is your budget notice. You will also be getting a six-day notice that goes out right before the budget vote, so that is actually done, Heather got that done, this week and it's going to print and we'll hold it and release that when we get closer to the vote but the newsletter will be up and will be public. I'm pleased with the budget it's a solid budget. I feel really good about it and I've been doing this for 21 years. I do feel it it's a solid budget and I think we're also reserving for our outstanding liabilities and making sure that the district isn't hit with anything that they can't handle. So, that will be part of our plan. With that said I want to thank the Board of Education for allowing me to do these public presentations. I think it was really good for us to be a little more transparent with the community and they can go back to old meetings and hear us discussing the different parts of the budget but we will get the PowerPoint up before the hearing so people that want to ask questions will know what's being posted and this will be, so thank you.

**Questions from the Board Members:**

President Hobika, Jr.: Thank you very much Dr Davis.



**Student Discipline**

**Student #1**

**WHEREAS**, an appeal of the decision of the Superintendent of Schools regarding student discipline was made to the Board of Education in accordance with Section 3214 of the NY Education Law; and

**WHEREAS**, the Board of Education duly considered the arguments made in support of the appeal and fully reviewed the record of the matter in light of said arguments.

**NOW, THEREFORE, IT IS HERBY RESOLVED THAT**, the disciplinary action imposed by the Superintendent of Schools is upheld. The Board finds competent and substantial evidence the student engaged in the charged misconduct and deems the penalty imposed appropriate given the nature of the misconduct and the anecdotal evidence in the record.

Mr. Dawes made a motion and it was seconded by Mr. Cooper.

President Hobika, Jr. asked for a voice vote.

Mr. Cooper	YES
Mr. Dawes	YES
President Hobika, Jr	YES
Mrs. Knoop	YES
Mrs. Padula	YES

There being no further discussion; **motion passes 5-0.**

**Student #2**

**WHEREAS**, an appeal of the decision of the Superintendent of Schools regarding student discipline was made to the Board of Education in accordance with Section 3214 of the NY Education Law; and

**WHEREAS**, the Board of Education duly considered the arguments made in support of the appeal and fully reviewed the record of the matter in light of said arguments.

**NOW, THEREFORE, IT IS HERBY RESOLVED THAT**, the disciplinary action imposed by the Superintendent of Schools is upheld. The Board finds competent and substantial evidence the student engaged in the charged misconduct and deems the penalty imposed appropriate given the nature of the misconduct and the anecdotal evidence in the record.

Mrs. Knoop made a motion and it was seconded by Mr. Cooper.

President Hobika, Jr. asked for a voice vote.

Mr. Cooper	YES
Mr. Dawes	YES
President Hobika, Jr	YES
Mrs. Knoop	YES
Mrs. Padula	YES

There being no further discussion; **motion passes 5-0.**

**Student #3**

**WHEREAS**, an appeal of the decision of the Superintendent of Schools regarding student discipline was made to the Board of Education in accordance with Section 3214 of the NY Education Law; and

**WHEREAS**, the Board of Education duly considered the arguments made in support of the appeal and fully reviewed the record of the matter in light of said arguments.

**NOW, THEREFORE, IT IS HERBY RESOLVED THAT**, the disciplinary action imposed by the Superintendent of Schools is upheld. The Board finds competent and substantial evidence the student engaged in the charged misconduct and deems the penalty imposed appropriate given the nature of the misconduct and the anecdotal evidence in the record.

Mrs. Knoop made a motion and it was seconded by Mr. Cooper.

President Hobika, Jr. asked for a voice vote.

Mr. Cooper	YES
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Mr. Dawes YES  
 President Hobika, Jr YES  
 Mrs. Knoop YES  
 Mrs. Padula YES

There being no further discussion; **motion passes 5-0.**

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**Superintendent’s Report**

President Hobika, Jr. asked the Board Members if there were any items that needed clarification before a motion was made on the Consent Agenda. At this time, he polled Board Members: None

Dr. Davis, Interim Superintendent presented the Superintendent’s Report dated March 26, 2024 to the Board of Education for approval:

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**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

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Kathy Hughes, District Clerk  
Utica City School District

**FOR ACTION:**

**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 ½ 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**

**APPROVED BY THE BOARD OF EDUCATION AT THE REGULAR MEETING ON:**

## 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

**FOR ACTION:**

**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:

**2023-2024  
UTICA CITY SCHOOL DISTRICT**

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 1/2 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

1/2 Day In-service

Regents' Rating Day

APPROVED BY THE BOARD OF EDUCATION AT THE REGULAR MEETING ON:

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.

Table with 2 columns: Description and Days. Rows include: Minimum Required per School Year by Statute Including Conference Days (180), Scheduled Student Days (181), Add: Days Teachers are in Attendance for Staff conference days as authorized by the Commissioner of Education (4), Total Days School is in Session Including Staff Conference Days (185), 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**

**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, 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.

MARCH 26, 2024

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

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)

**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;

MARCH 26, 2024

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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 298**

**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(a1); 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**

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, 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.

MARCH 26, 2024



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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 302**

**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

MARCH 26, 2024



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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 304**

**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

MARCH 26, 2024

**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:

<u>School District</u>	<u>Ward</u>	<u>District</u>	
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 inabilities 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 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

MARCH 26, 2024

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

**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

**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.





Authorization is requested of the Board of Education to approve the Facilities Use Agreement between the Utica City School District and Valley View Golf Course, effective March 26, 2024.

**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.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 319**

**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:

MARCH 26, 2024

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 \_\_\_\_\_

MARCH 26, 2024

\_\_\_\_\_ 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:

\_\_\_\_\_

\_\_\_\_\_

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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>
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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

Food Service Worker-Breakfast and Lunch Program

MARCH 26, 2024

1142 Leeds Street  
Utica NY 13501

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.

**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)

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 33**

**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 Verona, NY Approved by: Dr. Davis & S. Falchi Allotted: \$450.00 from Budget Code: A1430-450-00-0000 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 New York, NY Approved by: S. Falchi & K. Szczesniak Allotted: \$2,250.00 from Budget Code: FAE4-2010-400-00 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 New York, NY Approved by: S. Falchi & K. Szczesniak Allotted: \$2,250.00 from Budget Code: FAE4-2010-400-00 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 New York, NY Approved by: S. Falchi & A. Paradis Allotted: \$1,600.00 from Budget Code: FAE4-2010-400-00 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 New York, NY Approved by: S. Falchi & A. Paradis Allotted: \$1,500.00 from Budget Code: FAE4-2010-400-00 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

MARCH 26, 2024

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

**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.

MARCH 26, 2024

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.

MARCH 26, 2024



**Mrs. Knoop made a motion to approve the Consent Agenda and seconded by Mrs. Padula.**

There being no further discussion, **motion approved 5-0.**

**THIS CONCLUDES THE CONSENT AGENDA.**

**MOTIONS FROM THE FLOOR**

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 321**

**SUBJECT:**

**Resolutions for District Reorganization**

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

**RESOLUTIONS FOR DISTRICT REORGANIZATION**

**Action # 1:**

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby appoints Rex Germer, who possesses a School District Leader Professional Certificate issued by the New York State Education Department, to a three-year probationary period, from April 15, 2024 through April 15, 2027, in the administrative grant-funded position, of Chief Accountability Officer in the tenure area of Chief Accountability Officer. Mr. Germer's salary for the 2023-2024 school year shall be one hundred and sixty-two thousand dollars (\$162,000.00), prorated to April 15, 2024 to reflect actual dates of service in the position; and be it further

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby approves the employment contract between the Utica City School District and Rex Germer, Chief Accountability Officer.

**Action #2**

Superintendent of Schools, the Board of Education hereby accepts the resignation of Andre Paradis as the Director of Secondary Education programs, effective April 15, 2024.

**Action #3:**

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby appoints Andre Paradis, who possesses an Initial School Building Leader Certificate issued by the New York State Education Department, to a three-year probationary period, from April 15, 2024 through April 15, 2027, in the administrative position of Principal at Proctor High School in the tenure area of Secondary Principal. The expiration date is tentative and conditional only. To the extent required by the applicable provisions of the Education Law, in order to be granted tenure, Andre Paradis must receive composite or overall annual professional performance review ratings of either effective or highly effective in at least three (3) of the four (4) years, and if he receives an ineffective composite or overall rating in the final year of the probationary period he shall not be eligible for tenure at that time. Mr. Paradis's salary for the 2023-2024 school year shall be one hundred and seventy-two thousand and three hundred and fifteen dollars (\$172,315.00) prorated for 23-24, as set forth in the collective bargaining agreement between the Utica City School District and the Utica Administrators' Association, prorated to April 15, 2024 to reflect the actual dates of service in the position.

Action #4:

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby approves a memorandum of agreement between the District and the Utica Administrators' Association providing Andre Paradis with health insurance.

Action #5

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby terminates the MOA between the Utica City School District and The Utica Administrators' Association dated June, 27, 2023 due to the appointment of a probationary Principal at Proctor High School and hereby reinstates Mr. Szczesniak to his position as Assistant Principal at Proctor High School, effective April 15, 2024.

Action #6

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby approves a memorandum of agreement between the District and the Utica Administrators' Association providing Assistant Principal Kenneth Szczesniak with the remainder of his Interim Principal stipend for the 2023-2024 school year while he serves as mentor for the incoming Proctor High School Principal.

Action #7:

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby abolishes the position of Employee Benefits Services Specialist held by Lori Wrobel, effective June 30, 2024.

Action #8:

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby approves the creation of the position of Administrator for Benefit Services, State Aid Planning and Capital Accounting in the tenure area of Administrator for Benefit Services, State Aid Planning and Capital Accounting, effective July 1, 2024.

Action # 9:

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby appoints David Dreidel, who possesses a School District Business Leader Professional Certificate issued by the New York State Education Department, to a three-year probationary period, from July 2, 2024 through July 2, 2027, in the administrative position of Administrator for Benefit Services, State Aid Planning and Capital Accounting in the tenure area of Administrator for Benefit Services, State Aid Planning and Capital Accounting. Mr. Dreidel's salary shall be one hundred and fifty-five thousand dollars (\$155,000.00).

Action # 10:

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby approves the employment contract between the Utica City School District and David Dreidel, Administrator of Benefits Services, State Aid Planning and Capital Accounting, effective July 2, 2024.

Action #11

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby appoints Kim VanDuren, who possesses a School Building Leader Professional Certificate issued by the New York State

Education Department, to a three-year probationary period, from May 30, 2024 through May 30, 2027, in the administrative position of Elementary Principal at Jefferson Elementary School in the tenure area of Elementary Principal. The expiration date is tentative and conditional only. To the extent required by the applicable provisions of the Education Law, in order to be granted tenure, Kim VanDuren must receive composite or overall annual professional performance review ratings of either effective or highly effective in at least three (2) of the four (3) years, and if she receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time. Ms. VanDuren's salary for the 2023-2024 school year shall be one hundred and twenty-seven thousand dollars (\$127,000.00) prorated for 2023-2024, as set forth in the collective bargaining agreement between the Utica City School District and the Utica Administrators' Association, prorated to May 30, 2024 to reflect the actual dates of service in the position.

Dated: March 26, 2024

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

Mrs. Knoop made a motion; seconded by Mr. Cooper

**No further discussion; motion passes 5-0.**

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 321**

**SUBJECT:**

**Resolution Appointing NCAComp, Inc. to  
Manage Workers' Compensation Claims**

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

WHEREAS, on February 6, 2024, the Utica City School District issued a Request For Proposals for Third-Party Administrators to manage the Workers' Compensation claims on behalf of the School District; and

WHEREAS, the District received three highly qualified proposals from vendors on March 5, 2024; and

WHEREAS, a committee evaluated the proposals, contacted references and performed due diligence, including interviews of each of the three companies; and

WHEREAS, the committee has recommended the appointment of NCAComp, Inc.

NOW, THEREFORE, the Board of Education hereby,

1. Appoints NCAComp, Inc. as the District's Third-Party Administrator.
2. Authorizes the Superintendent of Schools to complete and execute the contract on behalf of the District which shall commence on July 1, 2024.
3. This resolution shall take effect immediately.

Dated: March 26, 2024

MARCH 26, 2024

Kathy Hughes, District Clerk  
Utica City School District

Mrs. Knoop made a motion; seconded by Mr. Cooper.

**No further discussion; motion passes 5-0.**

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 322**

**SUBJECT:**

**Resolution Approving Settlement Agreement and  
Release between the Utica City School District and  
Durham School Services**

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

**RESOLUTION APPROVING SETTLEMENT AGREEMENT & RELEASE**

WHEREAS, the Utica City School District (the "School District") is a party to an agreement with Durham School Services (hereinafter "Durham") to provide student transportation services during the 2023-24 school year (the "Contract"); and

WHEREAS, a dispute arose between the parties regarding Durham's compliance with the Contract; and

WHEREAS, the Board of Education has considered the terms of a proposed Settlement Agreement and Release to resolve the dispute and seeks to approve the same.

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

1. The Board hereby approves the proposed Settlement Agreement between the School District and Durham in a final form to be approved by legal counsel, and authorizes the School District's Interim Superintendent, or designee, to take all necessary actions and to execute any necessary documents on behalf of the Board of Education upon the recommendation of legal counsel necessary to effectuate/finalize the same.
2. This Resolution shall take effect immediately.

Dated: March 26, 2024

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Kathy Hughes, District Clerk  
Utica City School District

Mrs. Knoop made a motion; seconded by Mrs. Padula.

**No further discussion; motion passes 5-0.**

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

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## Reports of the Special Committees

### BOCES Report – President Joseph Hobika, Jr.

President Hobika, Jr.: I don't have anything to report on at this point, although we will probably have to make some choices. We are going to have to cast some votes at our next meeting.

### BOCES Executive Board – Jason Cooper

Nothing to report this month.

### Audit/Finance/Grant/Insurance Committee – Donald Dawes/ Joseph Hobika, Jr./Tennille Knoop

President Hobika, Jr: We did have a meeting.

### Capital Projects/Buildings & Grounds/Health & Safety Committee – Danielle Padula/Donald Dawes/Robert Cardillo

Mrs. Padula: We had a meeting, it was a nice one, small meeting. We went over the survey that went out to the buildings, and talked about CTE and the outdoor play learning centers. We have another meeting coming up at the end of April.

### Career & Technical Education (CTE) – Danielle Padula/Tennille Knoop/Jason Cooper

Mrs. Padula: Same thing, great meeting. We got to meet the CPR dummies, Hal and the little baby. It is always a great meeting.

Mrs. Knoop: CTE is an exciting meeting, to see everything that is coming for these students. I think everybody is going to be really impressed.

Mrs. Padula: We got to see what the rooms look like and the storage, the desks and how they're going to be, basically two learning centers but one big room with dividers, so super interesting.

Mrs. Knoop: All the furniture is red, white and black.

Mrs. Padula: Yes, very Raider pride.

### PEAC Committee – Donald Dawes /James Paul/ Jason Cooper

Nothing to report this month.

### Policy Committee – Tennille Knoop/Robert Cardillo/Joseph Hobika, Jr.

President Hobika, Jr.: We will be having a policy committee meeting coming up to discuss our athletic policy so stay tuned for that.

### Code of Conduct – James Paul/Danielle Padula/Jason Cooper

Mrs. Padula: We had a code of conduct meeting, and we have another April 9<sup>th</sup>. I think.

### Communications, Equity and Outreach – Danielle Padula/Tennille Knoop/James Paul

Nothing to report this month.



## Financial Report

### Budget Status Report – Haylee Lallier – Treasurer

Ms. Lallier: Good evening. I'm going against my report here, today we did receive the March payment for payments made through the end of February. For 21-22 school year the balance is at \$643,000 for 22-23. we have around \$978,000 and for 23-24 school year we have around \$2,670,000. For the budget status report all the lines that have significant variances, all those transfers went through. The only other thing, there was some transfers for salaries. I know Heather was working on

those and she's still working on those so it'll probably be the end of the school year for those to get fixed. Some other things going on, we had sheltered rents that were due the end of February and the end of March. I talked to Diana Khoury over at the city and she says that they haven't been received yet but she anticipates them starting to come in in April.

President Hobika, Jr: Can I just ask you something, just out of curiosity?

Ms. Lallier: Yes of course.

President Hobika, Jr.: Is this a regular occurrence at the city?

Ms. Lallier: Where they are received late, yes.

President Hobika, Jr.: Where they received late or not at all.

Ms. Lallier: No, we receive them. The last first payment that we got from the city we didn't receive until May and before that it was July.

President Hobika, Jr: When is that due?

Ms. Lallier: Each agreement is different but most of them are due the end of February and the end of March. The city waits for the facilities to report their income and they usually wait for their audit to be done to report that to the city so they say that's what causes the delay but it contradicts the language of those agreements.

President Hobika, Jr: Perhaps we may want to look into that.

Mrs. Knoop: Has it been better though and I know for anybody that's really not sure what we're talking about can you explain it so everybody, taxpayers, pay school taxes just like your city taxes city of Utica collect some for us.

President Hobika, Jr.: That's not what she's talking about.

Mrs. Knoop: No, I'm talking about for the city taxes. Are we up to date for the school taxes from the city besides the shelter rents, everything else, are we up to date now?

Ms. Lallier: So, we're always a month behind. They always pay us after the the prior month.

Mrs. Knoop: Is it getting better?

Ms. Lallier: It does seem like they're getting better, but they're still holding it for that month.

Mrs. Padula: What was the payment amount received today?

Ms. Lallier: It was \$378,924.

President Hobika, Jr.: Is there a lost interest component on that?

Ms. Lallier.: Yes, Heather might be able to speak better on that, I will let her say it.

Ms. Mowat: Two things I just want to mention. Haylee did a really great job at collecting pilots this year and pursuing the city. We had one that did not pay and she pursued it pretty actively with the Ferrara Law Firm and it has now been unassigned which means it's going back on the tax rolls. We found that the owner changed hands, the property changed hands, rather and if it wasn't for Haylee tracking that down we would be out money. It was not the city that found it, it was not the IDA that found it, it was this District that found it and it was all because of Haylee. Number two we continue to pursue

the city on property tax collection for the upcoming fall collection. I've reached out to the Mayor and several occasions. I reached out to him again today. We've met with the Bank of Utica who's willing to collect all of our taxes for us at their bank but that would mean that the cash would not be sitting in the city of Utica so they would be out that cash flow. Dr. Davis and I have both spoken with Mayor Galime on a conference call several weeks ago. He said he'd be reaching back out to us after his budget was passed we reached out to him again today because we really love the City of Utica to continue to collect our taxes and continue a positive relationship. We just don't know if that's something they're willing to contract with us to do but we're going to have to find out pretty quickly because it takes quite a bit of time just to print the performa of the tax bill before you actually enter all the information and the numbers on it. We normally go in April and have them printed so it's done timely. So, we look forward to hearing from the city. As it relates to interest, Haylee and I have been going in really spending a lot of time on cash flow and investing all of our money so we make sure we have the money available to pay our bills and payroll but also capitalizing on as much interest as we can. We've recently invested quite a bit of money in treasuries where we were earning 5%, So, every day that we don't have that money that's due us from wherever we're not able to invest it at that four and 5% She's been pretty active with going after the city and asking them where our money is just like with these shelter rent agreements. We're used to getting them, some of them, by now and like she said they're based on rental income minus certain types of utilities that's usually done by the end of December. So, every day that we're not receiving those monies we can't invest them.

Mrs. Padula: What do you need from the Board to move this? Is there anything that we can do from a Board level to move. I mean how many chances; how many attempts is too many attempts to just move on? It's the same conversations.

Ms. Mowat: The Mayor asked for a little bit of time. You know he's a new Mayor and a new budget. He did the budget himself from what I understand, with some administrative help. He just asked let him get through that budget. I know he's going to accept or veto some of the amendments that were made by the common Council last week. He asked that I reached back out to him the third week of March which I did today. I have not heard back from him. I'm sure he's just very busy, but if by your next meeting something isn't done and we haven't come to in a consensus I think we need to move forward with the Bank of Utica. One of the other things we're going to have to do if we do this with the Bank of Utica, a service that the city does perform is the actual reconciliation. Just like you have a house mortgage when you go to pay your taxes sometimes based on Mrs. Padula or is it based on the bank? Someone has to go in and I think there are close to 26,000 parcels, somebody's going to have to perform that reconciliation, whether it's us or we have someone else to help us with that assistance. We don't want to get into the position where we're collecting cash at this District. We have a lot of people that have immigrated to the city and a lot of them like to pay cash and that's the beauty of doing it at the city of Utica or the Bank of Utica.

Mrs. Padula: I was going to say is the process still going to be the same if we go to the Bank of Utica?

Ms. Mowat: Right now, the city performs reconciliation. So if you actually pay your taxes at the Bank of Utica which you can't walk up there right now, we can only do it by mailing it in, but working with Barry Sinnott he said that they would be willing to actually accept walk-ups and there's only certain days that you can do that are right up to the expiration date of the collection you'll have 30 or 40 people in that line.

President Hobika, Jr.: But it's really not the Mayor's call on this he's indicated that he would attempt to facilitate with the Comptroller and having us move our payments from the city and their use of our money for cash flow more than anything else would have a significant impact on city finances.

Ms. Mowat: For two reasons. Right now, when you go to pay your taxes at the city of Utica it goes into a bank account under the name of the city of Utica. By turning it over to the Bank of Utica that will be our account that money will go directly into our deposits so they lose the use of the cash flow for the week. They have to pay us every 5 days.

President Hobika, Jr.: Well they don't do that right?

Ms. Mowat: No, they don't but they would lose that cash flow but they also would be losing interest and penalties to some extent they still have the requirement that they have to collect late taxes on our behalf that's the requirement that the state

mandates on them as a small city. We also do pay them about \$100,000 to do tax collection for us so they would be losing quite a bit of revenue. Similar, and I'll just end with this, similar to our tax levy during the 23-24 year for the city of Utica for every 1% increase it's about \$300,000 and so they'd be losing a lot of percent from us. I find it surprising that they would be willing to do that but I agree with you Mr. President this is really on the Comptroller of the city of Utica it is not on the Mayor he is offered to step in and trying to build a consensus with the district. Dr. Davis has sent a contract over to the city on numerous occasions.

President Hobika, Jr.: How long ago was that that we sent the contract, I'm talking about the first time.

Dr. Davis: It was November we sent it to Mayor Palmieri.

Mrs. Padula: It was before the election.

Ms. Mowat: We sent it in August, before this whole thing started.

Mrs. Knoop: I think we've already had the conversation. We've invited the common council here with everybody here. We had everyone here, we asked for help and the Comptroller wasn't willing and we were told that it's not the Mayor's position to force a Comptroller, it's an elected position. So, it's just interesting for everybody to know that the school taxes that you pay go to the city and it collects interest that is supposed to go to the students. Then we get it months later after you've paid it in the meantime we've had to take out RAN loans to make sure that the school stays afloat and now we're paying interest on the RAN loan because the Comptroller refuses to give the money over. They're simply the collector that we already pay them to collect so in essence the money that you work hard for in your taxes to bring to the school to help educate these children and change your area part of that does not get delivered and the Comptroller seems just fine with no reason and no fault in that and actually came back and challenged Dr Davis a few times. So, as far as I'm concerned, I would love to work with Galime but I think we're better off moving to Bank of Utica.

Mrs. Padula: I agree, especially if we have access to those funds when we need them.

President Hobika, Jr.: I think it requires some planning. I'm just as happy to do it but we have to make sure that we plan appropriately if that is what we are going to end up having to do.

Mrs. Padula: Can we discuss this at the next meeting on the agenda?

Dr. Davis: There is a timeline that we have to have this in place. So, we'll draft up our timeline, draft up a proposal, what it could look like and then if they choose not to accept our contract then we won't have a choice, we have to move forward.

President Hobika, Jr.: We really haven't even had a counter right?

Dr. Davis: We had a counter.

Mrs. Knoop: Are we allowed to discuss that counter we received?

Ms. Gavett: We wouldn't at this time.

Mrs. Padula: Also, we're not getting the interest right we're just getting the payment we're not receiving any interest?

President Hobika, Jr.: Maybe do you want to talk about that for a second?

Ms. Gavett: We're in a little bit different situation now because Utica City School District has their tax collection separated into two tax payments. One in September and one in December. Then after that the levy is turned over to the city and the city has the ability to place liens on the property, the city will go collect the delinquent taxes. So, we've gone through the process of that initial, our largest chunk of payment, and we've received that. So now what's left, is what Haylee's talking



about the trickling in from back in 20-21, 22-23, 23-24 of the delinquent tax payments and those don't have the same requirements. So, the tax payments during regular tax cycle do have to be turned over every 5 days. The city was not doing that. Once it comes to delinquent tax payments, I don't know if the statute at that has a prescribed period and I can look to see how long they have before they have to turn those over and it's definitely not anywhere near the amount of money as your main payments, because you have a \$30 million dollars that you're collecting. I think last year we had about \$28 come in through the main tax payments and I'm not sure the exact numbers this year, it's probably pretty comparable. The last one or two million is what you see trickle in over 3 years.

President Hobika, Jr.: How much are we owed right now?

Ms. Lallier: For the 23-24 collection, \$2,000,670.

President Hobika, Jr.: So how much are we owed from the prior years?

Ms. Lallier: 21-22 is \$643,000, 22-23 \$978,000

President Hobika, Jr.: Now is that money received by them already or that's money that hasn't been paid and technically they have to advance it to us?

Ms. Lallier: They have two years.

Ms. Mowat: They will make us whole at such time as they're ready to, to the period of time is over and they're getting ready to foreclose. They have to make us whole.

Ms. Gavett: So, we don't ever lose the money entirely. The city does have an obligation to make the school district whole and go try to collect it from the taxpayer and try to foreclose from their property.

President Hobika, Jr.: So, at the time they begin the tax foreclosure, that's generally when we are getting paid?

Ms. Gavett: The city has a 2-year agreement. So, it's different for you because you're a small city school district. If it was a school district that's in a town, April 1<sup>st</sup> the county makes the school district whole, but you're just in a different process because you're a small city school district.

President Hobika, Jr.: Yeah, I just wanted to know what it was. It's not like they're collecting money from 3 years ago and didn't pay us. This is now when we get those numbers, those are amounts that have not been collected, that will subsequently be have to be paid once the tax foreclosure is brought.

Ms. Mowat: They have to pay us within two years then it's up to them when they foreclose.

President Hobika, Jr.: So, let's just say that you were talking about the December 2021. We would have to be paid whatever's owed at that time really in December 2023?

Ms. Lallier: They pay at the end of the school year.

President Hobika, Jr.: So, June of 2024?

Ms. Lallier: So, if you are talking about the 23-24.

President Hobika, Jr.: I am talking about the delinquent unpaid that they have to make us hold.

Ms. Mowat: What is the oldest right now?

Ms. Lallier: It's 21-22.

President Hobika, Jr.: Okay and when does that have to be paid to the school district?

Ms. Lallier: They have been paying, so it'll be the end of this school year that it'll be paid off.

President Hobika, Jr.: So, by the end of June 2024 that year should be wiped out?

Ms. Lallier: Yes.

President Hobika, Jr.: Then the following year it will be June 2025 for the 22-23 school year? I just think we just need to be educated on it so that we don't have people going off without a full understanding of how that works. So, there is a part of it that they are fully entitled to hold back. Our big issue is the current payments and the interest that we would be earning and any penalty. I don't know if there was a custom in practice for penalties and interest paid on delinquent but paid taxes and that they collected that plus the fee that we gave them and we were looking to try to figure out a way to codify that in a contract, which should have been done many, many years ago. Now we're actually looking and I think what started it was that Dr. Davis asked for the contract between the city and the school district and people said what contract and that is when we produced a contract and sent it there that's how this happened. So that's what started the dialogue and we just have not really been able to get into a room with the individual that actually gets to make the call on this to have an open discussion and try to resolve it, is that fair to say?

Ms. Gavett: Yes, so the issue is the collection period, that's going to be September through December. That's where we have the biggest issue and that's where the bulk of your revenue comes in.

President Hobika, Jr.: Right. Okay so the failure to come to some kind of agreement by the city basically puts us into a position where we may end up having to do a lot of things.

Ms. Mowat: Yes, just getting everything set up with the Bank of Utica. The reconciliation, it's very time-consuming process. You have to match up parcel numbers and names and dollar amounts. What happens if your bill is \$1,000 and you pay \$1,200? Do we cash the check and refund them \$200? Do we just send the check back? Where do we send the check? Is it the right address? What if you don't pay enough? Do we cash the check or don't we? There's a lot of those kind of questions that we're now going to have to make arbitrary decisions on and so we've had a good working relationship with the city of Utica. It was just a shame that we tripped over very early, basically because we asked the basic question how are collections? Well what collections, right at the beginning of September. So, we've had a very mutually cooperative relationship. So now we ask they've had our cash flow and to Mrs. Knoop's point we had to RAN, RAN for the past couple of decades.

President Hobika, Jr.: RAN - revenue anticipation note for anybody that wants to know what that is.

Mowat: To the tune of \$200,000 to \$300,000 in interest a year. That's 1 percentage point and so now we've asked for our money and instead of how can we have a mutual cooperative relationship, we get we're not going to do it and don't send this contract.

Mrs. Knoop: It would be interesting to know the amount of money that we made every year on the RAN compared to what we receive from school taxes. When you subtract that, the interest, that we're paying on this RAN based on what we get how much money basically that goes from the taxpayers it doesn't even really come here or go towards any of the education.

Mrs. Padula: That's my main issue too.

President Hobika, Jr.: I think that we've had a nice discussion about this and we'll come up with a plan and hopefully our prayers will be answered.

Ms. Lallier: Heather mentioned that all pilots have been received and settled. We had a meeting on scholarships.

President Hobika, Jr.: Oh, how did that go?

Ms. Lallier: I think well. Dr. Davis and Ms. Mowat were there, also the principal at Proctor and our senior bookkeeper.

Ms. Mowat: So, Nicole Ferraro has been handling the scholarship programmatic portion and Haylee takes care of the banking. What we've noticed is we have quite a few that we haven't paid out over the years that are sitting; \$10, \$15, \$20 that only the interest can be used. So, we're not going to pay them out for many, many years. Last we met as a group Nicole isolated which ones we should be focused on under \$2,000. We're going to see if we can group them by, group. We have another young lady Gina Chambrone in our office who's reaching out to any of the older members of those groups. I mean some of these go back to the early 1900s. If we can find someone that is somehow related to this if not we're going to be reaching out through Dr. Davis to Ferrara to see what we can do to combine them. The scholarships are the class of 1929 can we combine that with a class of 1982 so we can give those funds out and get them out the door? We've also recognized the Community Foundation is also sitting on some funds that they regularly give away. The next couple months we will be coming back to you reporting on all of that so you can see a complete list, how much money is there, how much money is being given away annually and what we're proposing to the Board of Education moving forward.

President Hobika, Jr.: We're not requiring the senior class to kick in money out of the money that they raised right?

Dr Davis: No.

President Hobika, Jr.: I just wanted to make sure.

Dr Davis: Not as long as I get a say.

President Hobika, Jr: Well we know that is not going to happen, for sure. Thank you, Haylee, and thank you Heather.

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#### **Approval of Minutes**

Mr. Knoop made a motion to approve the following minutes; seconded by Mr. Cooper.

- March 5, 2024 – Special Meeting
- March 5, 2024 – Special Meeting

**No further discussion; motion passes 5-0.**

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#### **Continuing Business**

**None**

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#### **New Business**

Mrs. Padula: We got this today, 3,600 plus students and chaperones will be attending the Women's World Championship. I just want to thank teachers, and the principals and Dr. Davis, along with the Women's World Championship for allowing our children to go. That's a huge number. It is open to grades 2 through 12. I think it is so important for our area It's a huge thing. I know field trips can be so fun for the students and a lot of work for the chaperones and the parents and buildings, but Utica always shows up. The Raiders always show up, and we're really in the community. I am just thankful that we had the funding to send our students and that the principals and teacher signed up to go. So, I really appreciate that.

President Hobika, Jr.: Thank you. I just want to publicly thank everybody, parents, stakeholders, union members, administrators, anybody that has taken the time to participate in our forums for the Superintendent search. We really appreciate the contributions that everybody is making and the efforts that everybody is making, and the fact that you are

taking time out of your busy schedules to participate. I also want to thank and encourage everybody to come to our budget workshops and presentations that will be conducted by Dr. Davis and Heather Mowat. Its going to be absolutely riveting with all kind of great information and administrative accounting information that will give you a better understanding of the adjustments that we've made in our budgeting and our accounting that actually is getting more money for the kids. I think that, I know that it makes me feel good about what we are doing here, and I just want to thank you guys for everything that you do. But I do want to encourage parents and anyone that is interested, taxpayers, anybody to come to those meetings. This is about the ninth month or so of this term, I think you can see that we actually discuss our finances in public and we try to explain what we are doing and why we're doing it. I think that it is a breath of fresh air for the community. I think that you can see we spend time, we ask questions, we try to understand all the things that are going on, especially with budget transfers, how the budget process is arrived at, what goes into the budget. I'll call it lucky that we haven't had to do an increase this year of the taxes. We take this stuff seriously and we listen to the professionals that we deal with and the department heads that we deal with and try to understand how everything works. I just want to commend my fellow board members for taking an interest and spending time thinking about things. We are lucky we have good leadership in our administration and that makes it a little bit easier in terms of being a board member. So, you have someone that can explain it in 15 different ways. It's actually not just one person, there are multiple people that can do that. I think we're very lucky as a district and I think we are growing, we're strengthening everything that is going on. I just want to thank everybody, especially Dr. Davis who has taught all of us how to be better board members, more prepared, better administrators, and frankly better community members. I think she deserves a round of applause, honestly.

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### Communication

President Hobika, Jr. asked for a motion to change the April 23, 2024 Regular meeting to April 15, 2024.

Mrs. Padula made a motion; seconded by Mr. Cooper.

President Hobika, Jr.: That will be located here and at our standard time.

**No further discussion; motion passes 5-0.**

President Hobika, Jr. asked for a motion to change the May 28, 2024 Regular meeting to May 15, 2024.

Mrs. Knoop made a motion; seconded by Mr. Cooper.

President Hobika, Jr.: That will be located here and at our standard time.

**No further discussion; motion passes 5-0.**

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### Adjournment

Mrs. Padula made a motion to adjourn the March 26, 2024, Regular Meeting; seconded by Mrs. Knoop.

The March Special Meeting was adjourned at 8:29 p.m.

There being no further discussion; **motion carried 5-0.**

Respectfully transcribed and submitted,

STEPHANIE LYNESS  
Assistant Board Clerk

DRAFT