

**BOARD OF EDUCATION  
UTICA CITY SCHOOL DISTRICT  
SPECIAL MEETING – MARCH 5, 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, James Paul , Jason Cooper

BOARD MEMBERS ABSENT: Robert Cardillo

STUDENT REPRESENTATIVE: Kler Kler Gay Moo

ADMINISTRATORS PRESENT: Dr. Kathleen Davis, Interim Superintendent, Joseph Shields, Esq., Steve Falchi, Mike Ferraro, Sara Klimek, Andre Paradis, Trina Falchi, Erica Schoff, Judeanne Rockford, Vincent Perrotta, Heather Mowat, Michele Hall, Kathy Hughes

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**Public Comment to the Board of Education  
None**

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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.

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**Discussions**

**Capital Updates – Mike Visconti, Fiscal Advisors, Justin Shaffer, Project Manager, LaBella Associates, & Kevin Rademacher, LaBella Associates**

Mr. Visconti, Mr. Shaffer and Mr. Rademacher presented capital updates.

**Questions from Board Members:**

President Hobika, Jr.: I have a question about that (building a new bus garage), have you identified sites for that yet?

Mr. Shaffer: We've been in brief discussions, I don't believe we've landed on the final site yet.

Dr. Davis: We have a vendor right now that we're leasing from that has property that he wants us to walk. So, I'll try to ask the Board Capital Committee and any other Board members that want to join us. The individual was out of state so I haven't been able to physically walk that yet but apparently there's enough land that we're going to look at that.

President Hobika, Jr.: Outstanding.

President Hobika, Jr.: Mike, I am sure that there are people out there that are saying why do we need to take all this debt on, why don't we just pay it all off? Once it gets paid off, then we won't have any debit, we won't have any debt service to pay, because that is how you would want to run your household, right?

Mr. Visconti: Correct.

President Hobika, Jr.: Tell me, or maybe you can explain why this is beneficial to the district and what it does for our students by doing this.

Mr. Visconti: Every district across New York State, if you don't maintain your facilities, your facilities start to essentially decline. Now you're going in and you're getting behind the eight ball, right. You ignore your facilities, you pay off your debt.

Not only do you lose your debt service, it's a hard hill to come back from. So, think about it like a car payment, you pay off your car payment, say it's \$500 a month, okay great now you take on something else that's \$500 a month, doesn't matter what it is. Your car breaks down. Now you're owing that \$500 for whatever it is you took to replace the \$500 car payment now you have to go get another car. That's how you get behind the eight ball. So, by keeping level debt and keeping your facilities up to speed and utilizing the recycling maximum cost allowances, you will be able to keep the children's school environment up to par and up to snuff. You'll also be able to, and I know it sounds funny, but maintain that debt and maintain that local share will be able to keep your facilities up to speed with neighboring districts.

Dr. Davis: Can you tell us what the state aid, building aid is?

Mr. Visconti: 98%

Dr. Davis: So, basically, it's for every dollar.

Mr. Visconti: If it's aid eligible the State is reimbursing .98 cents on the dollar. So, it just makes sense to undertake these projects when you're looking at overall aid ability.

President Hobika, Jr.: Is at best practice?

Mr. Visconti: Yes. I've been in situations where districts have decided to pay cash for projects time and time again. You can't keep up with it, with your facilities, with a district this size paying cash for the improvements. So, yes, it is best practice. Even for smaller districts, if you're going to look at your neighboring districts, those districts that are doing say maybe those small \$5-\$10 million projects and letting the aid maximum cost allowance reset every 5 years and ongoing work, that ongoing work keeps your facilities up to speed. Your bus garage, unlike your other buildings, they aren't really capped at maximum cost allowance. Looking at when we say building aid units, how many students in spaces are in the building, that's utilizing the full district's capacity. So as long as you're not building the Taj Mahal of bus garages you'll be able to do this basically paying .2 cents on the dollar for a new bus garage.

President Hobika, Jr.: Anybody else have any questions for Mike? Thank you, Mike.

Dr. Davis: Thank you. Thank you for your efforts, you have done a lot of work, so appreciate it.

### **Superintendent Updates**

Dr. Davis and Administrators presented an update.

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

President Hobika, Jr.: Is that for us to Mike (KnowBe4 training)?

Mr. Ferraro: Yes, it is. If you have a school email then we require you to do it. It is 45 minutes long and helps you identify when you get those spam emails, it's pretty helpful.

President Hobika, Jr.: I just have one question (Ms. Rockford).

Ms. Rockford: Yes?

President Hobika, Jr.: What efforts are we making to increase recruitment and participation of our children, our community's children, so that we can get a head start on advancing their reading skills?

Ms. Rockford: Ok, I knew you were going to ask me that question Mr. Hobika, I don't know why, but I am prepared. We have actually quite a long list to share with you on what we are doing. What you're asking is how are we reaching out to the families to get them involved in our UPK classrooms? Is that what you are asking?

President Hobika, Jr.: I am asking that, and to encourage more participation.

Ms. Rockford: So, our R4K Family School navigator, her name is Kristen Tobiason, her and I are working very closely together to really get out into the community. We're working with Community Action Agency to plan enrollment events. We're working with elementary schools identifying younger siblings. We're working with community agencies to identify non-school-aged children enrolled in child care programs. We've posted flyers in the community to promote UPK and obviously we have our registration events and will have similar UPK registration events there.

President Hobika, Jr.: Are we doing anything with the Oneida County Department of Social Services?

Ms. Rockford: Yes,

President Hobika, Jr.: Because those are the real at risk right?

Ms. Rockford: Right, so, Mohawk Valley Head Start really has been; I've been working closely with Michelle Kelly, she is the director there. She has a great team who also reaches out to those families and try to create awareness. We have flyers from MVCAA that are actually in several different language's Arabic, Burmese, Karen, Russian, Somali, Spanish, all these different diversities, trying to reach all the people in the Utica City to really communicate and educate parents in all parts of Utica to really understand the importance of going to school, the importance of getting ready for kindergarten. What I'm finding is that some parents just don't want to send their child to UPK and would rather keep them home another year and send them to kindergarten. So that's something that we are focusing on to really respect their traditions and their philosophies but also try to give them the understanding and importance of it, of early intervention, that exposure at an early age. We've actually used a different media outlet as well. I used the Mug Club at WKTV and I was on Talk of the Town for the first time ever which was a lot of fun. So, just doing things like that and getting out into the community but again Kristen Tobiason has been doing a great job really getting out there and just going all over to hospitals, different support centers and working with agencies that I just mentioned RCIL, Cooperative Extension those kinds of things that really have those networks to reach out to people we're using them as well.

President Hobika, Jr.: Thank you.



### **Presentations**

#### **Superintendent's Search – Dr. Patricia Kilburn, District Superintendent - Oneida-Herkimer-Madison BOCES**

Dr. Kilburn made a presentation on the Superintendent search.

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

President Hobika, Jr.: Trish can I ask a question about that (national and statewide advertising for a Superintendent)? So, if we did a national campaign, which I understand that is what you are saying, do you have to be licensed in New York? Is that a hard thing to do if you're coming in?

Dr. Kilburn: It depends on the state. There can be a barrier. There are some states, depending on the education that particular superintendent may have had, where it is going to be hard for them to cross license. Then that candidate won't be able to continue, but there are a lot of states where that wouldn't be the case. There is no established reciprocity. So, I can't tell you if they are a superintendent in Jersey, no problem. I can tell you if there is a superintendent in Jersey, good chance, but it really depends on the individual's transcript. So, what happens when you have someone who is out of state and they are interested in the job, when I would do an initial screening I would say I am going to put you in touch with the regional certification officer. That person does their transcript review and they usually give a letter back that says this person is under review and should, it looks like they are going to be able to be certified.

Dr. Kilburn: Don, are you ok, you are shaking your head.

Mr. Dawes: No, I have been through this, I think 4 other times.

Dr. Kilburn: You have, you know it

Mr. Dawes: Its basically the same thing that we have done before.

President Hobika, Jr. asked for a motion to approve Dr. Patricia Kilburn, Oneida BOCES District Superintendent as the search consultant for the Utica City School District Superintendent Search.

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

President Hobika, Jr.: Any discussion?

Mrs. Knoop: Just thank you for all the details, for coming in and really, thank you for coming in so everybody in the community can see exactly what is going on. I know there has been a lot of questions, so thank you for the time that you have put in, it is appreciated.

**No further discussion, motion passes 6-0**

**Bold's Election Management System – Guadalupe Roldan, Sales/Training Coordinator**

Ms. Roldan made a presentation on Bolds Election Management System

**Questions from Board Members:**

President Hobika, Jr.: Training?

Ms. Roldan: Yes, training is included. If your poll workers are from the county, its very, very similar to what the county uses. So, once they see it, they are like, oh, that's it I do this all the time. So, we found that it is very easy to train, but yes training is definitely included.



**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:**

None



**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:

Mr. Cooper	Page 34, P – 31 Resolution for Per Diem Substitutes	PULL
President Hobika, Jr.	Page 38, S – 288 Resolution for District Reorganization	PULL
President Hobika, Jr.	Page 39, S – 289 Resolution to approve the Settlement Agreement between the Utica City School District and national Building & Restoration Corporation	PULL

Dr. Davis, Interim Superintendent presented the Superintendent's Report dated March 5, 2024 to the Board of Education for approval with the following changes:

S – 266	Utica City School District 2024 – 2025 School Calendar	PULL
S – 286	Application for Extended Field Trip – Proctor High School	DATE CORRECTION
S – 288	Resolution for District Reorganization	ADDITION
S – 289	Resolution to approve the Settlement Agreement between the Utica City School District and National Building & Restoration Corporation	ADDITION
S – 290	Appointment of Impartial Hearing Officer – Brad Rosken (per Board Policy #8506.1)	ADDITION
S – 291	Appointment of Impartial Hearing Officer – James Walsh (per Board Policy #8506.1)	ADDITION

**SUPERINTENDENT'S REPORT****SPECIAL MEETING****MARCH 5, 2024****FOR ACTION**

Page #

S – 266	Utica City School District 2024-2025 School Calendar – <b>PULLED</b>	3 – 4
S – 267	American Rescue Plan Elementary and Secondary school Emergency Relief (ARP ESSER) Part 2 – Fund Amendment #3	5 – 6
S – 268	Resolution to Nominate Joseph Hobika, Jr. for the Office on the Oneida-Herkimer- Madison BOCES Board of Cooperative Educational Services (BOCES)	7
S – 269	Agreement between the Utica City School District and Paragon Environmental Construction, Inc.	8
S – 270	Agreement between the Utica City School District and LaBella Associates, DPC – 2024 Building Condition Survey (BDS)	8
S – 271	Resolution Awarding Contract for Capital Construction Project – John F. Kennedy Field Storage Building	9 – 10
S – 272	Resolution Awarding Contract for Capital Construction Project – Donovan Middle School Storage Building Addition	11 – 12
S – 273	Resolution Awarding Contract for Capital Construction Project – Donovan Middle School Roof Reconstruction	13 – 14
S – 274	Resolution Awarding Contract for Capital Construction Project – Conkling Elementary School, Kernan Elementary School, Donovan Middle School, and Columbus Elementary School – Paving	15 – 16
S – 275	Resolution Awarding Contract for Capital Construction Project – Hughes Elementary School and Jones Elementary School – Paving	17 – 18
S – 276	Resolution Awarding Contract for Capital Construction Project – Jefferson Elementary School and John F. Kennedy Middle School – Paving	19 – 20
S – 277	Resolution Regarding State Environmental Quality Review (SEQRA)	21
S – 278	Approval of Single Audit and Correction Action Plan (CAP)	22
S – 279	Approval of Risk Assessment and Corrective Action Plan (CAP)	22
S – 280	Approval and Adoption of Policies	22
S – 281	Amended Field Use Agreement between the Utica City School District and the Oneida County Sports Facility Authority	22
S – 282	Data Sharing and Confidential Agreement between the Utica City School District and the State University of New York System Administration (SUNY)	22
S – 283	Application for Extended Field Trip – Kennedy Middle School	23
S – 284	Application for Extended Field Trip – Proctor High School	23
S – 285	Application for Extended Field Trip – Proctor High School	23

S – 286	Application for Extended Field Trip – Proctor High School – <b>DATE CORRECTION</b>	24
S – 287	Application for Extended Field Trip – Proctor High School	24
S – 288	Application for Extended Field Trip – Proctor High School	25

**FOR ACTION**

B – 57	Disposal of Technology Resource Items	26
B – 58	Budget Transfer – Teacher – BOCES	27
B – 59	Budget Transfer – Curriculum Development – Salaries	28
B – 60	Budget Transfer – Custodial Operations	29
B – 61	Budget Transfer – Maintenance of Plant – Building Repairs	30
B – 62	Budget Transfer – Business Administration – Postage	31

**FOR ACTION**

P - 31	Unpaid Leave of Absence	32
	Changes of Assignment	32
	Resolution for Probationary Appointments	33
	Resolution for Substitute Teaching Assistant	33 – 34
	Resolution for Per Diem Substitutes	34
	Appointments	34 – 35
	Mentors/Mentees for 2023-2024	35

**FOR INFORMATION**

P – 32	Resignations	36
	Unpaid Leaves of Absence	36
	Change in Effective Dates of an Unpaid Leave of Absence	37

**MOTIONS FROM THE FLOOR**

S – 288	Resolution for District Reorganization	38
S – 289	Resolution to approve the Settlement Agreement between the Utica City School District and National Building & Restoration Corporation	39
S – 290	Appointment of Impartial Hearing Officer – Brad Rosken (per Board Policy #8506.1)	40
S – 291	Appointment of Impartial Hearing Officer – James Walsh (per Board Policy #8506.1)	40
S – 292	Resolution appointing Dr. Patricia Kilburn, District Superintendent, Oneida-Herkimer-Madison BOCES as the search consultant for the Utica City School District’s Superintendent search	41

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 266**

**PULLED**

**SUBJECT:**

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

Authorization is requested of the Board of Education to 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	1	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. 29	Superintendent's Conference Day
Sept. 2	Labor Day	Oct. 14	Columbus Day	Sept. 3	Superintendent's Conference Day
Oct. 14	Columbus Day	Nov. 11	Veterans' Day (Observed)	Sept. 4	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	April 18	Good Friday	June 4, 10, 17-18, 20, 23-25	Regents Exam
April 18	Good Friday	April 21-25	Spring Recess		
May 26	Memorial Day	May 26	Memorial Day	June 26-27	Regents Rating Days
June 19	Juneteenth	June 19	Juneteenth	June 27	Last Day for All Students
				June 27	High School Graduation

REPORT CARD PERIOD ENDS	INSERVICE 1/2 DAYS Elementary K-6	NUMBER OF STUDENT ATTENDANCE DAYS			
November 8	June 12 Rating Day	September-19			February-15
January 27	June 17 Rating Day	October-22			March-21
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 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

**FOR ACTION**

**Volume LVIII**

**Report No. S – 267**

**SUBJECT:**

**American Rescue Plan Elementary and Secondary School  
Emergency Relief (ARP ESSER) Part 2 –  
Fund Amendment #3**

Authorization is requested to approve the New York State American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Part 2 – Fund Amendment #3 with the following changes below with a total budget remaining at \$58,254,402.

**BUDGET:** American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER Part 2 - Funding Period: March 13, 2020 - September 30, 2024)

Code	Amend 2 Budget January 2024	Difference	Amend 3 Budget February 2024
15	\$6,796,928	-\$1,756,876	\$5,040,052
16	\$19,725	\$0	\$19,725
40	\$23,480,582	-\$9,690,000	\$13,790,582
45	\$18,681,299	\$670,000	\$19,351,299
46	\$90,947	\$0	\$90,947
49	\$0	\$10,776,876	\$10,776,876
80	\$2,378,626	\$0	\$2,378,626
20	\$6,806,295	\$0	\$6,806,295
	\$58,254,402	\$0	\$58,254,402

Description of Item	Amend 2 Expenditure	Cost Calculation	Difference	Amend 3 Expenditure
<b>CODE 15: Teacher Salaries</b>				
Teacher Salaries	\$5,546,575	Salaries for Reading/AIS Teachers, ENL Teachers, Classroom Teachers, and Guidance Counselors	-\$1,756,876	\$3,789,699
		<b>Total</b>	<b>-\$1,756,876</b>	
<b>CODE 40: Purchase Services</b>				
School-Based Health and Mental Wellness services [Activity 14]	\$2,700,000	Reclassification to code 49	-\$2,100,000	\$600,000

Social-Emotional Support	\$6,000,000	Reclassification to code 49	-\$6,000,000	\$0
Social- Emotional Support	\$2,380,000	Reclassification to code 49	-\$2,380,000	\$0

Cont'd

College Preparation and Social-Emotional Learning	\$210,000	Reclassification to code 49	-\$210,000	\$0
District-Wide Security Upgrade Installation. Costs include materials, installation, and labor. [Activity 20]	\$1,215,000	Security monitoring system upgrades (358 units x \$2,793.30). This is the increased cost calculation for additional work over the original approved FS-10's.	\$1,000,000	\$2,215,000
		<b>Total</b>	<b>-\$9,690,000</b>	
<b>CODE 45: Supplies and Materials</b>				
Additional Learning Materials for Learning Loss	\$80,000	9,760 students x \$15.37. Total cost of all additional learning materials.	\$70,000	\$150,000
Special Education Learning Material	\$45,000	300 students x \$333 = \$100,000. Demonstrates increased cost from Amendment 2.	\$100,000	\$145,000
Classroom flexible seating	\$680,000	13 buildings x 1,200 x \$75.64. Represents total cost of all classroom flexible seating.	\$500,000	\$1,180,000
		<b>Total</b>	<b>\$670,000</b>	
<b>CODE 49: BOCES Services</b>				
OHM BOCES-Safe Schools Mohawk Valley	\$0	\$900,000 x 3 years	\$2,100,000	\$2,100,000
OHM BOCES-iCAN	\$0	9,600 students x \$625 for 1 year	\$6,000,000	\$6,000,000
OHM BOCES-Hillside Community Agency	\$0	4,800 students x \$496 for 1 year	\$2,380,000	\$2,380,000
OHM BOCES-OnPoint for College	\$0	1,400 students x \$150 for 1 year	\$210,000	\$210,000
OHM BOCES-Teachers Assistance	\$0	10 elementary buildings x \$8,687.60 per building	\$86,876	\$86,876
		<b>Total</b>	<b>\$10,776,876</b>	

This budget is predicated on New York State Education Department's program approval and may be modified based on NYSED Grants Finance review.

**SUBJECT: Resolution to Nominate Joseph Hobika, Jr. for the Office on the Oneida-Herkimer-Madison BOCES Board of Cooperative Educational Services (BOCES)**

Authorization is requested of the Board of Education to approve the resolution to nominate Joseph Hobika, Jr., for the Office on the Oneida-Herkimer-Madison BOCES Board of Cooperative Educational Services (BOCES).

Date: March 5, 2024

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Kathy Hughes, Board Clerk  
Utica City School District

**FOR ACTION: Volume LVIII Report No. S – 269**

**SUBJECT: Agreement between the Utica City School District and Paragon Environmental Construction, Inc.**

Authorization is requested of the Board of Education to approve the agreement dated February 14, 2024 between the Utica City School District and Paragon Environmental Construction, Inc., for Soil Remediation Services at Kernan Elementary School.

**FOR ACTION: Volume LVIII Report No. S – 270**

**SUBJECT: Agreement between the Utica City School District and LaBella Associates, DPC**

Authorization is requested of the Board of Education to approve the agreement dated February 13, 2024 between the Utica City School District and LaBella Associates, DPC for the district's 2024 Building Condition Survey (BCS) and five-year plan.

**FOR ACTION: Volume LVIII Report No. S – 271**

**SUBJECT: Resolution Awarding Contract for Capital Construction Project – John F. Kennedy Field Storage Building**

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

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

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") solicited bids from prime contractors for construction services in conjunction with its John F. Kennedy Field Storage Building, Reconstruction SED #41-23-00-01-7-006-001 (the "Project"); and

WHEREAS, bids were received and publicly opened on February 22, 2024; and

WHEREAS, the Project Construction Manager reviewed the bids and bidders' qualifications for the Project, discussed the Project with the lowest responsible bidder and by letter dated February 28, 2024, recommends award of a contract to the following lowest responsible bidder: Beebe Construction Services, Inc.; and

WHEREAS, the Board of Education accepts the recommendation of the Project Construction Manager and determines that it is in the best interest of the School District to accept the bid and award the contract as set forth herein;

NOW THEREFORE, the Board of Education hereby resolves to award the following contract for the Project:

1. Award of contract to the low bidder, Beebe Construction Services, Inc., in the following amount \$73,000.00.
2. The Board hereby authorizes its President or the Superintendent of Schools to execute a contract and related documents in compliance with this Resolution with such provisions other than a material increase in the scope of the work or the approved amount as may be approved by the Superintendent of Schools and the District's 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 and comply with all applicable laws, regulations, and executive orders relating to the contract or the Project, and do all other acts as may be necessary, or in the opinion of the District's legal counsel, desirable or proper to effectuate the purposes of the foregoing Resolution.
3. Upon approval by the Board of Education, 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 5, 2024, was called to order by its President and upon roll being called, the following members were:

**PRESENT:**  
**ABSENT:**

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

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

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

Member Name:	Aye/Nay/Absent:
_____	_____
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Dated: March 5, 2024

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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 272**

**SUBJECT:**

**Resolution Awarding Contract for Capital Construction Project – Donovan Middle School Storage Building Addition**

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

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

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") solicited bids from prime contractors for construction services in conjunction with its Donovan Middle School Storage Building Addition - SED #41-23-00-01-0-031-011 (the "Project"); and

WHEREAS, bids were received and publicly opened on February 22, 2024; and

WHEREAS, the Project Construction Manager reviewed the bids and bidders' qualifications for the Project, discussed the Project with the lowest responsible bidder and by letter dated February 28, 2024, recommends award of a contract to the following lowest responsible bidder: Beebe Construction Services, Inc.; and

WHEREAS, the Board of Education accepts the recommendation of the Project Construction Manager and determines that it is in the best interest of the School District to accept the bid and award the contract as set forth herein;

NOW THEREFORE, the Board of Education hereby resolves to award the following contract for the Project:

1. Award of contract to the low bidder, Beebe Construction Services, Inc., in the following amount \$244,500.00.
2. The Board hereby authorizes its President or the Superintendent of Schools to execute a contract and related documents in compliance with this Resolution with such provisions other than a material increase in the scope of the work or the approved amount as may be approved by the Superintendent of Schools and the District's 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 and comply with all applicable laws, regulations, and executive orders relating to the contract or the Project, and do all other acts as may be necessary, or in the opinion of the District's legal counsel, desirable or proper to effectuate the purposes of the foregoing Resolution.
3. Upon approval by the Board of Education, 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 5, 2024, was called to order by its President and upon roll being called, the following members were:

**PRESENT:**

**ABSENT:**

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

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

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

Member Name:

Aye/Nay/Absent:

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Dated: March 5, 2024

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Kathy Hughes, District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 273**

**SUBJECT:**

**Resolution Awarding Contract for Capital Construction Project – Donovan Middle School Roof Reconstruction**

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

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

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") solicited bids from prime contractors for construction services in conjunction with its Donovan Middle School Roof Reconstruction Project SED #41-23-00-01-0-031-009 (the "Project"); and

WHEREAS, bids were received and publicly opened on February 22, 2024; and

WHEREAS, the Project Construction Manager reviewed the bids and bidders' qualifications for the Project, discussed the Project with the lowest responsible bidder and by letter dated February 28, 2024, recommends award of a contract to the following lowest responsible bidder: Mid-State Industries, Ltd.; and

WHEREAS, the Board of Education accepts the recommendation of the Project Construction Manager and determines that it is in the best interest of the School District to accept the bid and award the contract as set forth herein;

NOW THEREFORE, the Board of Education hereby resolves to award the following contract for the Project:

1. Award of contract to the low bidder, Mid-State Industries, Ltd., in the following amount of \$978,811.00.
2. The Board hereby authorizes its President or the Superintendent of Schools to execute a contract and related documents in compliance with this Resolution with such provisions other than a material increase in the scope of the work or the approved amount as may be approved by the Superintendent of Schools and the District's 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 and comply with all applicable laws, regulations, and executive orders relating to the contract or the Project, and do all other acts as may be necessary, or in the opinion of the District's legal counsel, desirable or proper to effectuate the purposes of the foregoing Resolution.
3. Upon approval by the Board of Education, 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 5, 2024, was called to order by its President and upon roll being called, the following members were:

**PRESENT:**  
**ABSENT:**

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

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

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

Member Name:

Aye/Nay/Absent:

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Dated: March 5, 2024

\_\_\_\_\_

Kathy Hughes, District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 274**

**SUBJECT:**

**Resolution Awarding Contract for Capital  
Construction Project – Conkling Elementary School, Kernan  
Elementary School, Donovan Middle School, and Columbus  
Elementary School – Paving**

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

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

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") solicited bids from prime contractors for construction services in conjunction with its Conkling Elementary School, Kernan Elementary School, Donovan Middle School, Columbus Elementary School Project (the "Project"); and

WHEREAS, bids were received and publicly opened on February 27, 2024; and

WHEREAS, the Project Construction Manager reviewed the bids and bidders' qualifications for the Project, discussed the Project with the lowest responsible bidder and by letter dated March 1, 2024, recommends award of a contract to the following lowest responsible bidder: Central Paving, Inc.; and

WHEREAS, the Board of Education accepts the recommendation of the Project Construction Manager and determines that it is in the best interest of the School District to accept the bid and award the contract as set forth herein;

NOW THEREFORE, the Board of Education hereby resolves to award the following contract for the Project:

1. Award of contract to the low bidder, Central Paving, Inc., in the following amount: \$465,860.00.
2. The Board hereby authorizes its President or the Superintendent of Schools to execute a contract and related documents in compliance with this Resolution with such provisions other than a material increase in the scope of the work or the approved amount as may be approved by the Superintendent of Schools and the District's 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 and to comply with all applicable laws, regulations, and executive orders relating to the contract or the Project, and to do all other acts as may be necessary, or in the opinion of the District's legal counsel, desirable or proper to effectuate the purposes of the foregoing Resolution.
3. Upon approval by the Board of Education, 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 5, 2024, was called to order by its President and upon roll being called, the following members were:

**PRESENT:**

**ABSENT:**

The attached Resolution, which was offered by \_\_\_\_\_ and seconded by

\_\_\_\_\_ at the said meeting, was approved by a unanimous vote of the Board of Education.

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



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

Member Name:	Aye/Nay/Absent:
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Dated: March 5, 2024

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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 275**

**SUBJECT:**

**Resolution Awarding Contract for Capital Construction Project – Hughes Elementary School and Jones Elementary School – Paving**

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

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

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") solicited bids from prime contractors for construction services in conjunction with its Hughes Elementary School and Jones Elementary School Project (the "Project"); and

WHEREAS, bids were received and publicly opened on February 27, 2024; and

WHEREAS, the Project Construction Manager reviewed the bids and bidders' qualifications for the Project, discussed the Project with the lowest responsible bidder and by letter dated March 1, 2024, recommends award of a contract to the following lowest responsible bidder: Costello Blacktop Paving, Inc.; and

WHEREAS, the Board of Education accepts the recommendation of the Project Construction Manager and determines that it is in the best interest of the School District to accept the bid and award the contract as set forth herein;

NOW THEREFORE, the Board of Education hereby resolves to award the following contract for the Project:

1. Award of contract to the low bidder, Costello Blacktop Paving, Inc., in the following amount: \$583,466.00.

2. The Board hereby authorizes its President or the Superintendent of Schools to execute a contract and related documents in compliance with this Resolution with such provisions other than a material increase in the scope of the work or the approved amount as may be approved by the Superintendent of Schools and the District’s 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 and to comply with all applicable laws, regulations, and executive orders relating to the contract or the Project, and to do all other acts as may be necessary, or in the opinion of the District’s legal counsel, desirable or proper to effectuate the purposes of the foregoing Resolution.
3. Upon approval by the Board of Education, 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 5, 2024, was called to order by its President and upon roll being called, the following members were:

**PRESENT:**

**ABSENT:**

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

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

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

Member Name:

Aye/Nay/Absent:

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Dated: March 5, 2024

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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 276**

**SUBJECT:**

**Resolution Awarding Contract for Capital Construction Project – Jefferson Elementary School**

**and John F. Kennedy Middle School – Paving**

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

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

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") solicited bids from prime contractors for construction services in conjunction with its Jefferson Elementary School and John F. Kennedy Middle School Project (the "Project"); and

WHEREAS, bids were received and publicly opened on February 27, 2024; and

WHEREAS, the Project Construction Manager reviewed the bids and bidders' qualifications for the Project, discussed the Project with the lowest responsible bidder and by letter dated March 1, 2024, recommends award of a contract to the following lowest responsible bidder: Costello Blacktop Paving, Inc.; and

WHEREAS, the Board of Education accepts the recommendation of the Project Construction Manager and determines that it is in the best interest of the School District to accept the bid and award the contract as set forth herein;

NOW THEREFORE, the Board of Education hereby resolves to award the following contract for the Project:

1. Award of contract to the low bidder, Costello Blacktop Paving, Inc., in the following amount: \$451,489.00.
2. The Board hereby authorizes its President or the Superintendent of Schools to execute a contract and related documents in compliance with this Resolution with such provisions other than a material increase in the scope of the work or the approved amount as may be approved by the Superintendent of Schools and the District's 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 and to comply with all applicable laws, regulations, and executive orders relating to the contract or the Project, and to do all other acts as may be necessary, or in the opinion of the District's legal counsel, desirable or proper to effectuate the purposes of the foregoing Resolution.
3. Upon approval by the Board of Education, 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 5, 2024, was called to order by its President and upon roll being called, the following members were:

**PRESENT:**

**ABSENT:**

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

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

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

Member Name:

Aye/Nay/Absent:

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Dated: March 5, 2024

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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 277**

**SUBJECT:**

**Resolution Regarding State Environmental  
Quality Review (SEQRA)**

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

**RESOLUTION REGARDING  
STATE ENVIRONMENTAL QUALITY REVIEW (SEQRA)**

WHEREAS, the Board of Education of the Utica City School District (the "Board") has considered the effect upon the environment of a District-wide Playground/Building Project, which will include, but is not limited to the following:

District-wide playground renovations and replacement, as well as installation of ultraviolet lighting at the District Elementary Schools.

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

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

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

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

Dated: March 5, 2024

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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 278**

**SUBJECT: Approval of Single Audit and Corrective Action Plan (CAP)**

Authorization is requested of the Board of Education to approve the Single Audit and Corrective Action Plan (CAP), effective March 5, 2024.

**FOR ACTION: Volume LVIII Report No. S – 279**

**SUBJECT: Approval of Risk Assessment and Corrective Action Plan (CAP)**

Authorization is requested of the Board of Education to approve the Risk Assessment and Corrective Action Plan (CAP), effective March 5, 2024.

**FOR ACTION: Volume LVIII Report No. S – 280**

**SUBJECT: Approval and Adoption of Policies**

Authorization is requested of the Board of Education to approve and adopt the following Utica City School District policies, effective March 5, 2024:

<u>Policy #</u>	<u>Policy</u>
0011	Code of Ethics
0020 (revised to 6402)	Drug Free Workplace
0021	Tobacco, Nicotine, and E-Cigarette Use Prohibited
1201	Parent and Family Engagement in Title I Programs
1201.1	Annual Notification Teacher Qualifications
1201.2	Parent and Family Engagement Plan

**FOR ACTION: Volume LVIII Report No. S – 281**

**SUBJECT: Amended Field Use Agreement between the Utica City School District and the Oneida County Sports Facility Authority**

Authorization is requested of the Board of Education to approve the amended Field Use Agreement between the Utica City School District and the Oneida County Sports Facility Authority for the 2024 Spring baseball season.

**FOR ACTION: Volume LVIII Report No. S – 282**

**SUBJECT: Data Sharing and Confidentiality Agreement between the Utica City School District and the State University of New System Administration (SUNY)**

Authorization is requested of the Board of Education to approve the Data Sharing and Confidentiality Agreement between the Utica City School District and the State University of New York State System Administration (SUNY), effective March 5, 2024.

**FOR ACTION: Volume LVIII Report No. S – 283**

**SUBJECT: Application for Extended Field Trip – Kennedy Middle School**

Authorization is requested of the Board of Education to approve approximately thirty-five (35) Kennedy Middle School student council students to travel to Boston, Massachusetts on Monday, May 20, 2024. The students will be touring the Museum of Science, the New England Aquarium and Quincy Market. These student council students will experience, explore, and learn hands-on about STEM, culture, environment, conservation, and history through this social trip.

Supervision of these students will be provided by Nicole Greene, Teacher/Student Council Advisor, Kelly Hajdasz, Teacher, Vanessa Houck, Teacher, Vanessa Kupelian, Teacher, Lisa Marashian, Teacher, Kenisha Morrison, Chaperone, Lisa Kopie, Chaperone, Hanka Grabovica, Chaperone, and Cara Greer, Chaperone.

This trip was reviewed and approved by Colin Clark, Principal at Kennedy Middle School, Steven Falchi, Assistant Superintendent of Curriculum, Instruction & Assessment, and Dr. Kathleen Davis, Interim Superintendent of Schools.

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 284**

**SUBJECT:**

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

Authorization is requested of the Board of Education to approve approximately forty-seven (47) Proctor High School Physics students to travel to Six Flags-New England in Massachusetts on Friday, May 31, 2024. This trip will allow these Physics students to apply content knowledge to real-world phenomena through hands-on lab experiences.

Supervision of these students will be provided by Adam Lovecchio, Teacher, Jonathan Levine, Teacher, Kristin Sydoriv, Teacher, Jessica Dubois, Teacher, Cameron Jennings, Teacher, Trisha Bobowski, Teacher, Amy Barok, Teacher, and Mitchell Duncan, Teacher.

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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 285**

**SUBJECT:**

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

Authorization is requested of the Board of Education to approve approximately four (4) Proctor High School Puerto Rican/Hispanic Youth Leadership Institute (PR/HYLI) students to attend the 3-day Statewide Puerto Rican/Hispanic Youth Leadership Institute in Albany, NY. This trip will be held on March 9-11, 2024. The purpose of this trip is for the students to develop leadership skills, introduce the students to Latino/Hispanic political leaders, and to develop an in-dept knowledge of the State Legislative process. Students from across New York State will also be attending.

Supervision of these students will be provided by Monica Bravo, Teacher.

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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 286**

**SUBJECT:**

**Application for Extended Field Trip – **DATE CORRECTION**  
Proctor High School**

Authorization is requested of the Board of Education to approve approximately thirty-three (33) Proctor High School students to travel to Boston, Massachusetts on ~~Tuesday, June 1, 2024~~, **Tuesday, June 18, 2024**. These students will be touring the Boston/New England Aquarium to inspire protection and conservation of our planet, as well as attend a musical to foster an appreciate of the Arts.

Supervision of these students will be provided by Lorraine Griffiths, Teacher/Advisor, Keith Brown, Teacher, Jason Anguish, Physical Education Department Chair, and Carvon Brazier, Teacher.

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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 287**

**SUBJECT:**

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

Authorization is requested of the Board of Education to approve approximately forty (40) Proctor High School students to travel to Nazareth University in Rochester, New York on Friday, April 12, 2024. Students will be exposed to a day full of Italian and Hispanic culture with native Italian and Spanish professors from Nazareth University, as well as be involved in discussions about the importance of continuing language study post-high school.

Supervision of these students will be provided by Richard Nicholas-Hahn, Dual-Credit Italian Teacher/World Languages Department Chair, JoEllen Sampson, Italian Teacher, Marna Solete, Dual-Credit Spanish Teacher, Dennis Hahn, English Teacher/English Department Chair, Lauren Brown, Special Education Teacher, and Alexis Holmer, Special Education Teacher.

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

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 288**

**SUBJECT:**

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

Authorization is requested of the Board of Education to approve approximately thirteen (13) Proctor High School Future Business Leaders of America (FBLA) Club members to attend the FBLA State Leadership Conference in Rochester, New York on April 10-12, 2024 at the Joseph R. Floreano Rochester Riverside Convention Center. This conference will provide student members the opportunity to test their business knowledge and career skills in competitive events with fellow members across New York State; complete for the opportunity to advance to the National Leadership Conference held in different cities across the nation; earn recognition and attend leadership sessions; campaign for State Office and elect State Leaders; and meet and network with fellow members and advisors, along with business and community leaders.

Supervision of these students will be provided by Deborah Pedersen, Business Teacher/FBLA Advisor, and Cassandra Carpenter, Business Teacher.

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

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 57**

**SUBJECT:**

**Disposal of Technology Resource Items**

Authorization is requested of the Board of Education to dispose of obsolete technology resource items located at Proctor High School, Donovan Middle School, General Herkimer Elementary School, Jefferson Elementary School, the Automotive Shop, and the Administration Building.

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 58**

**SUBJECT:**

**Budget Transfer – Teacher, BOCES**

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

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A2110.490-00-2148	Teaching – BOCES – Students Today	\$	37,137
To:	A2110.490-00-2147	Teaching – BOCES – Performing Arts	\$	37,137

Explanation: To re-allocate BOCES commitments between applicable cost centers.

A2110.490-00-2148	Original Budget	\$	64,394
	Revised Budget with Transfer	\$	27,257
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	-
	Balance before Transfer	\$	64,394
	Percent Used (Original Budget)		0.00%
	Percent Used (Revised Budget)		0.00%
A2110.490-00-2147	Original Budget	\$	1,605
	Revised Budget with Transfer	\$	38,742
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	38,742
	Balance before Transfer	\$	( 37,137)
	Percent Used (Original Budget)		2413.83%
	Percent Used (Revised Budget)		100.00%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 59**

**SUBJECT:**

**Budget Transfer – Curriculum Development, Salaries**

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

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A2010.160-00-0000	Curriculum Development – Secretaries	\$	330,000
To:	A2010.150-00-0000	Curriculum Development – Salaries	\$	330,000

Explanation: To re-allocate salary within the Curriculum Development cost center relating to CTE.

A2010.160-00-0000	Original Budget	\$	517,418
	Revised Budget with Transfer	\$	187,418
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	63,732
	Balance before Transfer	\$	453,686



	Percent Used (Original Budget)	12.32%
	Percent Used (Revised Budget)	34.01%
A2010.150-00-0000	Original Budget	\$ 510,125
	Revised Budget with Transfer	\$ 840,125
	Transfers In	\$ -
	Transfers Out	\$ -
	Expended & Encumbered	\$ 536,468
	Balance before Transfer	\$ ( 326,343)
	Percent Used (Original Budget)	105.16%
	Percent Used (Revised Budget)	63.86%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 60**

**SUBJECT:**

**Budget Transfer – Custodial Operations**

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

	<u>Account</u>	<u>Description</u>	<u>Amount</u>
From:	A1620.161-00-0000	Custodial Operations - Salaries	\$ 71,410
To:	A1620.160-00-0000	Custodial Operations - Supervisor	\$ 71,410

Explanation: To re-allocate salary within the Custodial Operations cost center.

A1620.161-00-0000	Original Budget	\$ 5,564,165
	Revised Budget with Transfer	\$ 5,492,755
	Transfers In	\$ -
	Transfers Out	\$ -
	Expended & Encumbered	\$ 5,096,094
	Balance before Transfer	\$ 468,071
	Percent Used (Original Budget)	91.59%
	Percent Used (Revised Budget)	92.78%
A1620.160-00-0000	Original Budget	\$ -
	Revised Budget with Transfer	\$ 71,410
	Transfers In	\$ -
	Transfers Out	\$ -
	Expended & Encumbered	\$ 71,410
	Balance before Transfer	\$ (71,410)
	Percent Used (Original Budget)	0.00%
	Percent Used (Revised Budget)	100.00%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 61**

**SUBJECT:**

**Budget Transfer – Maintenance of Plant – Building Repairs**

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

	<u>Account</u>	<u>Description</u>	<u>Amount</u>
From:	A9060.800-00-0000	Health Insurance	\$ 50,000
To:	A1621.551-00-0000	Maintenance of Plant – Building Repairs	\$ 50,000

Explanation: To adjust for account being underfunded compared to prior periods.

A9060.800-00-0000	Original Budget	\$	26,413,500
	Revised Budget with Transfer	\$	25,832,543
	Transfers In	\$	-
	Transfers Out	\$	530,957
	Expended & Encumbered	\$	24,676,556
	Balance before Transfer	\$	1,205,987
	Percent Used (Original Budget)		93.42%
	Percent Used (Revised Budget)		95.53%
A1621.551-00-0000	Original Budget	\$	297,370
	Revised Budget with Transfer	\$	347,370
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	337,307
	Balance before Transfer	\$	(39,937)
	Percent Used (Original Budget)		113.43%
	Percent Used (Revised Budget)		97.10%

**FOR ACTION:**

**Volume LVIII**

**Report No. B – 62**

**SUBJECT:**

**Budget Transfer – Business Administration – Postage**

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

	<u>Account</u>	<u>Description</u>		<u>Amount</u>
From:	A9060.800-00-0000	Health Insurance	\$	50,000
To:	A1310.401-00-0000	Business Administration – Postage	\$	50,000

Explanation: To adjust for increase in mass mailings.

A9060.800-00-0000	Original Budget	\$	26,413,500
	Revised Budget with Transfer	\$	25,882,543
	Transfers In	\$	-
	Transfers Out	\$	480,957
	Expended & Encumbered	\$	24,676,556
	Balance before Transfer	\$	1,255,987
	Percent Used (Original Budget)		93.42%
	Percent Used (Revised Budget)		95.34%
A1310.401-00-0000	Original Budget	\$	120,000
	Revised Budget with Transfer	\$	170,000
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	167,581
	Balance before Transfer	\$	1,608
	Percent Used (Original Budget)		139.65%
	Percent Used (Revised Budget)		98.58%

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 31**

**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 – 31

**SUBJECT:** Change of Assignment Transportation

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

Jorge Guerrero From: Substitute Bus Driver  
To: Bus Driver  
Salary: \$22.44 per hour  
Effective: March 6, 2024

**FOR ACTION:** Volume LVIII Report No. P – 31

**SUBJECT:** Changes of Assignment Transportation

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

Gabriel Campos From: Substitute Bus Monitor  
To: Substitute Bus Driver  
Salary: \$20.50 per hour  
Effective: March 6, 2024

Gloriana Munoz From: Substitute Bus Driver  
To: Bus Driver  
Salary: \$22.44 per hour  
Effective: March 6, 2024

**FOR ACTION:** Volume LVIII Report No. P – 31

**SUBJECT:** Resolution for Probationary Appointment  
Alicia Guarascio – 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 Alicia Guarascio, who possesses Level I - Renewal Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant effective March 6, 2024. Alicia Guarascio'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 – 31

**SUBJECT:** Resolution for Probationary Appointment  
Charice Drake – 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 Charice Drake, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant effective March 6, 2024. Charice Drake'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 – 31**  
**SUBJECT:**   **Resolution for Probationary Appointment**  
**Lisa Ellis – 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 Lisa Ellis, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant effective March 6, 2024. Lisa Ellis'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 – 31**  
**SUBJECT:**   **Resolution for Substitute Teaching 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 the following individual is appointed to serve as substitute Teaching Assistant at \$15.00 per hour, effective immediately:

- Chezerae Howard

**FOR ACTION:**   **Volume LVIII**   **Report No. P – 31**  
**SUBJECT:**   **Resolution for Substitute Teaching 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 the following individual is appointed to serve as substitute Teaching Assistant at \$15.00 per hour, effective retroactively on March 4, 2024:

- Maria Cruz

**FOR ACTION:**   **Volume LVIII**   **Report No. P – 31**  
**SUBJECT:**   **Appointments**   **Teacher**

**Refugee School Impact Grant Mini Academy  
Conkling Elementary School**

It is recommended that the following appointments be approved for the Refugee School Impact Grant (RSIG) Mini Academy as required by the Refugee School Impact Grant:

Effective Dates: March 23, March 30, and April 6, 2024  
Funding: Refugee School Impact Grant

Teachers: \$40.00 per hour per UTA Contract

- Sharon Eghigian (E.N.L.)
- Nina Marollo (E.N.L.)

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 31**

**SUBJECT:**

**Appointments**

**Homebound Instruction**

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

- Rocco R. Giruzzi
- Jennifer Knopic
- Melissa Marris
- Josephine 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 – 31**

**SUBJECT:**

**Appointment**

**Custodial/Maintenance**

It is recommended that the following appointment be approved:

Kyle Frazier  
136 Boyce Avenue, Apt. 2  
Utica, NY 13501

Cleaner  
District-Wide (Probationary)  
Effective: March 11, 2024  
Salary: \$16.02 per hour  
Education: Graduate of Proctor High School  
Experience: Cleaner, iCAN  
Utica, NY  
4/23 to 11/23

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 31**

**SUBJECT:**

**Mentors/Mentees for 2023-2024**

It is recommended that the following Mentors/Mentees for school year 2023-2024 be approved:

Mentee/New Teacher	Position	School	Mentor
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Marina Aceto	Elementary, Grade 5	Jones	Lisa Zaniewski
Corey Colmey	Music	Conkling	Krystal Lasher
Katrina Hall	Elementary, Grade 6	Kernan	Jessica Woolheater
Arianna Granza	Elementary, Grade 2	Watson-Williams	Courtney Bellinger
Madina Haji	Elementary, Grade 6	Kernan	Jessica Woolheater
Lily Corathers	Music	Hughes/Jefferson	Alla Kudelich

Salary: Prorated at \$700.00 per school year.

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 32**

**SUBJECT:**

**Resignation**

It is recommended that the following resignation be accepted:

Pamela Backman

Interim Treasurer (per diem)  
 Effective: March 1, 2024  
 Reason: Return to retired status  
 Notification Received: March 1, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 32**

**SUBJECT:**

**Resignation**

**Custodial/Maintenance**

It is recommended that the following resignation be accepted:

Jason Piccione

Cleaner  
 Proctor High School  
 Effective: February 16, 2024  
 Reason: Personal  
 Notification Received: February 23, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 32**

**SUBJECT:**

**Unpaid Leaves of Absence**

**Teacher**

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

Debra L. Hughes

Literacy Teacher  
 Kernan Elementary School  
 From: February 26, 2024  
 To: April 1, 2024  
 Reason: Medical  
 Notification Received: February 12, 2024

Brittany Rudnitski

Grade 2 Teacher  
 Watson Williams Elementary School  
 From: February 15, 2024  
 To: April 17, 2024  
 Reason: Medical

Notification Received: February 29, 2024

**FOR INFORMATION:**

**Volume LVIII**

**Report No. P – 32**

**SUBJECT:**

**Change in Effective Dates of an Unpaid Leave of Absence Teacher**

It is recommended that the following change of effective dates of an unpaid leave of absence be approved:

Laura M. Crabb

Special Education Teacher  
Jefferson Elementary School  
From: February 6, 2024 to March 8, 2024  
To: February 6, 2024 to February 12, 2024  
Notification Received: February 12, 2024

**MOTIONS FROM THE FLOOR:**

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 290**

**SUBJECT:**

**Appointment of Impartial Hearing Officer**

Authorization is requested of the Board of Education to approve the appointment of the following individual as an Impartial Hearing Officer per the terms and conditions outlined in Board Policy #38506.1 (Selection, Appointment and Compensation of Impartial Hearing Officers), effective March 5, 2024:

Brad Rosken  
1005 West Beech Street  
Long Beach, NY 11561

Date: March 5, 2024

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Kathy Hughes, District Clerk  
Utica City School District

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 291**

**SUBJECT:**

**Appointment of Impartial Hearing Officer**

Authorization is requested of the Board of Education to approve the appointment of the following individual as an Impartial Hearing Officer per the terms and conditions outlined in Board Policy #38506.1 (Selection, Appointment and Compensation of Impartial Hearing Officers), effective March 5, 2024:

James Walsh  
33 Center Lane  
Delmar, NY 12054

Date: March 5, 2024

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Kathy Hughes, District Clerk  
Utica City School District

**MOTIONS FROM THE FLOOR:**

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 292**

**SUBJECT:**

**Resolution to appoint Dr. Patricia Kilburn, District Superintendent, Oneida-Herkimer-Madison BOCES as Search Consultant**

Authorization is requested of the Board of Education to approve the appointment Dr. Patricia Kilburn, District Superintendent, Oneida-Herkimer-Madison BOCES as the Search Consultant for the Utica City School District's Superintendent search.

Ayes: 6 Nays: 0 Abstentions: \_\_\_\_\_

The resolution was thereupon declared adopted.

Dated: March 5, 2024

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

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

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

**THIS CONCLUDED THE CONSENT AGENDA.**

**FOR ACTION:**

**Volume LVIII**

**Report No. P – 31**

**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:

- Abdullah Al Suwaeid
- Yasmine Bowens
- Greg McReynolds
- Jeremy Pantoni

**Moved by Mrs. Knoop; seconded by Mr. Paul**

No further discussion; **motion passes 5-1 (Mr. Cooper – Abstain)**

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 288**

**SUBJECT:**

**Resolution for District Reorganization**

Authorization is requested of the Board of Education to approve the following Resolution for District Reorganization:



RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, Kimberly Vile, who possesses School District Business Leader Professional Certificate, issued by the Commissioner of Education, is hereby appointed to the position of Assistant Superintendent of Business, Finance and Operations, effective May 1, 2024. The Assistant Superintendent of Business, Finance and Operations annual salary shall be \$200,000, prorated to reflect the actual dates of service rendered in the position; and be it further

RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board hereby approves the Employment Agreement for Assistant Superintendent of Business, Finance and Operations effective May 1, 2024.

Date: March 5, 2024

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

**Moved by Mrs. Padula; seconded by Mr. Cooper.**

President Hobika, Jr.: I want to welcome you, officially. I am sure that you can see that we are a very hardworking district.

Dr. Davis: I am looking forward to having you on the team. Just so everyone knows, this is part of our reorganization plan to increase oversight of all district operations. We are very excited.

Ms. Vile: Thank you, I am honored.

No further discussion; **motion passes 6-0**

**FOR ACTION:**

**Volume LVIII**

**Report No. S – 289**

**SUBJECT:**

**Resolution to Approve the Settlement Agreement between the Utica City School District and National Building & Restoration Corporation**

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

WHEREAS, the District is a party to a civil action assigned Index Number EFCA2023-003037, pending in the Oneida County Supreme Court (hereinafter referred to as the "Pending Action"); and

WHEREAS, the board has reviewed a proposed agreement (the "Proposed Settlement") that will allow additional costs and burdens associated with the Pending Action to be avoided; and

NOW, THEREFORE, BE IT RESOLVED that;

1. The Board hereby approves the Proposed Settlement regarding the Pending Action and authorizes the President of the Board of Education and Superintendent of the School District to execute any necessary documents which authorizes the retention of \$106,000.00 in damages and to make payment in the amount of \$954,000.00 on behalf of the Board, upon the recommendation of legal counsel, to effectuate the agreement.
2. This Resolution shall take effective immediately.

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

Ayes:   5   Nays:   0   Abstentions:   1  

The resolution was thereupon declared adopted.

Dated: March 5, 2024

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Kathy Hughes, District Clerk  
Utica City School District

**Moved by Mrs. Padula; seconded by Mr. Cooper.**

No further discussion; **motion passes 5-1 (President Hobika, Jr. – Abstain)**

**THIS CONCLUDED THE CONSENT AGENDA AND THE SUPERINTENDENT’S REPORT IT ITS ENTIRETY.**

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**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 modified as follows: the Board finds competent and substantial evidence the student engaged in the charged misconduct, but modifies the penalty as follows: Extension of suspension to March 20, 2024 based upon the nature of the misconduct and the anecdotal evidenced in the record

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

There being no further discussion; **motion passes 5-1 (Mrs. Knoop – Abstain)**

**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 modified as follows: the Board finds competent and substantial evidence the student engaged in the charged misconduct, but modifies the penalty as follows: Extending the suspension for the period March 6, 2024 to March 20, 2024 based upon the nature of the misconduct and the anecdotal evidenced in the record

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

There being no further discussion; **motion passes 4-1-1 (Mrs. Knoop – Abstain, Mrs. Padula – No)**

**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. Dawes.

There being no further discussion; **motion passes 5-1 (Mrs. Padula – No)**

#### **Student #4**

**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 as follows: 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 evidenced in the record.

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

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

#### **Student #5**

**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 modified as follows: the Board finds competent and substantial evidence the student engaged in the charged misconduct, but modifies the penalty as follows: Hold the bus discipline in abeyance and authorize the Superintendent to modify the bus discipline with a last chance agreement.

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

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

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#### **Approval of Minutes**

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

- February 13, 2024 – Special Meeting
- February 13, 2024 – Regular Meeting

**No further discussion; motion passes 6-0.**

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**Continuing Business**

**None**

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**New Business**

**None**

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**Communication**

President Hobika, Jr.: Just for an explanation, when we did the report we did the agenda, we had some additional announcements, reports and reports to the special committees due to the length of the meeting and the fact that we have those generally at our regular meeting, which will be March 26<sup>th</sup>. We ended up amending the agenda and I am sure many of the people that have been sitting here are probably happy.

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**Adjournment**

Mrs. Knoop made a motion to adjourn the March 5, 2024, Special Meeting; seconded by Mr. Cooper.

The March Special Meeting was adjourned at 9:18 p.m.

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

Respectfully transcribed and submitted,

STEPHANIE LYNESS  
Assistant Board Clerk