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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FOR ACTION:

Volume LVIII

Report No. B – 25

SUBJECT:

Budget Transfer – Legal

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

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

FOR ACTION:

Volume LVIII

Report No. B – 26

SUBJECT:

Budget Transfer – BOCES Contract

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

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

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

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

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

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

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

<u>Account</u>	<u>Description</u>		<u>Amount</u>
A2060.490-00- 1610	Original Budget	\$	50,000
	Revised Budget with Transfer	\$	24,600
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	24,600
	Balance before Transfer	\$	25,400
	Percent Used (Original Budget)		49.20%
	Percent Used (Revised Budget)		100.00%
A2210.490-00-2245	Original Budget	\$	300,000
	Revised Budget with Transfer	\$	50,000
	Transfers In	\$	-
	Transfers Out	\$	-

	Expended & Encumbered	\$	-
	Balance before Transfer	\$	300,000
	Percent Used (Original Budget)		0.00%
	Percent Used (Revised Budget)		0.00%
A2630.490-00-0000	Original Budget	\$	5,879,203
	Revised Budget with Transfer	\$	5,043,869
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	4,890,654
	Balance before Transfer	\$	988,549
	Percent Used (Original Budget)		83.19%
	Percent Used (Revised Budget)		96.96%
A1060.490-00-0000	Original Budget	\$	15,330
	Revised Budget with Transfer	\$	16,818
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	16,817
	Balance before Transfer	\$	(1,488)
	Percent Used (Original Budget)		109.70%
	Percent Used (Revised Budget)		100.00%
A1430.490-00-0000	Original Budget	\$	10,000
	Revised Budget with Transfer	\$	10,200
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	10,200
	Balance before Transfer	\$	(200)
	Percent Used (Original Budget)		102.00%
	Percent Used (Revised Budget)		100.00%

<u>Account</u>	<u>Description</u>		<u>Amount</u>
A1480.490-00-0000	Original Budget	\$	50,609
	Revised Budget with Transfer	\$	179,793
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	179,792
	Balance before Transfer	\$	(129,183)
	Percent Used (Original Budget)		355.26%
	Percent Used (Revised Budget)		100.00%
A1620.490-00-0001	Original Budget	\$	17,288
	Revised Budget with Transfer	\$	17,624
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	17,624
	Balance before Transfer	\$	(336)
	Percent Used (Original Budget)		101.94%
	Percent Used (Revised Budget)		100.00%
A2110.490-00-2139	Original Budget	\$	689,206
	Revised Budget with Transfer	\$	1,677,171
	Transfers In	\$	-
	Transfers Out	\$	-

	Expended & Encumbered	\$	1,677,170
	Balance before Transfer	\$	(987,964)
	Percent Used (Original Budget)		243.35%
	Percent Used (Revised Budget)		100.00%
A2110.490-00-2175	Original Budget	\$	5,411,180
	Revised Budget with Transfer	\$	5,411,800
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	5,411,800
	Balance before Transfer	\$	(620)
	Percent Used (Original Budget)		100.01%
	Percent Used (Revised Budget)		100.00%
A2110.490-00-2247	Original Budget	\$	109,426
	Revised Budget with Transfer	\$	110,346
	Transfers In	\$	-
	Transfers Out	\$	-
	Expended & Encumbered	\$	110,346
	Balance before Transfer	\$	(920)
	Percent Used (Original Budget)		100.84%
	Percent Used (Revised Budget)		100.00%

<u>Account</u>	<u>Description</u>	<u>Amount</u>
A2610.490-00-2274	Original Budget	\$ 21,362
	Revised Budget with Transfer	\$ 54,147
	Transfers In	\$ -
	Transfers Out	\$ -
	Expended & Encumbered	\$ 54,147
	Balance before Transfer	\$ (32,785)
	Percent Used (Original Budget)	253.47%
	Percent Used (Revised Budget)	100.00%
A2805.490-00-0000	Original Budget	\$ 272,944
	Revised Budget with Transfer	\$ 336,367
	Transfers In	\$ -
	Transfers Out	\$ -
	Expended & Encumbered	\$ 336,367
	Balance before Transfer	\$ (63,423)
	Percent Used (Original Budget)	123.24%
	Percent Used (Revised Budget)	100.00%
A2810.491-00-0000	Original Budget	\$ 10,148
	Revised Budget with Transfer	\$ 32,739
	Transfers In	\$ -
	Transfers Out	\$ -
	Expended & Encumbered	\$ 32,739
	Balance before Transfer	\$ (22,591)
	Percent Used (Original Budget)	322.62%
	Percent Used (Revised Budget)	100.00%

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

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

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

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

It is recommended that the following termination be approved:

Gina Cromer

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

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

It is recommended that the following resignation be accepted:

Aalisah Aponte

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

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

It is recommended that the following resignation be accepted:

Jose Diaz

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

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

SUBJECT:**Resignation****Transportation**

It is recommended that the following resignation be accepted:

Linda Rios

Bus Monitor

Effective: November 15, 2023

Reason: Personal

Notification Received: November 1, 2023

FOR ACTION:**Volume LVIII****Report No. P – 19****SUBJECT:****Change of Assignment****Clerical**

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

Kelli Goodman

From: Teacher Assistant – Kindergarten

Albany Elementary School

To: Typist (10-months), *Provisional

Albany Elementary School

Salary: \$32,384 (Prorated) per Secretarial Contract

Effective: November 7, 2023

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

FOR ACTION:**Volume LVIII****Report No. P – 19****SUBJECT:****Change of Assignment****Teacher Assistant**

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

Amela Kurtic

From: Monitor-Breakfast and Lunch Program

District-Wide

To: Teacher Assistant – Kindergarten

Albany Elementary School

Salary: \$18.36 per hour

Effective: November 7, 2023

FOR ACTION:**Volume LVIII****Report No. P – 19****SUBJECT:****Resolution for Probationary Appointment
Teacher Assistant – Jessica Stevener**

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

RESOLVED, upon the recommendation of the Acting Superintendent of Schools, that Jessica Stevener, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teacher Assistant commencing November 13, 2023. Jessica Stevener's salary shall be \$18.36 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

FOR ACTION:**Volume LVIII****Report No. P – 19****SUBJECT:****Resolution for Per Diem Substitutes**

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

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

- Mia Lewis
- Basheer Sabhan

FOR ACTION:

Volume LVIII

Report No. P – 19

SUBJECT:

Resolution for Per Diem Substitute

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

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

- LaShawn Williams

FOR ACTION:

Volume LVIII

Report No. P – 19

SUBJECT:

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

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

RESOLUTION FOR PROVISIONAL APPOINTMENT

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

FOR ACTION:

Volume LVIII

Report No. P – 19

SUBJECT:

Appointments

Homebound Instruction

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

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

Secondary Instruction – Minimum three (3) hours per day
Elementary Instruction – Minimum two (2) hours per day

Salary:

\$40.00 per hour per UTA Contract

FOR ACTION:

Volume LVIII

Report No. P – 19

SUBJECT:

Appointment

Extra-Curricular Music

It is recommended that the following appointment be approved:

Stephen Zumchak

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

FOR ACTION:

Volume LVIII

Report No. P – 19

SUBJECT:

Appointments

Custodial/Maintenance

It is recommended that the following appointments be approved:

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

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

Cameron Ionta
6164 Trenton Road
Utica, NY 13502

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

FOR ACTION:

Volume LVIII

Report No. P – 19

SUBJECT:

Appointment

Security

It is recommended that the following appointment be approved:

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

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

FOR ACTION:

Volume LVIII

Report No. P – 19

SUBJECT:

Appointment

Transportation

It is recommended that the following appointment be approved:

Jorge Guerrero
1561 West Street
Utica, NY 13501

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

Effective: November 7, 2023

FOR ACTION:

Volume LVIII

Report No. P – 19

SUBJECT:

Appointments

Transportation

It is recommended that the following appointments be approved:

Daniel Berroa
1653 Holland Avenue
Utica, NY 13501

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

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

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

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

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

FOR ACTION:

Volume LVIII

Report No. P – 19

SUBJECT:

Paid Administrative Leave

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

FOR INFORMATION:

Volume LVIII

Report No. P – 20

SUBJECT:

Resignation

Security

It is recommended that the following resignation be accepted:

Joseph Ferrio

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

Marvin Hayes

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

FOR INFORMATION:

Volume LVIII

Report No. P – 20

SUBJECT:

Resignation

Custodial/Maintenance

It is recommended that the following resignation be accepted:

Khalil Thomas

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

Notification Received: October 25, 2023

FOR INFORMATION:

Volume LVIII

Report No. P – 20

SUBJECT:

Resignation

Teacher Assistant

It is recommended that the following resignation be accepted:

DeyGely Rentas

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

FOR INFORMATION:

Volume LVIII

Report No. P – 20

SUBJECT:

Unpaid Leave of Absence

Teacher

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

Amy Hansen

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

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

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

THIS CONCLUDES THE CONSENT AGENDA

FOR ACTION:

Volume LVIII

Report No. B – 22

SUBJECT:

Audit Report

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

FOR ACTION:

Volume LVIII

Report No. B – 23

SUBJECT:

Audit CAP

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

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

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

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

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