

FOR ACTION

S – 171	Resolution for Elaine Colenzo PULLED	3
S – 172	Resolution for Craig Fehlhaber PULLED	4
S – 173	Resolution for Penny Davies PULLED	5
S – 174	Resolution for Jennifer Torres PULLED	6
S – 175	Resolution Regarding State Environmental Quality Review (SEQRA) – Capital Outlay Project	7 – 8
S – 176	Change Order Approvals	9
S – 177	Appointment of Assistant Poll Clerks/Election Inspectors	11
S – 178	Appointment of Stand-By Inspectors	12
S – 179	Proposed Temporary Use Agreement (for use of Electronic Voting Machines in May 2025) between the Utica City School District and Oneida County	12
S – 180	Revocable Permit for Non-Commercial Use of University Facilities between the Utica City School District and the State University of New York Polytechnic Institute	12
S – 181	Agreement between the Utica City School District and Garden Entertainment, LLC for the Proctor High School 2025 Commencement	12
S – 182	Agreement between the Utica City School District and Garden Entertainment, LLC for the Middle School Moving-Up Ceremonies	12
S – 183	Facilities Use Agreement between the Utica City School District and Valley View Golf Course – Boys' Golf	13
S – 184	Facilities Use Agreement between the Utica City School District and Eagle Hills Golf Course – Girls' Golf	13
S – 185	Abolishment of Position PULLED	13
S – 186	Creation of Position – Typist	13
S – 187	Certification of Lead Evaluator – Jaymes White	13
S – 188	Certification of Lead Evaluator – Richard Ambruso	13
S – 189	Clinical Affiliation Agreement between the Utica City School District and Liberty University, Inc. (Counselor Education and Family Studies) TABLED	14
S – 190	Memorandum of Agreement between the Utica City School District and the Local 200 United SEIU – Lunar New Year	14
S – 191	Contract between the Utica City School District and Hale Transportation – Hale's Bus Garage	14
S – 192	Extended Field Trip – Proctor High School	14
S – 193	Extended Field Trip – Proctor High School	15
S – 194	Contribution (Pass-Through) Community Foundation	15

FOR ACTION

B – 35	Budget Transfer – School Lunch Program	16
B – 36	Claims Auditor Report (for the month of February 2025)	17

FOR ACTION

P – 19	Retirements	18
	Paid Administrative Leave	18
	Unpaid Leaves of Absence	18 – 19
	Resolution for Per Diem Substitutes	19
	Resolution for Probationary Appointments	19 – 20
	Appointments	20 – 21
	Mentor/Mentees for 2024-2205	22
	Conference	22

FOR INFORMATION

P – 20	Amended Resignation	23
	Resignations	23 – 24
	Unpaid Leaves of Absence	24 – 25

FOR ACTION:

Volume LVIX

Report No. S – 171 PULLED

SUBJECT:

Resolution for Elaine Colenzo

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

**Resolution of Elaine Colenzo
Former Employee of the Utica City School District**

The Board of Education of the Utica City School District records with sorrow the passing of former employee Elaine Colenzo. Mrs. Colenzo was employed by the Utica City School District for approximately thirty (30) years in the Central Kitchen Food Service Program.

Elaine's warmth, generosity and kindness left a lasting impact on everyone she met. Her dedication to her job and cheerful spirit were appreciated until her retirement.

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

Dated: March 18, 2025

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIX

Report No. S – 172 PULLED

SUBJECT:

Resolution for Craig Fehlhaber

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

Resolution for Craig Fehlhaber Former Employee of the Utica City School District

The Board of Education of the Utica City School District records with sorrow the passing of former employee Craig Fehlhaber. Mr. Fehlhaber was employed by the Utica City School District for approximately seventeen (17) years originally as the Clerk of the Works and eventually Superintendent of Buildings and Grounds until his retirement.

Mr. Fehlhaber was a very charismatic individual, who loved life. He greeted everyone with a warm smile and handshake. He will be remembered for his kind and generous heart. His compassion and willingness to help touched the lives of many, leaving a lasting impact on his community.

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

Dated: March 18, 2025

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIX

Report No. S – 173 PULLED

SUBJECT:

Resolution for Penny Davies

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

**Resolution for Penny Davies
Former Employee of the Utica City School District**

The Board of Education of the Utica City School District records with sorrow the passing of former employee Penny Davies. Ms. Davies was employed by the Utica City School District for approximately twenty-four (24) years as a Library Media Specialist.

Ms. Davies was a lifelong learner and researcher. She enjoyed creating, and collecting dolls and doll houses, giving away knitted and crocheted items to those in need and above all, loving her cats.

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

Dated: March 18, 2025

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

Volume LVIX

Report No. S – 174 PULLED

SUBJECT:

Resolution for Jennifer Torres

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

**Resolution for Jennifer Torres
Employee of the Utica City School District**

The Board of Education of the Utica City School District records with sorrow the passing of Jennifer Torres, a Food Service Monitor-Team Leader for the District for approximately twenty-three (23) years, most recently at General Herkimer School.

Mrs. Torres, affectionately known by all as "Mrs. T" took pride in her job and had a close relationship with the children she cared for, as well as all her co-workers. Known for blowing her whistle, the children knew that something was going on if it was going off. Jennifer looked forward to her special holiday work parties with her work family.

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

Dated: March 18, 2025

Kathy Hughes, District Clerk
Utica City School District

SUBJECT:

**Resolution Regarding State Environmental Quality
Review – Capital Outlay Project**

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

**RESOLUTION REGARDING
STATE ENVIRONMENTAL QUALITY REVIEW
CAPITAL OUTLAY PROJECT**

WHEREAS, the Board of Education of the Utica City School District (the "Board") has considered the effect upon the environment of the proposed 2025-2026 Capital Outlay Project, including but not limited to the following: replacement of stair treads and baseboards at the Albany Elementary School, together with all related demolition, removal, installation, construction, and commissioning incidental or necessary to complete the replacement of the stair treads and baseboards (the "Proposed Action" or "Project")

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 with no significant environmental impact of the environment.
3. All work consists of replacement or upgrades to the existing building and infrastructure.
4. No further review of the Proposed Action is required under SEQRA.
5. This Resolution shall be effective immediately.

CERTIFICATION

A regularly scheduled meeting of the Board of Education of the Utica City School District held on March 18, 2025, 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 members of the Board of Education present at the meeting.

[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 members present at the meeting as follows:

Member Name:

Aye/Nay/Absent:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dated: March 18, 2025

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:**Volume LVIX****Report No. S – 176****SUBJECT:****Change Order Approvals**

Authorization is requested of the Board of Education to approve the following change orders:

Proctor CTE Addition (SED Project No. 41-23-00-01-0-002-012)

Contract – Pike Construction Services, Inc.

- CCO GC-028 (CE-054) Slab Removal in Future Educators M193 - \$26,376.09
 - After removal of the gypcrete slab, in what will become the future educator's classroom, there was piping and conduits associated with an abandoned vehicle lift found. The slab and devices were removed, and a new slab was placed. This change is a discovered condition, and all work was completed on a time and material basis.
- CCO GC-029 (CE-055) Removal & Infill of Abandoned Drains & Floor Boxes - \$25,239.56
 - After removal of the gypcrete slab, in the renovated portion of the building, there was approximately 40 abandoned drain caps/plugs and floor boxes found. The piping and floor boxes were removed along with additional concrete slab and new concrete slabs were poured in its place. This change is a discovered condition, and all work was completed on a time and material basis.

FOR ACTION:**Volume LVIX****Report No. S – 177****SUBJECT:****Appointment of Assistant Poll Clerks/Election Inspectors**

Authorization is requested of the Board of Education to approve the appointment of the following Assistant Poll Clerks/Election Inspectors:

**Utica City School District Assistant Poll Clerks/Election Inspectors for
Annual Election Vote and Public Budget Vote
May 20, 2025**

Election Inspectors/Assistant Poll Clerks

Election District	Polling Location			
3	Gilmore Village	Lynn Guca	111 Collier Pl.	Utica
4	West Side Senior Center	Tameka Langston	7 Devereux St. Apt 204	Utica
7	Jewish Community Center	Kathy McDonald	14 Leslie Ave.	Utica
8	Conkling Elementary School	James Viers	47 Sunnyside Dr.	Utica
		Carla Perry	1914 Dwyer Ave, Apt 207	Utica
10	MLK, Jr. Elementary	Jerold Jefferson	1212 Neilson St.	Utica
14	Thomas R. Proctor High School	Nita Scotellaro	818 Van Buren St.	Utica
		Anna Shaut	13 Ferris Ave.	Utica
		Carnella Nistico	1624 Lansing St.	Utica

***Subject to Change**

SUBJECT:**Appointment of Election Stand-By Inspectors**

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

Election Stand-by Inspectors:

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

FOR ACTION:**Volume LVIX****Report No. S – 179****SUBJECT:****Proposed Temporary Use Agreement (for use of Electronic Voting Machines in May 2025) between the Utica City School District and Oneida County**

Authorization is requested of the Board of Education to approve the Temporary Use Agreement (for use of Electronic Voting Machines in May 2025) between the Utica City School District and Oneida County for calendar years 2025 and 2026.

FOR ACTION:**Volume LVIX****Report No. S – 180****SUBJECT:****Revocable Permit for Non-Commercial Use of University Facilities between the Utica City School District and the State University of New York Polytechnic Institute**

Authorization is requested of the Board of Education to approve the Revocable Permit for Non-Commercial Use of University Facilities between the Utica City School District and the State University of New York Polytechnic Institute for STEM Expo commencing May 20-22, 2025.

FOR ACTION:**Volume LVIX****Report No. S – 181****SUBJECT:****Agreement between the Utica City School District and Garden Entertainment, LLC for the Proctor High School 2025 Commencement**

Authorization is requested of the Board of Education to approve the agreement between the Utica City School District and Garden Entertainment, LLC for the Proctor High School 2025 Commencement. The term of this agreement shall commence on June 26, 2025 and conclude on June 27, 2025.

FOR ACTION:**Volume LVIX****Report No. S – 182****SUBJECT:****Agreement between the Utica City School District and Garden Entertainment, LLC for the Middle School Moving-Up Ceremonies**

Authorization is requested of the Board of Education to approve the agreement between the Utica City School District and Garden Entertainment, LLC for the Middle School Moving-Up Ceremonies. The term of this agreement shall commence June 26, 2025 on or about 7:00 a.m. and conclude on June 26, 2025 on or about 4:00 p.m.

FOR ACTION:**Volume LVIX****Report No. S – 183****SUBJECT:****Facilities Use Agreement between the Utica City School District and Valley View Golf Course**

Authorization is requested of the Board of Education to approve the Facilities Use Agreement between the Utica City School District and Valley View Golf Course for student athletic and educational purposes for the Boys' Golf Team.

FOR ACTION:**Volume LVIX****Report No. S – 184****SUBJECT:****Facilities Use Agreement between the Utica City School District and Eagle Hills Golf Course**

Authorization is requested of the Board of Education to approve the Facilities Use Agreement between the Utica City School District and Eagle Hills Golf Course for student athletic and educational purposes for the Girls' Golf Team.

FOR ACTION:**Volume LVIX****Report No. S – 185 PULLED****SUBJECT:****Abolishment of Position**

Authorization is requested of the Board of Education to approve the abolishment of one (1) Stenographer position (12-months) at Kennedy Middle School, effective March 18, 2025.

FOR ACTION:**Volume LVIX****Report No. S – 186****SUBJECT:****Creation of Position**

Authorization is requested of the Board of Education to create one (1) Typist position (12-months) at Kennedy Middle School, effective March 19, 2025.

FOR ACTION:**Volume LVIX****Report No. S – 187****SUBJECT:****Certification of Lead Evaluator**

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

BE IT RESOLVED, that, upon recommendation of the Superintendent of Schools, Jaymes White be certified as a Lead Evaluator of classroom teachers for the 2024-2025 school year.

FOR ACTION:**Volume LVIX****Report No. S – 188****SUBJECT:****Certification of Lead Evaluator**

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

BE IT RESOLVED, that, upon recommendation of the Superintendent of Schools, Richard Ambruso be certified as a Lead Evaluator of classroom teachers for the 2024-2025 school year.

FOR ACTION:**Volume LVIX****Report No. S – 189** **TABLED****SUBJECT:****Clinical Affiliation Agreement between the Utica City School District and Liberty University, Inc. (Counselor Education and Family Studies)**

Authorization is requested of the Board of Education to approve the Clinical Affiliation Agreement between the Utica City School District and Liberty University, Inc. (Counselor Education and Family Studies).

FOR ACTION:**Volume LVIX****Report No. S – 190****SUBJECT:****Memorandum of Agreement between the Utica City School District and the Local 200 United SEIU**

Authorization is requested of the Board of Education to approve the Memorandum of Agreement between the Utica City School District and the Local 200 United SEIU to include Lunar New Year as a paid holiday, beginning with the 2024-2025 school year.

FOR ACTION:**Volume LVIX****Report No. S – 191****SUBJECT:****Contract between the Utica City School District and Hale Transportation – Hale's Bus Garage**

Authorization is requested of the Board of Education to approve the contract between the Utica City School District and Hale Transportation – Hale's Bus Garage in the amount of \$9,100.00 for Charter #28151 for an Extended Field Trip to the Bronx, NY.

FOR ACTION:**Volume LVIX****Report No. S – 192****SUBJECT:****Extended Field Trip – Proctor High School**

Authorization is requested of the Board of Education to approve approximately four (4) Proctor High School Future Business Leaders of America (FBLA) Club members to attend the 2025 State Leadership Conference on April 9-11, 2025 at the Joseph R. Floreano Rochester Riverside Convention Center in Rochester, New York. This trip will allow students to gain leadership abilities, use their business knowledge, and interact with other Future Business Leaders of America Club members from around the State.

Supervision of these students will be provided by Deborah Pedersen.

This trip was reviewed and approved by Ann Marie Palladino, Acting Principal at Proctor High School, Steven Falchi, Assistant Superintendent of Curriculum, Instruction and Assessment, and Dr. Christopher Spence, Superintendent of Schools.

FOR ACTION:**Volume LVIX****Report No. S – 193****SUBJECT:****Extended Field Trip – Proctor High School**

Authorization is requested of the Board of Education to approve approximately forty-six (46) Proctor High School upper-level Italian students to travel to the Frank DiMino Casa Italiana of Nazareth University in Rochester, NY on Friday, March 28, 2025. The purpose of this trip is to expose the students to the Italian language and culture through a variety of activities. Students will gain knowledge about how continuing with their language studies can help with their future career paths and goals. Students will also be able to tour Nazareth University and see the different options that are available to those that would like to minor or major in a language.

Supervision of these students will be provided by Carole Ethier, Teacher, Dennis Hahn, District-Wide AIS Facilitator, Richard Nicholas-Hahn, Teacher, JoEllen Sampson, Teacher, and Erica Sbarra, Teacher.

This trip was reviewed and approved by Ann Marie Palladino, Acting Principal at Proctor High School, Steven Falchi, Assistant Superintendent of Curriculum, Instruction and Assessment, and Dr. Christopher Spence, Superintendent of Schools.

FOR ACTION:**Volume LVIX****Report No. S – 194****SUBJECT:****Contribution (Pass-Through) –
Community Foundation**

Authorization is requested of the Board of Education to approve a Contribution (Pass-Through) from the Community Foundation in the amount of One Thousand Dollars (\$1,000.00) for the NJROTC Program at Proctor High School on behalf of Kevin R. Kipers.

FOR ACTION:**Volume LVIX****Report No. B – 35****SUBJECT:****Budget Transfer – School Lunch Program**

Authorization is requested of the Board of Education to approve the following Budget Transfer – School Lunch Program for Fiscal Year 2024-2025:

2024-2025 Fiscal Year

	<u>Account</u>	<u>Description</u>	<u>Amount</u>
From:	A9950.960-00-0000	Transfer to Capital	\$ 1,575,265
To:	A9901.930-00-0000	Transfer to School Lunch	\$ 1,575,265
Reason:	To reconcile the School Lunch Program for the period ending 6/30/2024.		
	A9950.960-00-0000	Original Budget (including encumbrances)	\$ 5,346,000
		Revised Budget with Transfer	\$ 3,292,235
		Transfers In	\$ -
		Transfers Out	\$ 478,500
		Expended & Encumbered	\$ -
		Balance before Transfer	\$ 4,867,500
		Percent Used (Original Budget)	0.00%
		Percent Used (Revised Budget)	0.00%
	A9901.930-00-0000	Original Budget (including encumbrances)	\$ -
		Revised Budget with Transfer	\$ 1,575,265
		Transfers In	\$ -
		Transfers Out	\$ -
		Expended & Encumbered	\$ -
		Balance before Transfer	\$ -
		Percent Used (Original Budget)	0.00%
		Percent Used (Revised Budget)	0.00%

FOR ACTION:

Volume LVIX

Report No. B – 36

SUBJECT:

Claims Auditor Report – February 2025

Authorization is requested of the Board of Education to approve the Claims Auditor Report for the period February 1, 2025 to February 28, 2025.

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Retirements****Teacher**

It is recommended that the following retirements be approved:

Gina Costantine

ENL Teacher
Donovan Middle School
Effective: April 25, 2025
Years of Service: 33
Notification Received: February 10, 2025

Peter Giometti

French Teacher
Proctor High School
Effective: June 30, 2025
Years of Service: 14
Notification Received: March 3, 2025

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Retirement****Custodial**

It is recommended that the following retirement be accepted:

Joseph Usyk

Caretaker
School Shop
Effective: April 26, 2025
Years of Service: 20
Notification Received: March 3, 2025

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Paid Administrative Leave**

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

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Unpaid Leave of Absence****Teacher**

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

Nicole L. Law

Kindergarten Teacher
Kernan Elementary School
From: February 24, 2025 (P.M.)
To: April 16, 2025
Reason: Personal
Notification Received: February 13, 2025

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Unpaid Leave of Absence****Occupational Therapist**

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

Elaina Fisk

Occupational Therapist
Watson Williams School
From: March 25, 2025
To: May 30, 2025
Reason: Personal
Notification Received: February 17, 2025

FOR ACTION:**Volume LVIX****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 Superintendent of Schools, that the following individuals are appointed to serve as per diem Substitute Teacher at \$100.00 per day, effective immediately:

- > Alexandra Cook
- > Joselyn Nieves

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Resolution for Probationary Appointment
Mary Brege – Special Education Teacher**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Mary Brege, who possesses Students with Disabilities (All Grades), Initial Certificate issued by the Commissioner of Education, is appointed to the position of Special Education Teacher in the tenure area of Special Education, effective retroactively on February 1, 2025, with a four-year probationary term commencing February 1, 2025 and expiring January 31, 2029 unless extended in accordance with the law. Mary Brege's salary shall be \$58,404 (pro-rated) as set forth in Step BA+24, J-10 of the collective bargaining agreement.

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Resolution for Probationary Appointment
Samantha Sharpe – Teaching Assistant**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Samantha Sharpe, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teaching Assistant in the tenure area of Teaching Assistant, effective March 19, 2025, with a four-year probationary term commencing March 19, 2025 and expiring March 18, 2029 unless extended in accordance with the law. Samantha Sharpe's salary shall be \$18.73 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Resolution for Probationary Appointment
Mark Youngkrans – Teaching Assistant**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Mark Youngkrans, who possesses Level I Teaching Assistant certification issued by the Commissioner of Education, is appointed to the position of Teaching Assistant in the tenure area of Teaching Assistant, effective March 26, 2025, with a four-year probationary term commencing March 26, 2025 and expiring March 25, 2029 unless extended in accordance with the law. Mark Youngkrans's salary shall be \$18.73 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

FOR ACTION:**Volume LVIX****Report No. P – 19****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 Superintendent of Schools, that the following individual is appointed to serve as Substitute Teaching Assistant at \$15.50 per hour, effective immediately:

> Kathleen Cotto

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Appointment****Program Supervisor/Raiders
Extended Day (RED)**

Authorization is requested of the Board of Education to approve the following individual as Program Supervisor for the Raiders Extended Day (RED) Program:

> Cheryl Minor

Salary: Per Board approved Memorandum of Agreement rate.

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Appointments****Volunteer Coach/Spring 2025**

It is recommended that the following volunteer coach appointments be approved:

Brett Lojewski	Boys Jr. Varsity Baseball Kennedy Middle School Effective: Spring 2025 sport season
Joseph Taurisani	Boys Modified Baseball Kennedy Middle School Effective: Spring 2025 sport season
Joseph LaPaglia	Boys Modified Baseball Donovan Middle School Effective: Spring 2025 sport season

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Appointment****Security**

It is recommended that the following appointment be approved:

Demetrius Pool	School Monitor (Security), Probationary District-Wide Effective: March 24, 2025 Salary: \$18.45 per hour Education: GED, 6/2015 Experience: Deli Teammate, Price Chopper, Utica, NY 8/24 to present
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FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Appointment****Custodial/Maintenance**

It is recommended that the following appointment be approved:

Antonio Talerico	Cleaner District-Wide (Probationary) Effective: March 24, 2025 Salary: \$16.42 per hour Education: Graduate of New York Mills High School Experience: Contractor, Bo-Mar & Armstrong Builders, LLC New Hartford, NY 7/22 to present
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FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Mentors/Mentees for 2024-2025**

It is recommended that the following Mentors/Mentees for school year 2024-2025 be approved:

Mentee/New Teacher	Position	School	Mentor
Craig Farley	Resource	Donovan	Colleen Egresits
Annette Ortiz	Special Education	Watson Williams	Codi Taris
Heidi Malloy	ENL	Kennedy	Amy Hansen
Kimberly Christiano	Reading	Conkling	RoseAnn Eanniello
Trey Szatko	Physical Education	Watson Williams	Bryan Koscinski

Salary: Prorated at \$700.00 per school year.

FOR ACTION:**Volume LVIX****Report No. P – 19****SUBJECT:****Conference**

It is recommended that the following conference be approved:

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Judeanne Rockford	NYAEYC Approved by: C. Spence & S. Falchi Allotted: \$330.00 from Budget Code: F-424-2010-46 No Substitute Required	April 2-4, 2025

FOR INFORMATION:**Volume LVIX****Report No. P – 20****SUBJECT:****Amended Resignation****Principal**

It is recommended that the following amended resignation be accepted:

Andre Paradis

Principal – Proctor High School
Effective: February 21, 2025
Reason: Accepted position outside the
Utica City School District
Notification Received: February 26, 2025

FOR INFORMATION:**Volume LVIX****Report No. P – 20****SUBJECT:****Resignation****Administrator**

It is recommended that the following resignation be accepted:

Michael Siriano

Director of Safety and Security
Effective: February 28, 2025
Reason: Personal
Notification Received: February 13, 2025

FOR INFORMATION:**Volume LVIX****Report No. P – 20****SUBJECT:****Resignation****Substitute Teacher**

It is recommended that the following resignation be accepted:

Kathleen Cotto

Substitute Teacher
Effective: February 7, 2025
Reason: Accepted another position within the
Utica City School District
Notification Received: February 7, 2025

FOR INFORMATION:**Volume LVIX****Report No. P – 20****SUBJECT:****Resignation****Licensed Practical Nurse**

It is recommended that the following resignation be accepted:

Kysa Messina

Licensed Practical Nurse (10-months)
Columbus Elementary School
Effective: March 7, 2025
Reason: Personal
Notification Received: February 28, 2025

FOR INFORMATION:**Volume LVIX****Report No. P – 20****SUBJECT:****Resignation****Audio-Visual Coordinator**

It is recommended that the following resignation be accepted:

Erica Jalonack

Elementary Audio-Visual Coordinator

Hughes Elementary School

Effective: March 3, 2025

Reason: Personal

Notification Received: March 3, 2025

FOR INFORMATION:**Volume LVIX****Report No. P – 20****SUBJECT:****Unpaid Leave of Absence****Registered Nurse**

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

Patricia DePerno

Registered Nurse

Kennedy Middle School

From: February 26, 2025

To: March 14, 2025

Reason: Medical

Notification Received: March 4, 2025

FOR INFORMATION:**Volume LVIX****Report No. P – 20****SUBJECT:****Unpaid Leave of Absence****Teaching Assistant**

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

Lance J. DeCarlo

Teaching Assistant – Special Education

From: January 16, 2025

To: March 17, 2025

Reason: Medical

Notification Received: February 28, 2025

FOR INFORMATION:**Volume LVIX****Report No. P – 20****SUBJECT:****Unpaid Leave of Absence****Clerical**

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

Arlette Camacho

Office Specialist

Human Resources Department

From: March 7, 2025

To: March 14, 2025

Reason: Personal

Notification Received: February 24, 2025

FOR INFORMATION:

Volume LVIX

Report No. P – 20

SUBJECT:

Unpaid Leave of Absence

Food Service/Monitor

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

Elizabeth Sotomayor

Food Service Worker-Breakfast and Lunch Program

Hughes Elementary School

From: February 27, 2025

To: March 28, 2025

Reason: Personal

Notification Received: March 4, 2025