

FOR ACTION

		Page #
S – 113	Resolution for Paula M. Dapre	3
S – 114	Resolution for Thomas J. Poddi	4
S – 115	Partnership Agreement for Clinical Teaching between the Utica City School District and Hartwick College	5
S – 116	Agreement between the Utica City School District and State University of New York at Brockport	5
S – 117	Clinical Affiliation Agreement between the Utica City School District and State University of New York, Binghamton University	5
S – 118	Clinical Affiliation Agreement between the Utica City School District and Emerson College	5
S – 119	Application for Extended Field Trip Proctor High School	5
S – 120	Application for Extended Field Trip Proctor High School	6
S – 121	Application for Extended Field Trip Proctor High School	6
S – 122	Application for Extended Field Trip Proctor High School	6
S – 123	Employment Agreement between the Utica City School District and Laurie DeBella	7
S – 124	Employment Agreement between the Utica City School District and Lynn Dust	7
S – 125	Employment Agreement between the Utica City School District and Danielle Giovinazzo	7
S – 126	Employment Agreement between the Utica City School District and Amina Feratovic (NOT OFFERED)	7
S – 127	Request for Creation of the High School Media Club and Extracurricular Activity Account at Thomas R. Proctor High School	7
S – 128	Memorandum of Agreement between the Utica City School District and the Utica Teachers Association	7
S – 129	Request for Creation of New Club and Extracurricular Activity Account at Proctor High School as Amended	8
S – 130	Memorandum of Agreement between the Utica City School District and the Utica Teachers Association	8
S – 131	Memorandum of Agreement between the Utica City School District and the Utica Administrators Association (NOT OFFERED)	8
S – 132	Abolishment of Position	8
S – 133	Creation of Position	8
S – 134	Creation of Positions	8
S – 135	Certification of Lead Evaluator – Elizabeth Breese	9
S – 136	Certification of Lead Evaluator – Richard Ambruso	9
S – 137	Acceptance of Change Orders Approved by the Superintendent (NOT OFFERED)	10
S – 138	Resolution Approving Capital Construction Contract Change Order – Trane (PULLED, MOTION CARRIES)	11-12
S – 139	Resolution Approving Capital Construction Contract Change Order – Pike Construction Services (PULLED, MOTION CARRIES)	13-14
S – 140	Resolution Approving Capital Construction Contract Change Order – E-J Electric LLC (PULLED, MOTION CARRIES)	15-16

S – 141	Acceptance of Toys from NYS Music	17
---------	-----------------------------------	----

FOR ACTION

B – 21	Disposal of Obsolete Technology Equipment	18
B – 22	Approval of Budget Transfer – Transportation, Summer School	18
B – 23	Approval of Budget Transfer – Transportation, Salaries	19
B – 24	Resolution for Real Property Tax Roll Adjustment - Dapice	20
B – 25	Resolution for Real Property Tax Roll Adjustment - Shaw	21
B – 26	Acceptance of Gift	22
B – 27	Substitute Rates	22

FOR ACTION

P – 27		
	Paid Administrative Leaves	23
	Involuntary Transfer	23
	Resolutions	24-28
	Appointments	28-30
	Motions from the Floor – Appointment – Coaching – WINTER 2025-2026	38
	Mentor/Mentee for 2025-2026	31
	Amended Conferences	31-32
	Conference	32
	Revision of Appointment – Extra Curricular Music	32
P – 28		
	Resignations	33-34
	Retirements	35
	Unpaid Leaves of Absence	35-36
	Revised Tenure – Teachers	37

FOR ACTION:

VOLUME LX

Report No. S – 113

SUBJECT: Resolution for Paula M. Dapre

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

**Resolution for Paula M. Dapre
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 Paula M. Dapre. For 28 years, Mrs. Dapre was employed in food service with the Utica City School District.

Mrs. Dapre was a hard-working employee, making sure that every student was served with a smile at Donovan Middle School for almost three decades. Her impact will never be forgotten.

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

Dated: December 16, 2025

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:

VOLUME LX

Report No. S – 114

SUBJECT: Resolution for Thomas J. Poddi

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

**Resolution for Thomas J. Poddi
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 Thomas J. Poddi. For almost 15 years, Mr. Poddi was employed as a teacher within the Utica City School District.

Mr. Poddi served at both Conkling and Kernan Elementary prior to retirement. He spent numerous years fostering creativity, confidence, and respect through instruction. His dedication and belief in the public education system was unwavering.

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

Dated: December 16, 2025

Kathy Hughes, District Clerk
Utica City School District

FOR ACTION:**VOLUME LX****Report No. S – 115****SUBJECT: Partnership Agreement for Clinical Teaching between the Utica City School District and Hartwick College**

Authorization is requested of the Board of Education to approve the Partnership Agreement for Clinical Teaching between the Utica City School District and Hartwick College from December 17, 2025 to June 30, 2026.

FOR ACTION:**VOLUME LX****Report No. S – 116****SUBJECT: Agreement between the Utica City School District and State University of New York at Brockport**

Authorization is requested of the Board of Education to approve the Agreement between the Utica City School District and State University of New York at Brockport from December 17, 2025 to June 30, 2030.

FOR ACTION:**VOLUME LX****Report No. S – 117****SUBJECT: Clinical Affiliation Agreement between the Utica City School District and State University of New York, Binghamton University**

Authorization is requested of the Board of Education to approve the Clinical Affiliation Agreement between the Utica City School District and State University of New York, Binghamton University from December 17, 2025 to December 16, 2030.

FOR ACTION:**VOLUME LX****Report No. S – 118****SUBJECT: Clinical Affiliation Agreement between the Utica City School District and Emerson College**

Authorization is requested of the Board of Education to approve the Clinical Affiliation Agreement between the Utica City School District and Emerson College from December 17, 2025 to June 30, 2026.

FOR ACTION:**VOLUME LX****Report No. S – 119****SUBJECT: Application for Extended Field Trip Proctor High School**

Authorization is requested of the Board of Education for sixteen (16) students from the Thomas R. Proctor High School Model United Nations Club to travel to Syracuse, NY to attend and participate in the Central New York Model United Nations XLIII Conference being held at Syracuse University. The trip is scheduled for January 9, 2026 and January 10, 2026.

Supervision of these students will be provided by Frank Robertello, Social Studies Teacher and Nathan Kishman, Music Teacher.

This trip was reviewed and approved by Ann Marie Palladino, Principal, Proctor High School, Steven A. Falchi, Assistant Superintendent of Curriculum, Instruction and Assessment and Dr. Christopher Spence, Superintendent of Schools as outlined in Policy 8400.

FOR ACTION:**VOLUME LX****Report No. S – 120****SUBJECT: Application for Extended Field Trip Proctor High School**

Authorization is requested of the Board of Education for thirty (30) students from Thomas R. Proctor High School to travel to the Corning Museum of Glass in Corning, NY. The purpose of this trip is for the Proctor High School Art Club students to visit the glass studio and be given the opportunity to learn about and experience an art form – glass. The trip is scheduled for Thursday, April 2, 2026.

Supervision of these students will be provided by Christina Hopkins-Rowe, Art Teacher, Andrew Buffington, Art Teacher, Maria Fielteau, ENL Teacher, Denis Herring, CTE Teacher and Matthew Zyskowski, Special Education Teacher.

This trip was reviewed and approved by Ann Marie Palladino, Principal, Proctor High School, Steven A. Falchi, Assistant Superintendent of Curriculum, Instruction and Assessment and Dr. Christopher Spence, Superintendent of Schools as outlined in Policy 8400.

FOR ACTION:**VOLUME LX****Report No. S – 121****SUBJECT: Application for Extended Field Trip Proctor High School**

Authorization is requested of the Board of Education for twelve (12) students from the Thomas R. Proctor High School Photography (MVCC) class to travel to the George Eastman Museum of Photography, in Rochester, NY and Sonnenberg Gardens and Mansion State Historic Park, Canandaigua, NY. The purpose of this trip is for the students to expand their knowledge of the history of photography. The trip is scheduled for Friday, May 8, 2026.

Supervision of these students will be provided by Christina Hopkins-Rowe, Art Teacher and Andrew Buffington, Art Teacher.

This trip was reviewed and approved by Ann Marie Palladino, Principal, Proctor High School, Steven A. Falchi, Assistant Superintendent of Curriculum, Instruction and Assessment and Dr. Christopher Spence, Superintendent of Schools as outlined in Policy 8400.

FOR ACTION:**VOLUME LX****Report No. S – 122****SUBJECT: Application for Extended Field Trip Proctor High School**

Authorization is requested of the Board of Education for thirty-six (36) students from the Thomas R. Proctor High School NJROTC to travel to Naval Station, Newport, RI to attend the Nation Station Area I Drill Championships. The trip is scheduled for January 23, 2026 and January 24, 2026.

Supervision of these students will be provided by Wayne Lane, Naval Science, Tamara Egresits, Jerry Jankowski and Jerry Paredes.

This trip was reviewed and approved by Ann Marie Palladino, Principal, Proctor High School, Steven A. Falchi, Assistant Superintendent of Curriculum, Instruction and Assessment and Dr. Christopher Spence, Superintendent of Schools as outlined in Policy 8400.

FOR ACTION:**VOLUME LX****Report No. S – 123****SUBJECT: Employment Agreement between the Utica City School District and Laurie DeBella**

Authorization is requested of the Board of Education to approve the individual Employment Agreement dated December 16, 2025, between the Utica City School District and Laurie DeBella, Part-Time/Temporary Administrative Support at a salary of \$50.00/hr. up to thirty (30) hours per week.

FOR ACTION:**VOLUME LX****Report No. S – 124****SUBJECT: Employment Agreement between the Utica City School District and Lynn Dust**

Authorization is requested of the Board of Education to approve the individual Employment Agreement dated December 16, 2025, between the Utica City School District and Lynn Dust, Part-Time/Temporary Administrative Support at a salary of \$50.00/hr. up to thirty (30) hours per week.

FOR ACTION:**VOLUME LX****Report No. S – 125****SUBJECT: Employment Agreement between the Utica City School District and Danielle Giovinazzo**

Authorization is requested of the Board of Education to approve the individual Employment Agreement dated December 16, 2025, between the Utica City School District and Danielle Giovinazzo, Office Specialist, at a salary of \$59,410.

FOR ACTION:**VOLUME LX****Report No. S – 126****SUBJECT: Employment Agreement between the Utica City School District and Amina Feratovic (NOT OFFERED)**

Authorization is requested of the Board of Education to approve the individual Employment Agreement dated December 16, 2025, between the Utica City School District and Amina Feratovic, Secretary to the Superintendent, at a salary of \$65,000 prorated.

FOR ACTION:**VOLUME LX****Report No. S – 127****SUBJECT: Request for Creation of the High School Media Club and Extracurricular Activity Account at Thomas R. Proctor High School**

Authorization is requested of the Board of Education to approve the request for the creation of the High School Media Club and extracurricular activity account at Thomas R. Proctor High School.

FOR ACTION:**VOLUME LX****Report No. S – 128****SUBJECT: Memorandum of Agreement between the Utica City School District and the Utica Teachers Association**

Authorization is requested of the Board of Education to approve the Memorandum of Agreement between the Utica City School District and the Utica Teachers Association, Extra-Curricular Club (High School Media), effective December 17, 2025.

FOR ACTION:**VOLUME LX****Report No. S – 129****SUBJECT: Request for Creation of New Club and Extracurricular Activity Account at Proctor High School as Amended**

Authorization is requested of the Board of Education to approve the request for creation of a new club **to be titled Latin Culture Club** and extracurricular activity account at **Thomas R.** Proctor High School.

FOR ACTION:**VOLUME LX****Report No. S – 130****SUBJECT: Memorandum of Agreement between the Utica City School District and the Utica Teachers Association**

Authorization is requested of the Board of Education to approve the Memorandum of Agreement between the Utica City School District and the Utica Teachers Association, Extra-Curricular Club (Latin Culture), effective December 17, 2025.

FOR ACTION:**VOLUME LX****Report No. S – 131****SUBJECT: Memorandum of Agreement between the Utica City School District and the Utica Administrators Association (NOT OFFERED)**

Authorization is requested of the Board of Education to approve the Memorandum of Agreement dated December 16, 2025, between the Utica City School District and the Utica Administrators Association.

FOR ACTION:**VOLUME LX****Report No. S – 132****SUBJECT: Abolishment of Position**

Authorization is requested of the Board of Education to approve the abolishment of Senior Bookkeeper (12-months) position for the Business Office effective December 17, 2025.

FOR ACTION:**VOLUME LX****Report No. S – 133****SUBJECT: Creation of Position**

Authorization is requested of the Board of Education to create one (1) Licensed Practical Nurse (LPN) position, effective December 17, 2025.

FOR ACTION:**VOLUME LX****Report No. S – 134****SUBJECT: Creation of Positions**

Authorization is requested of the Board of Education to create two (2) School Monitor (Security) positions, District-Wide effective December 17, 2025.

FOR ACTION:**VOLUME LX****Report No. S – 135****SUBJECT: Certification of Lead Evaluator - Elizabeth Breese**

WHEREAS, the Board of Education has been provided evidence that Elizabeth Breese 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 certification as a Lead Evaluator of classroom teachers, therefore

BE IT RESOLVED, that, upon recommendation of the Superintendent of Schools, Elizabeth Breese, be certified as a Lead Evaluator of classroom teachers.

FOR ACTION:**VOLUME LX****Report No. S – 136****SUBJECT: Certification of Lead Evaluator - Richard Ambruso**

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 re-certified as a Lead Evaluator of classroom teachers.

FOR ACTION:**VOLUME LX****Report No. S – 137****SUBJECT: Acceptance of Change Orders Approved by the Superintendent (NOT OFFERED)**

Authorization is requested of the Board of Education for acceptance of change orders approved by the Superintendent pursuant of the following:

	CCO #	Contract	Contractor	Description	Costs
Change Order	CCO-GC-055	General Trades	Pike Construction Services	Design Modification – Costs to build and paint chases in the renovation and addition spaces.	\$22,553.49
Change Order	CCO-GC-056	General Trades	Pike Construction Services	Field Condition – Remove and replace the OHD threshold at M189C.	\$6,306.81
Change Order	CCO-GC-057	General Trades	Pike Construction Services	Design Modification – Add chases and soffits to Stairs A & B as well as provide closure plates between stringers.	\$11,758.04
Change Order	CCO-GC-058	General Trades	Pike Construction Services	Back Charge – Costs for masonry repairs from blown hydraulic line. CO-SC-005 credited the amount back to the District.	\$1,260.00
Change Order	CCO-GC-059	General Trades	Pike Construction Services	Design Modification – Modified the text sizing on the interior signage. Eliminated type 9 and 9A signs.	\$3,176.52
Change Order	CCO-GC-060	General Trades	Pike Construction Services	Back Charge – The EC agreed to pay for charges incurred for 3 rd party inspection of the elevator due to delay by their sub-contractor. Credit to the District for this amount processed in CO-EC-017.	\$1,500.00
Change Order	CCO-GC-061	General Trades	Pike Construction Services	Allowance – Credit of unused base contract allowance.	\$(577.56)
Change Order	CCO-GC-062	General Trades	Pike Construction Services	Budget Modification – Actual bond costs incurred by the general contractor based on their final contract value.	\$6,921.00
Change Order	CCO-EC-017	Electrical	E-J Electric	Back Charge – The EC agreed to pay for charges incurred for 3 rd party inspection of the elevator due to delay by their sub-contractor. Charge to the District for this amount processed in CO-GC-060.	\$(1,500.00)
Change Order	CCO-EC-018	Electrical	E-J Electric	Field Conditions – Miscellaneous electrical, including Data & receptacle for ticker tape display in C209, several EPO's, 230V transformer change in location.	\$19,039.73
Change Order	CCO-EC-019	Electrical	E-J Electric	Design Modification – Added electrical devices including fire alarm, clocks, elevator phone and lighting.	\$19,146.98
Change Order	CCO-EC-020	Electrical	E-J Electric	Design Modification – Additional circuit installation for the ACCU's and door contacts.	\$18,729.38
Change Order	CCO-EC-021	Electrical	E-J Electric	Allowance – Credit of unused base contract allowance.	\$(1,262.00)
Change Order	CCO-MC-013	HVAC	H.J. Brandeles	Allowance – Credit of unused base contract allowance.	\$(2,115.25)
Change Order	CCO-PC-008	Plumbing	H.J. Brandeles	Allowance – Credit of unused base contract allowance.	\$(5,480.50)
Change Order	CCO-SC-005	Site	Central Paving	Back Charge – Costs for masonry repairs from blown hydraulic line. CO-GC-058 charged the amount to the District.	\$(1,260.00)
Change Order	CCO-SC-006	Site	Central Paving	Allowance – Credit of unused base contract allowance.	\$(1,827.90)

FOR ACTION:**VOLUME LX****Report No. S – 138**

**SUBJECT: Resolution Approving Capital Construction Contract Change Order – Trane
(PULLED, MOTION CARRIES)**

RESOLUTION

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") has previously undertaken its 2024 Capital Improvement Project, SED Control No.: 41-23-00-01-0-003-010 for work at Albany Elementary School, SED Control No.: 41-23-00-01-0-010-011 for work at Jefferson Elementary School, SED Control No.: 41-23-00-01-0-016-011 for work at MLK Elementary School, SED Control No.: 41-23-00-01-0-015-012 for work at Watson Williams Elementary School, SED Control No.: 41-23-00-01-0-007-015 for work at Columbus Elementary School, SED Control No.: 41-23-00-01-0-022-009 for work at General Herkimer Elementary, SED Control No.: 41-23-00-01-0-009-011 for work at Hughes Elementary School, and SED Control No.: 41-23-00-01-0-008-010 for work at Conkling Elementary School (the "Project"); and

WHEREAS, during the course of the Project due to unanticipated conditions, certain changes to the work have been determined by C&S Companies, the Project Construction Manager, to be required; and

WHEREAS, the Project Architect, Construction Manager, and the contractor executed proposed Change Order-CB-001, dated November 20, 2025, in the total amount of \$50,642.00 amending the contract with Trane, dated August 12, 2025: for the scope of work described therein ("Change Order"); and

WHEREAS, the Change Order has been shared with the Board of Education, and it has been determined that it is in the best interest of the School District to approve the proposed Change Order;

NOW, THEREFORE be it resolved as follows:

1. The Board of Education approves the contract change set out in the Change Order.
2. The Board of Education hereby authorizes the President of the Board to sign the Change Order on behalf of the School District.
3. The Board of Education hereby authorizes the Superintendent of Schools to sign the New York State Education Department required certification in connection with the Change Order and take all actions necessary or convenient to satisfy the applicable New York State Education Department Change Order certification and filing requirements.
4. Upon Board of Education approval, this Resolution shall take effect immediately.

CERTIFICATION

A Regular Meeting of the Board of Education of the Utica City School District held on December 16, 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 vote of the Board of Education members present at the meeting as follows:

Member Name:

Aye/Nay/Absent:

Dated: December 16, 2025

District Clerk
Utica City School District

FOR ACTION:**VOLUME LX****Report No. S – 139****SUBJECT: Resolution Approving Capital Construction Contract Change Order – Pike Construction Services (**PULLED, MOTION CARRIES**)****RESOLUTION**

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") has previously undertaken its 2024 Capital Improvement Project, SED Control No.: 41-23-00-01-0-002-014 for work at Proctor High School (the "Project"); and

WHEREAS, during the course of the Project due to unanticipated conditions, certain changes to the work have been determined by C&S Companies, the Project Construction Manager, to be required; and

WHEREAS, the Project Architect, Construction Manager, and the contractor executed proposed Change Order-CB-012, dated December 1, 2025, in the amount of \$74,707.69 amending the contract with Pike Construction Services, dated August 12, 2025 for the scope of work described therein ("Change Order"); and

WHEREAS, the Change Order has been shared with the Board of Education, and it has been determined that it is in the best interest of the School District to approve the proposed Change Order;

NOW, THEREFORE be it resolved as follows:

1. The Board of Education approves the contract change set out in the Change Order.
2. The Board of Education hereby authorizes the President of the Board to sign the Change Order on behalf of the School District.
3. The Board of Education hereby authorizes the Superintendent of Schools to sign the New York State Education Department required certification in connection with the Change Order and take all actions necessary or convenient to satisfy the applicable New York State Education Department Change Order certification and filing requirements.
4. Upon Board of Education approval, this Resolution shall take effect immediately.

CERTIFICATION

A Regular Meeting of the Board of Education of the Utica City School District held on December 16, 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 vote of the Board of Education members present at the meeting as follows:

Member Name:

Aye/Nay/Absent:

Dated: December 16, 2025

District Clerk
Utica City School District

FOR ACTION:**VOLUME LX****Report No. S – 140****SUBJECT: Resolution Approving Capital Construction Contract Change Order – E-J Electric LLC (PULLED, MOTION CARRIES)****RESOLUTION**

WHEREAS, the Board of Education of the Utica City School District (the "Board of Education") has previously undertaken its 2024 Capital Improvement Project, SED Control No.: 41-23-00-01-0-002-014 for work at Proctor High School (the "Project"); and

WHEREAS, during the course of the Project due to unanticipated conditions, certain changes to the work have been determined by C&S Companies, the Project Construction Manager, to be required; and

WHEREAS, the Project Architect, Construction Manager, and the contractor executed proposed Change Order-CB-012, dated November 20, 2025, in the amount of \$137,396.23 amending the contract with E-J Electric LLC, dated August 12, 2025 for the Proctor chiller power modification and installation described therein ("Change Order"); and

WHEREAS, the Change Order has been shared with the Board of Education, and it has been determined that it is in the best interest of the School District to approve the proposed Change Order;

NOW, THEREFORE be it resolved as follows:

1. The Board of Education approves the contract change set out in the Change Order.
2. The Board of Education hereby authorizes the President of the Board to sign the Change Order on behalf of the School District.
3. The Board of Education hereby authorizes the Superintendent of Schools to sign the New York State Education Department required certification in connection with the Change Order and take all actions necessary or convenient to satisfy the applicable New York State Education Department Change Order certification and filing requirements.
4. Upon Board of Education approval, this Resolution shall take effect immediately.

CERTIFICATION

A Regular Meeting of the Board of Education of the Utica City School District held on December 16, 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 vote of the Board of Education members present at the meeting as follows:

Member Name:

Aye/Nay/Absent:

Dated: December 16, 2025

District Clerk
Utica City School District

FOR ACTION:

VOLUME LX

Report No. S – 141

SUBJECT: Acceptance of Toys from NYS Music

Authorization is requested of the Board of Education to approve and accept the donation of brand new, unwrapped toys from NYS Music.

FOR ACTION:**VOLUME LX****Report No. B – 21****SUBJECT: Disposal of Obsolete Technology Equipment**

Authorization is requested of the Board of Education to dispose of obsolete technology equipment located at Columbus Elementary School and the Administration Building.

FOR ACTION:**VOLUME LX****Report No. B – 22****SUBJECT: Approval of Budget Transfer – Transportation, Summer School**

Authorization is requested of the Board of Education to approve the following Budget Transfer – Transportation, Summer School for the 2025-2026 Fiscal Year.

2025-2026 Fiscal Year

	<u>Account</u>	<u>Description</u>	<u>Amount</u>
From:	A5510.165-00-0000	Transportation - Trainer/Clerical	\$ 17,068
To:	A5510.409-00-4000	Transportation - Summer School	\$ 17,068
Reason:	To adjust for unexpected summer busing for Regents testing.		
	A5510.165-00-0000	Original Budget	\$ 75,611
		Revised Budget with Transfer	\$ 58,543
		Transfers In	\$ -
		Transfers Out	\$ -
		Expended & Encumbered	\$ -
		Balance before Transfer	\$ 75,611
		Percent Used (Original Budget)	0.00%
		Percent Used (Revised Budget)	0.00%
	A5510.409-00-4000	Original Budget	\$ 654,828
		Revised Budget with Transfer	\$ 671,896
		Transfers In	\$ -
		Transfers Out	\$ -
		Expended & Encumbered	\$ 671,895
		Balance before Transfer	\$ (17,067)
		Percent Used (Original Budget)	102.61%
		Percent Used (Revised Budget)	100.00%

FOR ACTION:**VOLUME LX****Report No. B – 23****SUBJECT: Approval of Budget Transfer – Transportation, Salaries**

Authorization is requested of the Board of Education to approve the following Budget Transfer – Transportation, Salaries for the 2025-2026 Fiscal Year.

2025-2026 Fiscal Year

	<u>Account</u>	<u>Description</u>	<u>Amount</u>
From:	A5510.165-00-0000	Transportation - Trainer/Clerical	\$ 8,514
To:	A5510.160-00-0000	Transportation - Transportation Supervisor	\$ 5,455
	A5510.164-00-0000	Transportation - Router	\$ 3,059
Reason:	To adjust for contractual salary increases.		
	A5510.165-00-0000	Original Budget	\$ 58,543
		Revised Budget with Transfer	\$ 50,029
		Transfers In	\$ -
		Transfers Out	\$ -
		Expended & Encumbered	\$ -
		Balance before Transfer	\$ 50,029
		Percent Used (Original Budget)	0.00%
		Percent Used (Revised Budget)	0.00%
	A5510.160-00-0000	Original Budget	\$ 73,446
		Revised Budget with Transfer	\$ 78,901
		Transfers In	\$ -
		Transfers Out	\$ -
		Expended & Encumbered	\$ 78,901
		Balance before Transfer	\$ (5,455)
		Percent Used (Original Budget)	107.43%
		Percent Used (Revised Budget)	100.00%
	A5510.164-00-0000	Original Budget	\$ 44,523
		Revised Budget with Transfer	\$ 47,582
		Transfers In	\$ -
		Transfers Out	\$ -
		Expended & Encumbered	\$ 47,582
		Balance before Transfer	\$ 3,059
		Percent Used (Original Budget)	106.87%
		Percent Used (Revised Budget)	100.00%

FOR ACTION:**VOLUME LX****Report No. B – 24****SUBJECT: Resolution for Real Property Tax Roll Adjustment - Dapice****RESOLUTION**

WHEREAS, on an annual basis the City of Utica Assessor prepares the assessment roll for real property located within the City of Utica; and

WHEREAS, the Utica City School District, as a tax levying body, relies on the assessment roll to prepare the school tax roll; and

WHEREAS, a real property owner in the City of Utica submitted an application for the correction of the real property tax roll pursuant to Real Property Tax Law, Article 5, citing errors in the 2025 assessment; and

WHEREAS, the Oneida County Department of Real Property Tax Investigated the application and granted the request to correct Tax Parcel No. 330.8-3-24; and

WHEREAS, the application requires the Utica City School District to either approve or deny the application with respect to a correction of the tax roll.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Education approves the application for correction of the real property tax roll for Tax Parcel No. 330.8-3-24 in the City of Utica as described in the Real Property Tax Law Article 5 application; and
2. The Board of Education authorizes the Superintendent or his designees to complete all steps necessary to coordinate with the City for any refund or adjustment that may be due.
3. This Resolution shall take effect immediately.

FOR ACTION:

VOLUME LX

Report No. B – 25

SUBJECT: Resolution for Real Property Tax Roll Adjustment - Shaw

RESOLUTION

WHEREAS, on an annual basis the City of Utica Assessor prepares the assessment roll for real property located within the City of Utica; and

WHEREAS, the Utica City School District, as a tax levying body, relies on the assessment roll to prepare the school tax roll; and

WHEREAS, a real property owner in the City of Utica submitted an application for the correction of the real property tax roll pursuant to Real Property Tax Law, Article 5, citing errors in the 2025 assessment; and

WHEREAS, the Oneida County Department of Real Property Tax Investigated the application and granted the request to correct Tax Parcel No. 331.31-1-31; and

WHEREAS, the application requires the Utica City School District to either approve or deny the application with respect to a correction of the tax roll.

NOW, THEREFORE, BE IT RESOLVED that:

4. The Board of Education approves the application for correction of the real property tax roll for Tax Parcel No. 331.31-1-31 in the City of Utica as described in the Real Property Tax Law Article 5 application; and
5. The Board of Education authorizes the Superintendent or his designees to complete all steps necessary to coordinate with the City for any refund or adjustment that may be due.
6. This Resolution shall take effect immediately.

FOR ACTION:**VOLUME LX****Report No. B – 26****SUBJECT: Acceptance of Gift**

Authorization is requested of the Board of Education to approve and accept a monetary donation in the amount of \$5,000.00 from Thomas Poddi, former retiree of the District who was recently deceased and named the Proctor High School Music Department as a beneficiary.

FOR ACTION:**VOLUME LX****Report No. B – 27****SUBJECT: Substitute Rates**

Authorization is requested of the Board of Education to approve the substitute teacher rates, effective January 1, 2026.

Substitute Teacher Rates:

Certified Teachers	\$130.00 per day
Non-Certified Teachers	\$100.00 per day
Daily Rate for Teachers	
Exceeding 20 Consecutive Days	\$186.00 per day
Teaching Assistants	\$16.00 per hour
Substitute Teachers	\$15.00 per extra class

SEIU Substitute Rates:

Bus Driver	\$20.50 per hour
Food Service Worker	\$16.00 per hour
School Monitor	\$16.00 per hour

Substitute Clerical Rates:

1-20 years of service	\$16.00 per hour
Over 20 years of service	\$20.00 per hour

Substitute Nurse Rates:

Registered Nurse	\$115.00 per day
Licensed Practical Nurse	\$20.00 per hour

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Paid Administrative Leave**

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

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Paid Administrative Leave**

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

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Paid Administrative Leave**

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

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Paid Administrative Leave**

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

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Paid Administrative Leave**

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

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Involuntary Transfer – Administrator**

It is recommended that the following involuntary transfer be approved:

Eric Patterson

From: Director of Physical Education, Health and Athletics
To: Assistant Principal
Donovan Middle School
Effective: Retroactively on November 10, 2025

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Per Diem Substitute Nurse**

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 per diem **Substitute Registered Nurse (RN)** at **\$115.00 per day**:
Magdalah Plaisime, effective retroactively on November 24, 2025

FOR ACTION:**VOLUME LX****Report No. P – 27****SUBJECT: Resolution for Per Diem Substitute Nurse**

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 Licensed Practical Nurse (LPN)** at **\$20.00 per hour**:
Taneisha Johnson*, effective December 17, 2025

* Pending NYSED fingerprinting clearance.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Probationary Appointment – Peter Stenson – 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 Peter Stenson, who possesses Teaching Assistant, Level 1 certification issued by the Commissioner of Education, is appointed to the position of Teaching Assistant in the tenure area of Teaching Assistant effective retroactively on October 4, 2025, with a four-year probationary term commencing October 4, 2025 and expiring October 3, 2029 unless extended in accordance with the law. Peter Stenson's salary shall be \$19.10 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Probationary Appointment – Lauren Almy – 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 Lauren Almy, who possesses Teaching Assistant, Level 1 certification issued by the Commissioner of Education, is appointed to the position of Teaching Assistant in the tenure area of Teaching Assistant effective retroactively on November 13, 2025, with a four-year probationary term commencing November 13, 2025 and expiring November 12, 2029 unless extended in accordance with the law. Lauren Almy's salary shall be \$19.10 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Probationary Appointment – Aalisah Aponte – 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 Aalisah Aponte, who possesses Level 1 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 retroactively on December 1, 2025, with a four-year probationary term commencing December 1, 2025 and expiring November 30, 2029 unless extended in accordance with the law. Aalisah Aponte's salary shall be \$19.10 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Probationary Appointment, Christina Casella – 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 Christina Casella, who possesses Teaching Assistant, Level 1 certification issued by the Commissioner of Education, is appointed to the position of Teaching Assistant in the tenure area of Teaching Assistant effective retroactively on December 1, 2025, with a four-year probationary term commencing December 1, 2025 and expiring November 30, 2029 unless extended in accordance with the law. Christina Casella's salary shall be \$19.10 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Probationary Appointment, Kimberly Lindsay – 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 Kimberly Lindsay, who possesses Level III 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 retroactively on December 1, 2025, with a four-year probationary term commencing December 1, 2025 and expiring November 30, 2029 unless extended in accordance with the law. Kimberly Lindsay's salary shall be \$19.10 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Probationary Appointment – Allison Bembry – 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 Allison Bembry, who possesses Level 1 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 January 5, 2026, with a four-year probationary term commencing January 5, 2026 and expiring January 4, 2030 unless extended in accordance with the law. Allison Bembry's salary shall be \$19.10 per hour as set by the collective bargaining agreement between the Utica City School District and SEIU.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Probationary Appointment – Ayana Neal, Licensed Practical Nurse**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Ayana Neal, who possesses Licensed Practical Nurse licensure issued by the Commissioner of Education, is appointed to the position of Licensed Practical Nurse (LPN) probationary term commencing December 17, 2025. Ayana Neal's salary shall be \$37,891 (prorated) as set forth in collective bargaining agreement between the Utica School Registered Nurses' and Licensed Practical Nurses' Unit of Teamsters Local 294 and the Utica City School District.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Provisional Appointment, Office Specialist – Chelsea Bedard**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Chelsea Bedard, who possesses provisional pre-approval issued by the City of Utica department of Civil Service, is appointed to the position of Office Specialist. Chelsea Bedard's salary shall be \$55,540 (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 effective January 5, 2026, pending NYS fingerprinting clearance.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Provisional Appointment - Typist – Andrea Scialdone**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Andrea Scialdone, who possesses provisional pre-approval issued by the City of Utica department of Civil Service, is appointed to the position of Typist. Andrea Scialdone's salary shall be \$43,027.00 (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 effective January 5, 2026.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Resolution for Provisional Appointment, Physical Therapist – Molly Williams**

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that Molly Williams, who possesses provisional pre-approval issued by the City of Utica department of Civil Service, is appointed to the position of Physical Therapist. Molly Williams's salary shall be \$54,933 plus \$1,600 stipend = \$56,533 (prorated) as set forth in Step MA+96, E-5 of the collective bargaining agreement between the Utica Teachers Association and the Utica City School District effective January 5, 2026.

FOR ACTION:**VOLUME LX****Report No. P - 27****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 Superintendent of Schools, that the following individual is appointed to serve as per diem **Certified Substitute Teacher** at **\$130.00 per day**:

Safeta Cerimovic, effective retroactively on December 1, 2025

FOR ACTION:**VOLUME LX****Report No. P - 27****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 Superintendent of Schools, that the following individual is appointed to serve as per diem **Substitute Teacher** at **\$100.00 per day**:

Cristiana Damiano, effective retroactively on December 2, 2025

Kayla Sumberg, effective January 5, 2026

FOR ACTION:**VOLUME LX****Report No. P - 27****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 individuals are appointed to serve as **Substitute Teaching Assistant** at **\$15.50 per hour**:

LaTonya Hawkins, effective retroactively on December 1, 2025

Shamia Howard, effective retroactively on December 2, 2025

Christine Mathis, effective December 17, 2025

FOR ACTION:**VOLUME LX****Report No. P - 27****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 **\$16.00 per hour**:

Janya Maddox, effective January 5, 2026

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Appointment – Coaching Fall 2025**

It is recommended that the following coaching appointments be approved:

Trina Buckingham	Varsity Cheerleading Proctor High School Effective: Retroactively for Fall 2025 Index: \$3,383
Felicia Medici	Junior Varsity Cheerleading Proctor High School Effective: Retroactively for Fall 2025 Index: \$2,416
Bryan Koscinski	Girls Assistant Varsity Swimming Proctor High School Effective: Retroactively for Fall 2025 Index: \$7,367

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Appointment – Coaching Winter 2025-2026**

It is recommended that the following coaching appointments be approved:

Cortlan Manning	Boys Jr. Varsity Volleyball Proctor High School Effective: Retroactively for Winter 2025-2026 Index: \$6,445
Wesley Jackson	Boys Assistant Varsity Basketball Proctor High School Effective: Retroactively for Winter 2025-2026 Index: \$4,449
Stevie Ray	Girls Modified Basketball Donovan Middle School Effective: Retroactively for Winter 2025-2026 Index: \$3,336

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Appointments - Sub Food Service/Monitors**

It is recommended that the following appointments be approved:

Hanaa Abuasal*	Sub Food Service/Monitor-Breakfast and Lunch Program District-Wide Effective: January 5, 2026 Salary: \$16.00 per hour Education: High School Experience: Home Care, Brooklyn, NY 6/22-10/25
Raven Schneider*	Sub Food Service/Monitor-Breakfast and Lunch Program District-Wide Effective: January 5, 2026 Salary: \$16.00 per hour Education: High School Experience: Patient care technician, Masonic Home Utica, NY 12/23-6/24
Meksida Smajlovic*	Sub Food Service/Monitor-Breakfast and Lunch Program District-Wide Effective: January 5, 2026 Salary: \$16.00 per hour Education: High School Experience: Line Leader, DeIorio's Food Inc. Utica, NY 2018-2024

*Pending NYSED fingerprinting clearance.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Appointment – Custodial/Maintenance**

It is recommended that the following appointment be approved:

Brandon Hughes	Cleaner District-Wide (Probationary) Effective: January 5, 2026 Salary: \$17.17 per hour Education: High School Experience: Maintenance, Hannaford Bros. Utica, NY 2/22 to present
----------------	--

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Appointment – Audio-Visual Coordinator**

It is recommended that the following appointment for Extra-Curricular appointment be approved:

Brandon O'Connor	Audio-Visual Coordinator Conkling Elementary School Effective: 2025-2026 School Year Index: \$1,933
------------------	--

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Appointments – Extra-Curricular Clubs 25-26**

It is recommended that the following appointments for Extra-Curricular appointment be approved:

Monica Bravo	Latin Culture Club Advisor Proctor High School Effective: December 17, 2025 Index: \$1,933
Westbrook Shortell	High School Media Club Advisor Proctor High School Effective: December 17, 2025 Index: \$5,316

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Mentor/Mentee for 2025-2026**

It is recommended that the following Mentor/Mentee for school year 2025-2026 be approved:

Mentee/New Teacher	Position	School	Mentor
Nina Savasta	Music	Conkling	Krystal Larish
Matthew Thornton	Music	Kernan	Alla Kudelich
Arijana Samardzic	Grade 3	King	Rateba Gulla
Margaret Steele	Mathematics	Proctor	Kathleen Capozzella
Samantha Baker	AIS Math	Columbus	Antoinette Manino
Jennifer Belden	English	Kennedy	Melissa Mariotti

Salary: Prorated at \$700.00 per school year.

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Amended Conferences**

It is recommended that the following approved conferences be amended:

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
David Dreidel	School Business Management Workshop Saratoga, NY Approved by: S. Falchi & M. Mandel Allotted: \$1,290.00 from Budget Code: A2070.400-00-0000 No Substitute Required	November 17-19, 2025

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Iain Conley	ASBO New York School Business Management Workshop (SBMW) Saratoga, NY Approved by: S. Falchi & M. Mandel Allotted: \$1,112.00 from Budget Code: A2070.400-00-0000 No Substitute Required	November 18-20, 2025

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Carly Calogero	A Future Ready Summit: Navigating Innovations in Work-Based Learning Uniondale, NY Approved by: S. Falchi & A.M. Palladino Allotted: \$1,370.00 from Budget Code: A2070.400-00-0000 No Substitute Required	May 20-21, 2026

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Conference**

It is recommended that the following conference be approved:

<u>NAME</u>	<u>CONFERENCE</u>	<u>DATE</u>
Dennis Hahn	UFLI Academy Orlando, FL Approved by: S. Falchi & T. Falchi Allotted: \$3,260.00 from Budget Code: A2070-400-00-0000 No Substitute Required	February 13-15, 2026

FOR ACTION:**VOLUME LX****Report No. P - 27****SUBJECT: Revision of Appointment – Extra Curricular Music**

It is recommended that the following revision of appointment for Extra-Curricular Music be accepted:

Stephen Zumchak

Elementary Chorus

Albany Elementary School

Effective: 2025-2026 School Year

Index: \$1,668

FOR INFORMATION:**VOLUME LX****Report No. P - 28****SUBJECT: Resignation – Security**

It is recommended that the following resignation be accepted:

Natalie Kelley	School Monitor (Security) District-Wide Effective: November 14, 2025 Reason: Personal Notification Received: November 14, 2025
----------------	--

FOR INFORMATION:**VOLUME LX****Report No. P - 28****SUBJECT: Resignation – Teaching Assistant**

It is recommended that the following resignation be accepted:

LaTonya Hawkins	Teaching Assistant Effective: November 25, 2025 Reason: Personal Notification Received: November 25, 2025
-----------------	--

FOR INFORMATION:**VOLUME LX****Report No. P - 28****SUBJECT: Resignation – Clerical**

It is recommended that the following resignation be accepted:

Lynn Brindisi	Account Clerk Business Office Effective: December 5, 2025 Reason: Personal Notification Received: November 17, 2025
---------------	---

FOR INFORMATION:**VOLUME LX****Report No. P - 28****SUBJECT: Resignation – Transportation**

It is recommended that the following resignation be accepted:

Anita Atchley	School Monitor (Transportation) Effective: November 7, 2025 Reason: Personal Notification Received: November 5, 2025
---------------	---

FOR INFORMATION:**VOLUME LX****Report No. P - 28****SUBJECT: Resignation – Registered Nurse**

It is recommended that the following resignation be accepted:

Alicia Dantzler

Registered Nurse (10-months)
Jones Elementary School
Effective: January 16, 2026
Reason: Accepted a position outside the Utica City
School District
Notification Received: December 2, 2025

FOR INFORMATION:**VOLUME LX****Report No. P - 28****SUBJECT: Resignation – Substitute Teaching Assistants**

It is recommended that the following resignations be accepted:

Peter Stenson

Substitute Teaching Assistant
Jefferson Elementary School
Effective: October 4, 2025
Reason: Accepted a Teaching Assistant position with
the Utica City School District
Notification Received: December 3, 2025

Lauren Almy

Substitute Teaching Assistant
Jefferson Elementary School
Effective: November 13, 2025
Reason: Accepted a Teaching Assistant position with
the Utica City School District
Notification Received: December 3, 2025

Christina Casella

Substitute Teaching Assistant
Jones Elementary School
Effective: November 25, 2025
Reason: Accepted a Teaching Assistant position with
the Utica City School District
Notification Received: December 3, 2025

FOR INFORMATION:**VOLUME LX****Report No. P - 28****SUBJECT: Retirement – Transportation**

It is recommended that the following resignation be accepted:

Rebecca Dunn

Bus Driver
Effective: December 12, 2025
Years of Service: 14
Notification Received: November 5, 2025

FOR INFORMATION:**VOLUME LX****Report No. P - 28****SUBJECT: Retirement - Teacher**

It is recommended that the following retirement be approved:

Susan Khan

Social Studies Teacher
Proctor High School
Effective: July 1, 2026
Years of Service: 30
Notification Received: November 20, 2025

FOR INFORMATION:**VOLUME LX****Report No. P - 28****SUBJECT: Unpaid Leaves of Absences**

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

Brenda Bonner

Food Monitor
General Herkimer Elementary School
From: 11/12/25
To: 1/5/26
Reason: Medical
Notification Received: 8/1/25

Hailey Hall

Social Worker
Watson Williams Elementary School
From: 11/14/25
To: 3/31/26
Reason: Medical, Bonding, Extended Leave
Notification Received: 9/4/25

Danielle Laclair

Typist
JFK Middle School
From: 10/14/25
To: 12/5/25
Reason: Medical
Notifications Received: Ongoing 11/6/2025 to 12/3/2025

Moriah Giles	Parent Liaison Jefferson Elementary School From: 1/1/26 To: 5/31/26 Reason: Personal; ULOA afternoons only Notification Received: 10/30/25
Gianna Lottermoser	Confidential Office Specialist Administration Building From: 12/2/2025 To: 2/23/26 Reason: Medical & Bonding Notification Received: 12/1/25
Shauna Mills	ESOL Teacher K-6 Columbus Elementary School From: 10/29/25 To: 1/2/26 Reason: Returning from ULOA earlier than first reported Notification Received: 11/9/25
Kristina Moon	Teaching Assistant Kernan Elementary School From: 10/22/25 To: 12/1/25 Reason: Medical Notification Received: 11/12/25
Deniza Moran	Food Monitor Albany Elementary School From: 12/4/25 PM To: 1/27/26 Reason: Medical Notification Received: 11/25/25
Melissa Shupp	Art Teacher Albany Elementary School From: 12/12/25 To: 2/13/26 Reason: Medical Notification Received: 11/17/25

FOR INFORMATION:**VOLUME LX****Report No. P - 28****SUBJECT: Revised Tenure - Teachers**

Authorization is requested of the Board of Education to accept the revised tenure date of teachers as follows:

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the revised tenure date for the following teachers. The expiration date is tentative and conditional only.

Employee	Tenure Area	New Tenure Date
Colin Douglass	CTE Teacher	August 27, 2025 – August 26, 2028
Jessica Kokoszki	CTE Teacher	August 27, 2025 – August 26, 2028

**BOARD OF EDUCATION MEETING
DECEMBER 16, 2025
MOTIONS FROM THE FLOOR**

FOR ACTION:

VOLUME LX

Report No. P - 27

SUBJECT: Appointments – Coaching – WINTER 2025-2026

It is recommended that the following coaching appointment be approved:

George Garrett

Boys Modified Basketball
Donovan Middle School
Effective: Winter 2025-2026
Index: \$2,900.00

FOR ACTION:

VOLUME LX

Report No. P - 27

SUBJECT: Appointments – Coaching – WINTER 2025-2026

It is recommended that the following coaching appointment be approved:

Carmela Cancelmo

Volunteer Girls Wrestling Coach
Proctor High School
Effective: Winter 2025-2026 Sport Season