UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
TENTATIVE
MONDAY, FEBRUARY 8, 2016
BOARD OF EDUCATION MEETING CALLED TO ORDER
6:00 P.M.
EXECUTIVE SESSION
TO DISCUSS CSE RECOMMENDTIONS
AND EMPLOYMENT HISTORY OF PERSONNEL
UNATEGO MIDDLE/SR HIGH SCHOOL
ROOM #93

1. ROUTINE MATTERS

1.1 Call to order
1.2 Roll Call
1.3 Pledge
1.4 Approve regular board meeting minutes of January 25, 2016
1.5 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

3.1 Administrator's Report
3.2 Superintendent's Report – Dr. David S. Richards

4. ADMINISTRATIVE ACTION

4.1 Approve CSE recommendations (2.8.16 G1)
4.2 Approve Memorandum of Understanding between Opportunities for Otsego, Inc., Head Start and Unatego Central School District (2.8.16 G2)
4.3 Approve Nicole Wood's permanent appointment (2.8.16 UC1)
4.4 Approve Christina Butcher and Stephanie Havens (co-coaches) for JV Softball for the 2015-16 school year (2.8.16 UC2)
4.5 Accept Gary Williams's resignation as Director of Special Programs (2.8.16 C1)
4.6 Accept Terri Long's resignation as bus driver (2.8.16 UC3)
4.7 Appoint Becci Cutting substitute aide for the 2015-16 school year (2.8.16 UC4)
4.8 Appoint Carolvivian Smith substitute worker for the After School Program for the 2015-16 school year (2.8.16 UC5)
4.9 Appoint Jennifer Zandt substitute teacher/aide for the 2015-16 school year (2.8.16 UC6)
4.10 Appoint Pat Scott Interim Director of Special Programs (2.8.16 C2)

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5. **PUBLIC COMMENT**

6. **ROUND TABLE DISCUSSION/QUESTIONS**

7. **EXECUTIVE SESSION (IF NECESSARY)**

8. **ADJOURN**

Board Agenda 2.8.16
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4.1
2.8.16 G1
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve CSE recommendations as presented.

4.2
2.8.16 G2
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Memorandum of Understanding between Opportunities for Otsego, Inc., Head Start and Unatego Central School District as presented.

4.3
2.8.16 UC1
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the permanent appointment of Nicole Wood, Keyboard Specialist, effective February 29, 2016 as presented.

4.4
2.8.16 UC2
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Christina Butcher and Stephanie Havens (co-coaches) for JV Softball for the 2015-2016 school year as presented.

4.5
2.8.16 C1
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Gary Williams's resignation as Director of Special Programs effective February 29, 2016 as presented.

4.6
2.8.16 UC3
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Terri Long's resignation as bus driver effective April 1, 2016 as presented.

4.7
2.8.16 UC4
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Becci Cutting's substitute aide for the 2015-2016 school year effective January 25, 2016 as presented.

4.8
2.8.16 UC5
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Carolvivian Smith substitute worker for After School Care Program for the 2015-16 school year, pending fingerprinting and criminal history review as presented.

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4.9
2.8.16 UC6
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jennifer Zandt substitute teacher/aide for the 2015-16 school year as presented.

4.10
2.8.16 C2
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Pat Scott, Interim Director of Special Programs per diem at $425/day.

A Memorandum of Understanding Between Unatego Central School ~~and Opportunities for Otsego, Inc., Head Start~~ 2016

I. Parties to the Agreement

A. Unatego Central School; and
B. Opportunities for Otsego, Inc. Head Start

II. Purpose of Agreement

A. To improve availability and the quality of services for Otsego County's children, age three through age five, and their families;

B. To support children's optimal development and readiness for school entry and success;

C. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families;

D. To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate;

E. To promote further collaboration to reduce duplication and enhance efficiency of services;

F. To define the roles and responsibilities of the named parties toward coordination and greater collaboration, enhance linkages and relationships, and exchange information on the provision of educational and non-educational services; and

G. To coordinate a comprehensive system of activities, policies and procedures among the named parties which guide and support their delivery of services to children and their families.

III. Program Descriptions

A. Opportunities for Otsego, Inc. Head Start has served the children and families of Otsego County since 1966 and currently enrolls 295 preschool children and their families in 16 classrooms located at 10 separate sites throughout Otsego County.

B. Head Start is a nation-wide program funded by the U.S. Department of Health and Human Services. It is a comprehensive child development program for families with young children and promotes growth and development in the areas of education, social services, health, and family involvement. Head Start preschool programs enroll children from 3 to 5 years of age and their families.

Head Start is mandated to assume a leadership role in the development of partnerships with community agencies and service providers. Each Head Start, Migrant and Seasonal, and American Indian/Alaska Native Head Start program must have a written agreement with the local school systems (LSS) or local education agency (LEA) to coordinate and collaborate in order to best meet the needs of children and their families.

C. Unatego School District, serving Kindergarten eligible four year old children and their families who reside within the geographically established boundaries of the district.

IV. Authority

A. Head Start's responsibility for coordination and collaboration with the School District responsible for managing publicly funded preschool programs in the service area of the Head Start grantee is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."

B. The Unatego School District is authorized by New York State Education Department.

V. Guiding Principles

A. Create and maintain a meaningful partnership to promote school readiness for children from low-income families in Head Start programs so they may receive comprehensive services to prepare them for elementary school and address any potential achievement gap.

B. Plan and implement strategies based on practice and research that have proven to support children's school success.

C. Respect the uniqueness of the community's needs and resources.

D. Promote the involvement of members of the early care and education communities.

E. Share commitment, cooperation, and collaboration for a coordinated service delivery system.

VI. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation

The Unatego Central School and the Opportunities for Otsego, Inc. Head Start will review and develop plans for the coordination, collaboration, alignment, and implementation of each of the following 10 activities, as mandated by the Act.

1) Educational activities, curricular objectives, and instruction including:

A. Implementing a research-based early childhood curriculum that is aligned with the Head Start Child Outcomes Framework developed by the Secretary and, as appropriate, Universal Prekindergarten Learning Standards and the New York State K-12 State Learning Standards.
B. Establishing ongoing communications between Opportunities for Otsego, Inc. Head Start and Unatego Central School for developing continuity of developmentally appropriate curricular objectives and activities aligned with the Head Start Child Outcomes Framework and, as appropriate, with Universal Prekindergarten Learning Standards the New York State K-12 State Learning Standards, and for shared expectations for children's learning and development as the children transition to school.

2) Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs including:

A. Generating support and accessing resources of the entire community in an effort to improve school readiness.
B. Establishing ongoing channels of communication between Head Start staff and their counterparts in the schools (including teachers, social workers, local educational agency liaisons designated under section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432(g)(1)(J)(ii)), and health staff to facilitate coordination of programs.

3) Selection of eligible children to be served by programs including:

A. Developing and implementing systems to increase Head Start and Universal Prekindergarten program participation of underserved populations of eligible children.
B. Developing procedures for identifying children who are limited English proficient, and informing the parents of such children of the instructional services available to help children make progress towards acquiring the knowledge and skills and acquisition of the English language.

C. Collaborating with all public or private entities providing early childhood education and development services or programs in the community including:

(i) Programs implementing grant agreements under the Early Reading First and Even Start programs;
(ii)Other preschool programs operating under Title I;
(iii) Early Intervention and Preschool Special Education Programs serving children with disabilities under section 619 and part C of the Individuals with Disabilities Education Act; (20 U.S.C. 1419, 1431 et seq.)
(iv) Child care programs;
(v) Educational agencies and/or programs that Head Start children will enter at the age of compulsory school attendance; and
(vi) Local entities, such as a public or school libraries for—
(a) Conducting reading readiness programs;
(b) Developing innovative programs to excite children about the world of books, including providing fresh books in the Head Start classroom;
(c) Assisting in early literacy training for Head Start parents; and
(d) Supporting parents and other caregivers in family literacy efforts.

4) Definition of service areas: The service area is to include families with preschool children living within the geographically established boundaries of Otsego County and the Unatego Central School District.

5) Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development training related to transitioning of children and families for public school staff and Head Start staff.

6) Program technical assistance including linking services provided in the Head Start program with educational services, including services relating to language, literacy, and numeracy, provided by the school district.

7) Provision of services to meet the needs of working parents, as applicable including: coordinating efforts for working parents to access full day, full year make resources available to young children, and coordinating activities and collaborating with programs under the Child Care and Development Block Grant.

8) Communication and parent outreach for smooth transitions to kindergarten including:

A. Developing and implementing a systematic procedure for transferring, with parental consent, each Head Start child's program records to the LEA in which the child will be enrolled.
B. Establishing with the school district comprehensive transition policies and procedures that support children's transitioning to school.
C. Conducting outreach to parents and school personnel to discuss the individual educational and developmental needs children.
D. Helping all parents, including those of limited English proficient children understand—

(i) the instructional and other services provided by the school in which such child will enroll after participation in Head Start; and
(ii) as appropriate, the information provided to parents of limited English proficient children under section 3302 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7012)

E. Developing and implementing a family outreach and support program, in cooperation with entities carrying out parental involvement efforts under title I of the Elementary and Secondary Education Act and family outreach and support efforts under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act, taking into consideration the language needs of parents of limited English proficient children.
F. Assisting families, including grandparents and kinship caregivers, administrators, and teachers in maintaining continuity between Head Start services and elementary school classes for the purpose of promoting parental involvement.

9) Provision and use of facilities, transportation, and other program elements including:

A. Collaborating on the shared use of transportation and facilities, as appropriate.
B. Collaborating to reduce the duplication and enhance the efficiency of services while increasing the program participation of underserved populations of eligible children.
C. Exchanging information on the provision of non-educational services to such children.

10) Other elements mutually agreed to by the parties.

VII. Confidentiality

All acknowledge confidentiality requirements that each grantee and agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information. Each grantee and agency will protect the rights of young children with respect to records and reports created, maintained,

and used by the public agencies. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34CFR 303.460.)

VIII. Dispute Resolution

Parties will first attempt to resolve the dispute between or among themselves. All local agencies will ensure that a system is in place to resolve disputes and solve problems. The system should include:

a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
b. The identification of liaisons from Opportunities for Otsego, Inc. Head Start and the Unatego School District.

IX. Review of Agreement

The agreement will be jointly reviewed by all parties annually and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

X. Term of Agreement

The agreement will become effective immediately after being signed and dated by all parties. By signing the agreement, Opportunities for Otsego, Inc. Head Start and the Unatego School District agree to the terms.

XII. SIGNATURES

For the *Unatego* School District

David Richards, Superintendent Date

For Opportunities for Otsego, Inc. Head Start

Daniel Maskin, Chief Executive Officer 1/25/16 Date

TO: Dr. David Richards, Superintendent

FROM: Patricia Hoyt, Middle School Principal

DATE: January 27, 2016

SUBJECT: Probationary Appointment

RECEIVED
JAN 2 2015

I am recommending Nicole Wood for the position of Keyboard Specialist, serving in the Middle School Office.

February 2, 2016

Dr. David Richards
Unatego Central School
2641 St. Hwy 7
Otego, NY 13825

Dear Dr. Richards,

I would like to recommend the following people as coaches for the following sports seasons.

JV Softball-Christina Butcher and Stephanie Havens (co-coaches)

Thank you,

Matthew J. Hafele

RECEIVED
JAN 26 2015
BY:

January 26, 2016

Dr. David Richards
Superintendent
Unatego Central School
2641 State Highway 7
Otego, NY 13825

Dear Dr. Richards and Unatego Central School Board of Education,

It is with mixed feelings that I am writing this letter to inform you of my decision to resign from my position as Director of Special Programs at Unatego Central School, effective at the end of the day on Friday, February 26, 2016.

I greatly appreciate the opportunities I have been provided over the past year and a half. They have been very important to me and allowed me to grow tremendously on a professional level. Additionally, I have made special connections to students, staff, parents, and community members that are directly due to my role in this district.

I appreciate the support and confidence the district has shown toward me in all of my efforts to improve education for our students. I will always carry a sense of pride in being connected to this school and hope for a bright future for Unatego Central School.

Sincerely,

Gary J. Williams

Gary J. Williams

RECEIVED
FEB - 2 2015
BY:

February 1, 2016

Unatego Board of Education:

Please accept this letter of retirement from my position as bus driver for this district. My last day will be Thursday. March 31, 2016.

I have enjoyed working here with many great people, and seen many changes. My current boss, Brian Trask, is beyond amazing, and I will miss him and many others I have worked closely with here at Unatego.

My last request here is unique. I'm asking from the bottom of my heart, for anyone in the building and grounds department to keep an eye on the tree out front of this beautiful school. It was planted in honor of our daughter, Tanya Long Simeone, who graduated from here in 2000. It is so special to my family to know people wanted to have her memory here where she excelled to go on to the short, but wonderful life she had. That tree will flourish, and can't wait to see it in full bloom in years to come.

Thank you all for everything, my husband and I are looking forward to the next chapter in our lives.

Terri L. Long

Terri L. Long

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Becki Cutting

POSITION: Sub Aide

REPLACES:

EFFECTIVE DATE: 1/25/16

EDUCATION LEVEL:

YEARS OF EXPERIENCE:

SALARY: STEP____ LEVEL_____ $_____

CERTIFICATION:

COLLEGE:

REFERENCES CONTACTED:

1. R. Bartman
2. D. Ritchey

COMMENTS: Personable, friendly, efficient, responsible + kind to the children + reliable
Currently works with them as lunch monitor

ADMINISTRATOR SIGNATURE

1/25/16
DATE

January 27, 2016

To: Board of Education

From: Carrie Hewlett, Director ASCP

Re: Recommendation

I would like to recommend Carolvivian Smith to work as a sub for the After School Care Program. Thank you for your consideration.

Sincerely,

Carrie Hewlett

Director ASCP

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Jennifer Zandt.

POSITION: Substitute Teacher / Substitute aide

REPLACES: _____

EFFECTIVE DATE: _____

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: _____

SALARY: STEP____ LEVEL_____ $_____

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. Kelli Parsons Deposit Principal
2. _____

COMMENTS: Reliable, dependable, great with special need students, teachers happy with her, completed lessons, nurturing, good classroom management

ADMINISTRATOR SIGNATURE

1/29/16
DATE