UNATEGO CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION ADDENDUM MONDAY, OCTOBER 18, 2021 AUDIT COMMITTEE MEETING 6:00 P.M. BOARD OF EDUCATION MEETING CALLED TO ORDER 7:00 P.M. UNATEGO MS/SR HIGH SCHOOL ROOM #93/ZOOM

4. <u>ADMINISTRATIVE ACTION</u>

- 4.14 Accept Tegan Fairbairn's resignation as a teacher's aide (10.18.21 UC7)
- 4.15 Approve Stephanie Havens as a substitute teacher/LTA/aide for the 2021-2022 school year (10.18.21 UC8)
- 4.16 Appoint Stephanie Havens as a teacher's aide (10.18.21 UC9)

4.14

10.18.21 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept with regret Tegan Fairbairn's resignation as a teacher's aide, effective October 29, 2021 as presented.

4.15

10.18.21 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Stephanie Havens as a substitute teacher/LTA/aide for the 2021-2022 school year as presented.

4.16

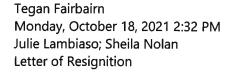
10.18.21 UC9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Stephanie Havens to a 52-week probationary appointment as a teacher's aide, at a rate of \$13.00 per/hr., effective November 1, 2021 as presented.

Sheila Nolan

From: Sent:

To:





October 18, 2021

Mrs. Julie Lambiaso High School Principal Unatego Central School 2641 State Highway 7 Otego, New York 13825

Dear Mrs. Lambiaso and Who It May Concern,

Please accept this letter as a formal notice of my resignation from my position as a High School Aide at Unatego. My last day of employment will be Friday October 29, 2021.

Thank you for giving me the opportunity to work in this position. I appreciate all of the opportunities you have given me. I wish you all the best for the future.

Sincerely,

Tegan Fairbairn

Tegn Fan

UNATEGO CENTRAL SCHOOL NEW EMPLOYEE APPOINTMENT FORM

NAME: Stephanie Havens
POSITION: Substitute Teacher, GA, Ade
REPLACES: MA
EFFECTIVE DATE: ASAP
EDUCATION LEVEL: Bachelor of Science
YEARS OF EXPERIENCE:
SALARY: STEPLEVEL\$
CERTIFICATION: MA
college: Keuka College
REFERENCES CONTACTED: 1. Sue Herodes
1. Sue Merales 2. Laura Wode
comments: Steph is interested in subbing until the Aide position starts.
Julie Fambion 10/18/21
ADMINISTRATOR SIGNATURE /DATE

UNATEGO CENTRAL SCHOOL NEW EMPLOYEE APPOINTMENT FORM

NAME: Stephanie Havens	
POSITION: Aide	
REPLACES: Tegan Fairbain	
EFFECTIVE DATE: NOVember 1	
EDUCATION LEVEL: Bachelor of Science	
YEARS OF EXPERIENCE:	
SALARY: STEPLEVEL\$	
CERTIFICATION: NA	
college: <u>Keuka Cellege</u>	
REFERENCES CONTACTED: 1. Sue Herades	
1. Sue Herades 2. Laura Wade	
COMMENTS: Steph has cooched at Unatago for	
Several years. She has built good relationships with students and staff	2
Julie Jambian 10/18/21	
ADMINISTRATOR SIGNATURE DATE	