

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ADDENDUM
TUESDAY, MAY 7, 2024
EXECUTIVE SESSION
TO DISCUSS CSE RECOMMENDATIONS
6:00 P.M.
PUBLIC BUDGET HEARING
6:30 P.M.
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/SR HIGH SCHOOL
ROOM #93**

4. ADMINISTRATIVE ACTION

- 4.22 Approve change order #022 (5.7.24 G4)**
- 4.23 Approve the termination of Gideon Pangman as a cleaner (5.7.24 UC2)**
- 4.24 Accept Kristin Preston's resignation as an LTA (5.7.24 C16)**
- 4.25 Appoint Devon Scherhauser as a substitute teacher (5.7.24 C17)**
- 4.26 Amend the salary for Kristin Preston's original appointment as an elementary teacher (5.7.24 C18)**
- 4.27 Amend the salary for Alyssa Hall's original appointment as a Speech Language Pathologist (5.7.24 C19)**

4.22

5.7.24 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Superintendent to sign change order #022 with Andrew R. Mancini Associates, Inc. in the amount of \$20,333.00 as presented.

4.23

5.7.24 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the termination of Gideon Pangman as a cleaner, effective May 8, 2024.

4.24

5.7.24 C16

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Kristin Preston's resignation as an LTA to accept an elementary teacher position at Unatego elementary as presented.

4.25

5.7.24 C17

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Devon Scherhauser as a substitute teacher for Autumn Draper, effective May 31, 2024, for the remainder of the 2023-2024 school year as presented.

4.26

5.7.24 C18

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby amend the salary for Kristin Preston's original appointment, to a four-year probationary appointment in the tenure area of Elementary Education, effective date June 1, 2024, and ending May 31, 2028, Masters Step 1 at a salary of \$56,983 to \$54,792 pro-rated, pending certification. (Replaces Kathryn (Katie) James from June 1-June 30 & Katerine (Kate) Webb on September 1)

Board Agenda 5.7.24
PG: 2

This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

4.27

5.7.24 C19

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby amend the salary for Alyssa Hall's original appointment as Speech Language Pathologist to a four-year probationary appointment in Speech/Hearing, effective September 1, 2024, and ending August 31, 2028, salary \$68,214 to \$68,215.



AIA Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: *(name and address)*
 Unatego CSD Capital Improvement
 Project Phase 1
 MSHS 47-16-01-04-0-015-020
OWNER: *(name and address)*
 Unatego Central School District
 2641 State Highway 7
 Otego, NY 13825-9795
CONTRACTOR: *(name and address)*
 Andrew R Mancini Associates, Inc.
 129 Odell Avenue
 Endicott, NY 13760

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: 04/17/2023
ARCHITECT: *(name and address)*
 Delta EAS, DPC
 860 Hooper Road
 Endwell, NY 13760

CHANGE ORDER INFORMATION:
 Change Order Number: 022
 Date: 04/11/2024
CONSTRUCTION MANAGER: *(name and address)*
 Schoolhouse Construction Services, LLC
 20850 State Highway 28
 Delhi, NY 13753

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO-GC-041 MSHS Display Cases (ASI-P1-047.1), \$20,333.00 Allocated to Allowance

The original Contract Sum was	\$ 4,767,000.00
Net change by previously authorized Change Orders	\$ 64,511.00
The Contract Sum prior to this Change Order was	\$ 4,831,511.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 4,831,511.00

The Contract Time will be unchanged by Zero (0) days.
 The Contractor's Work shall be substantially complete on 08/23/2024.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Delta Engineers, Architects, & Surveyors, DPC

ARCHITECT *(Firm name)*

Frederick C. Allabaugh, P.E.

SIGNATURE

Frederick C. Allabaugh, P.E. Project Manager

PRINTED NAME AND TITLE

4/11/2024

DATE:

Schoolhouse Construction Services, LLC

CONSTRUCTION MANAGER *(Firm name)*

Melisa Secord, P.E.

SIGNATURE

Melisa Secord, P.E. Project Manager

PRINTED NAME AND TITLE

04/23/2024

DATE:

Andrew R. Mancini Associates, Inc.

CONTRACTOR *(Firm name)*

Americo DiCamillo

SIGNATURE

Americo DiCamillo, President

PRINTED NAME AND TITLE

4/24/24

DATE:

Unatego Central School District

OWNER *(Firm name)*

SIGNATURE

Dr. David Richards, Superintendent of Schools

PRINTED NAME AND TITLE

5/7/24

DATE:



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234
 Tel. (518) 474-3906
 Tel. (518) 474-3906
 www.p12.nysed.gov/facplan/

CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

Instructions: This CERTIFICATION is required for all change orders submitted to SED
 Fill out all three parts completely.

Change Order Number: GC-022

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number	4	7	1	6	0	1	0	4	0	0	1	5	0	2	0	←
	<small>District BEDS Code</small>			<small>Building Identification Number</small>						<small>Project number</small>						
District & Building Name	Unatego Central School District, Middle School/High School															
Type of Project	<input checked="" type="checkbox"/> Reconstruction /Alteration <input type="checkbox"/> Addition & Alteration <input type="checkbox"/> New Building <input type="checkbox"/> Other															
Project Description	Capital Improvement Project - Phase 1															
Architect / Engineer firm	Delta Engineers, Architects & Surveyors 860 Hooper Road, Endwell, NY 13760															
	<small>name</small>										<small>address</small>					
Contact Person	Frederick C. Allabaugh, P.E., PM 607-231-6634 rallabaugh@delta-eas.com															
	<small>name & title</small>										<small>phone number & e-mail</small>					
Construction Manager firm	Schoolhouse Construction Services, 20850 State Hwy 28, Delhi, NY 13753															
	<small>name</small>										<small>address</small>					
Contact Person	Eric Robert, President 607-930-4888 eric.robert@schoolhouse.com															
	<small>name & title</small>										<small>phone number & e-mail</small>					
District Contact Person	David S. Richards, PhD, Superintendent 607-988-5038 drichards@unatego.stier.org															
	<small>name & title</small>										<small>phone number & e-mail</small>					

Part Two

Provide the following information for each individual item in the change order:
 (Number each item if there is more than one and provide additional sheets as necessary.)


- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)



A.Owner and Construction Manager.
 B.The Contract Documents call for the Owner to furnish six (6) display cases to be installed by the GC. The direction was given to have the GC both furnish and install the display cases.
 C.This was requested in order to have one entity responsible for the construction and installation of the display cases.
 D.Provide the display cases as indicated in ASI-P1-047 and 047.1.

CHANGE ORDER CERTIFICATION

Part Three

1	<u>Change order requirements:</u>
<ul style="list-style-type: none"> ✓ The scope of the change order must relate to the project scope previously approved. ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided. ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds. ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor. 	

2	<u>Certification of the Superintendent of Schools (District Superintendent if a BOCES project)</u>
<p>The following statements are true and correct to the best of my knowledge and belief:</p> <ul style="list-style-type: none"> ● The revised total cost is within the authorized appropriation for this project. ● Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505. 	
<u>5/7/24</u> Date	 _____ Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

3	<u>Certification of the Architect or Engineer</u>
<p>The following statements are true and correct to the best of my knowledge and belief:</p> <ul style="list-style-type: none"> ● Work required by this change order is in accordance with applicable sections of the approved contract documents. ● Any plan, sketch, or attachment referenced in this change order is included herein. ● Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56. ● Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York. ● Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project. 	
<u>4/11/2024</u> Date	Delta Engineers, Architects, & Surveyors _____ Architectural / Engineering Firm Name   _____ Signature and printed name of the Architect or Engineer

May 3, 2024

MAY 03 2024

To Whom It May Concern:

Please accept this letter as my resignation from Licensed Teaching Assistant effective May 31, 2024. I have enjoyed instilling a love for literacy in all the students who have entered the library over the past three years. I am very excited to begin my teaching career at Unatego Elementary with the AIS team.

Sincerely,

A handwritten signature in cursive script that reads "Kristin Preston". The signature is written in dark ink and is positioned below the word "Sincerely,".

Kristin Preston

Unatego Central School District
Special Programs Office
P.O. Box 483
2641 State Highway 7
Otego, NY 13825
www.unatego.org
(607) 988-5034 Fax (607) 988-5070

MEMO

To: David Richards
CC: Sheila Nolan

FROM: Rhonda Burnside

DATE: May 6, 2024

RE: Recommendation for Substitute Teaching

I would like to recommend Devon Scherhauser as a substitute teacher with an effective date of May 31, 2024. Devon will be substituting for Autumn Draper for the remainder of the 2023-2024 school year.

Thank you.



Rhonda Burnside
Director of Special Programs

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Kristin Preston

POSITION: Elementary Education Teacher - MTSS (general education tenure area)

REPLACES: Katie James (June 2024) then Kate Webb (September 1, 2024)

EFFECTIVE DATE: June 1, 2024

EDUCATION LEVEL: Masters - Childhood Education 1-6 - 2024

YEARS OF EXPERIENCE: 0

SALARY: STEP 1 LEVEL M \$ \$54,792


CERTIFICATION: Childhood Education, 1-6 - Pending

COLLEGE: SUNY Potsdam

REFERENCES CONTACTED:

1. Kelly Post, Teacher
2. Mike Snider, Principal

COMMENTS: Kristen has experience as a library LTA and is now finishing her student teaching. She has done an outstanding job in all settings and is well suited to the MTSS program (academic intervention).

 05-02-2024
ADMINISTRATOR SIGNATURE **DATE**

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Alyssa Hall

POSITION: Speech Language Pathologist

REPLACES: Speech Tele-Therapist (Procure)

EFFECTIVE DATE: 9-1-2024

EDUCATION LEVEL: Master's Degree

YEARS OF EXPERIENCE: 7

SALARY: STEP 8 LEVEL M+30 \$ 68,215

CERTIFICATION: Teacher of Students with Speech and Language Disabilities PreK-12

COLLEGE: University at Buffalo the State University of New York (M.A.)

REFERENCES CONTACTED:

- Jessica Elliot
- Katrina Havrish
- Marilyn Shaw

COMMENTS: Alyssa's references stated that she has a gift for interacting with kids, collaborates well with teachers/staff and parents, and that she is an energetic and fantastic Speech and Language Pathologist.

Rhonda Bunsie
ADMINISTRATOR SIGNATURE

5/2/24
DATE