

**UNATEGO CENTRAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION AGENDA**  
**MONDAY, OCTOBER 16, 2023**  
**BOARD OF EDUCATION MEETING**  
**CALLED TO ORDER**  
**7:00 P.M.**  
**UNATEGO MS/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 October 2, 2023
- 1.5 Adopt Agenda

**2. PUBLIC COMMENT**

**3. PRESENTATIONS**

- 3.1 Audit Presentation - D'Arcangelo & Co., LLP
- 3.2 Business Manager's Report –
- 3.3 Superintendent's Report – Dr. David S. Richards

**4. ADMINISTRATIVE ACTION**

- 4.1 Accept the 2022-2023 Financial Audit Report (10.16.23 G1)
- 4.2 Approve the agreement with the Cullman Center for UPK services (10.16.23 G2)
- 4.3 Approve the purchase contract agreement (10.16.23 G3)
- 4.4 Approve the proposed Safety Patrol trip (10.16.23 G4)
- 4.5 Approve sports merger between Unatego CSD and Franklin CSD for Varsity Indoor Track and Field for the 2023-2024 school year (10.16.23 G5)
- 4.6 Approve Special District Meeting for Bus Proposition December 4, 2023 (10.16.23 G6)
- 4.7 Appoint Taylor Reed as a returning substitute teacher/aide/LTA for the 2023-2024 school year (10.16.23 UC1)
- 4.8 Appoint Margaret Rahman as a substitute teacher for the 2023-2024 school year (10.16.23 UC2)
- 4.9 Amend the original probationary appointment resolution for Grace Baker as a part-time lunch and recess aide (10.16.23 UC3)
- 4.10 Appoint Mike Fortin to a permanent appointment as a bus driver (10.16.23 UC4)
- 4.11 Appoint Janet Peebles-Leclair to a permanent appointment as a bus driver (10.16.23 UC5)
- 4.12 Appoint Megan Brownell to a probationary appointment as a part-time food service helper (10.16.23 UC6)
- 4.13 Appoint Mackenzie Fowler as a substitute teacher/LTA/aide for the 2023-2024 school year (10.16.23 UC7)
- 4.14 Appoint Lindsay Dawson as a substitute teacher/LTA/aide for the 2023-2024 school year (10.16.23 UC8)

5. PUBLIC COMMENT

6. ROUND TABLE DISCUSSION/QUESTIONS

7. EXECUTIVE SESSION (IF NECESSARY)

Upon a majority vote of its total membership, taken in open meeting pursuant to a motion identifying the general area of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- A. matters which may imperil the public safety if disclosed;
- B. any matter which may disclose the identity of a law enforcement agent or informer;
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- D. discussions regarding proposed, pending, or current litigation;
- E. collective negotiations pursuant to article fourteen of the civil service law;
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;
- G. the preparation, grading, or administration of examination; and
- H. the proposed acquisition, sale, or lease of real property or the proposed Acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;
- I. any matter made confidential by federal or state law.

7. ADJOURN

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**4.1**

**10.16.23 G1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept the 2022-2023 Financial Audit Report as presented.**

**4.2**

**10.16.23 G2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the agreement with the Cullman Center for UPK services and authorizes the Superintendent to sign the agreement as presented.**

**AGREEMENT FOR UNIVERSAL PRE-KINDERGARTEN (UPK) SERVICES**

**THIS AGREEMENT** ("Agreement") is between the Unatego Central School District, with offices located at 2641 State Highway 7, Otego, NY 13825, (hereinafter the "District") Cullman Child Development Center with offices located at 90 West Main St., Sidney, New York 13838 (hereinafter the "Provider").

**WHEREAS**, the District is eligible for aid under Section 3602-e of the Education Law for a Universal Pre-Kindergarten Program, (hereinafter, the "Program"); and

**WHEREAS**, the Provider is an eligible agency approved by the Commissioner of Education to implement a prekindergarten program in accordance with Section 3602-e of the Education Law and Regulations of the Commissioner; and

**WHEREAS**, the District currently has more Pre-Kindergarten students that it can provide for in its existing UPK program; and

**WHEREAS**, the District agrees to contract with Provider and Provider agrees to perform Pre-Kindergarten services as needed for and on behalf of the eligible students assigned to Provider by District.

**NOW, THEREFORE**, the parties agree as follows:

**1. Term:** The term of this Agreement is September 1, 2023 through June 30, 2024.

The District may terminate this Agreement prior to the expiration of the term:

(1) without cause upon thirty (30) days' written notice to the Provider; or

(2) upon seven (7) days' written notice pursuant notification that the District will not be receiving the expected funding from New York state for the purpose of running a universal pre-kindergarten program.

In the event the Agreement is terminated under this Section, all performance and financial obligations would cease upon the termination date.

2. **Provider Services and Obligations:** The minimum services to be provided and requirements to be met by Provider hereunder are as follows:

a. The Provider will design and implement the Program in accordance with Subpart 151-1 of the rules of the New York State Education Department. The District's curricular framework and instructional philosophy will be incorporated into lessons. The Provider will provide meals to program participants during each day the program is in session in accordance with applicable laws and regulations at no additional cost to the program participants or the District.

b. Instruction shall be provided on all days that the District is in session, and Provider's UPK teachers and aides will work the same days as District teachers and aides, including superintendent conference days. Days of instruction must be provided within the public school calendar year (September through June) and cannot extend past June 30.

c. Provider shall meet and comply with all of the uniform quality standards set forth in Section 151-1.3 of the Regulations of the Commissioner of Education for universal prekindergarten classrooms, which are incorporated herein.

d. Provider shall follow the UPK timeline of progress reports and parent-teacher conferences.

e. Provider shall ensure that a minimum of 5 hours of instruction is provided each day the Program is in session.

f. The Program will be operated 5 days a week except as set forth herein.

g. The Program will have a maximum slot allocation of six District students and will have qualified teachers and paraprofessionals in a number at least commensurate with the number of students, as required by Section 151-1.3(e) of the Commissioner's Regulations. The Program's class size will not exceed the class size authorized by Section 151-1.3(e) of the Commissioner's Regulations.

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- h.** Provider shall prepare and maintain a daily attendance record for each student.
  - i.** In the event the District is closed or delayed, the Provider will remain on the Unatego CSD academic schedule. In the event that the Provider is closed or delayed, the Provider will communicate with parents and the Unatego CSD.
  - j.** Services shall be provided to those children designated to the Provider by the District as eligible for the Services. The District may change such designation or number of children from time to time or at any time upon the written agreement of the Provider. A complete enrollment list will be provided by the District, to include the name, address and birth date of the student, the name(s) of the parent(s), proof of residency and proof of income eligibility, if applicable.
  - k.** Instruction shall be delivered by a teacher who holds an appropriate New York State certification and a copy of said certification must be provided to the District.
  - l.** The Provider's facilities shall provide adequate classroom space and meet the appropriate New York State fire code regulations and a copy of the inspection must be provided to the District.
  - m.** A valid Certificate of Occupancy must be provided to the District.
  - n.** The Provider will provide support services to eligible children and their families necessary to support the child's participation in the prekindergarten program.
  - o.** The Provider shall ensure that the environment and learning activities of the prekindergarten program are designed to promote and increase inclusion and integration of preschool children with disabilities and to ensure that participating children with limited English proficiency are provided equal access to the Program and its opportunities.
- 3. Obligations of District:** The requirements to be met by the District hereunder are as follows:
- a.** The District will be fully responsible for the enrollment process, and will manage the registration of students through the District Office.

b. The District will evaluate and designate students eligible for services with the Provider and provide a complete enrollment list to the Provider, to include the name, address and birth date of the student, the name(s) of the parent(s), proof of residency and proof of income eligibility, if applicable.

c. The District will notify the Provider of its final student assignments prior to the start of the 2023-2024 school year if practicable.

d. The District will provide transportation to eligible students to and from the Program.

e. The District shall have the right to have its representative visit the Program for information and assessment purposes.

**4. Compensation:**

a. Compensation will be based on the funding from the Universal Pre-Kindergarten Grant from the New York State Education Department but in no circumstance will the District pay more than \$9850.50 per enrolled student. If a student fails to attend for 10 school days in a row, upon confirmation with the parent, if possible, the student will no longer be an enrolled student in the Program. If a student is unenrolled in the Program, the Provider will adjust the tuition accordingly.

b. No parent or any other person shall be required or requested to make any payment for tuition, maintenance, transportation, in addition to the payments made by the District pursuant to this Agreement for the provision of services contracted by the Provider.

c. Provider shall be solely responsible for employing and compensating the instructors and other personnel necessary for the service.

**5. Disclosure and Compliance:** Provider hereby confirms that they are familiar with the requirements of 8 NYCCRR Section 151-1, et seq. pertaining to Universal Prekindergarten Programs. Provider's services shall be in accordance with Section 3602-e of the NY Education Law and 151-1 of the Regulations of the Commissioner of Education as now in effect or hereinafter amended and shall

comply with any other applicable federal, state, and local laws. It is understood and agreed by the parties that failure to do so shall render this Agreement void, in which case, the Provider shall be entitled to no compensation for the portion of the school year in which such compliance ceases to be maintained and shall reimburse the District any amount already received for that portion of such school year.

Provider shall observe and require that all employees maintain applicable requirements relating to confidentiality of records and information.

**6. Insurance:** The Provider shall procure and maintain at its own expense and from insurers acceptable to District, such insurance policies written through insurance companies licensed to do business in the State of New York and who are AM Best Rated A- or better, and will fully protect Provider, and the District from all claims for injuries or damages, including attorneys' fees, by whomever caused, arising out of the actions of the Provider, whether before or after its completion. Provider shall also maintain at its own expense any other insurance required by law, in any event to include the following:

- General Liability, Including Personal Injury; Broad Form \$1,000,000 (per occurrence)
- Property Damage; Explosions; \$2,000,000 (aggregate)
- Completed Operations and Contractual Liability
- Sexual Abuse & Molestation \$1,000,000 (per occurrence) \$2,000,000 (aggregate)  
\*the Sexual Abuse & Molestation coverage must be included in the Umbrella Liability, or standalone limits equal to underlying plus Umbrella Liability coverage.
- Automobile Liability, for all owned and non-owned vehicles \$1,000,000 (combined single limit)
- Umbrella Liability \$3,000,000
- Worker's Compensation including Disability

As required by law:

- Employer's Liability \$1,000,000/\$1,000,000/\$1,000,000

The Provider waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against the School District for losses paid under the insurance policies required by the parties' agreement or other insurance applicable to the Provider. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained

by the Provider: UNATEGO CENTRAL SCHOOL DISTRICT shall be named as additional insured on all of these policies, including the coverage for ongoing and completed operations, except Worker's Compensation. If the General Liability policy is subject to an aggregate limit, it shall contain an aggregate limit per Site or similar endorsement. All such policies shall be primary and non-contributory over any and all collectible insurance, and shall provide that they will not be canceled, allowed to expire, or restrictively modified without thirty (30) days' prior notice to the District. All such insurance must be evidenced by certificates of insurance endorsed as required above, in form satisfactory to the District. Any policy deductibles shall be borne by the Provider. The District shall be entitled, upon request, to a certified copy of Provider's insurance policies for any period of time applicable to Provider's work hereunder.

**7. Reports and Records:**

- a.** Provider agrees to be subject to inspection or review upon request by the District.
- b.** Provider shall furnish or maintain the following information on staff and children enrolled in its programs, pursuant to Section 151-1 of the Regulations of the Commissioner of Education including, but not limited to:
  - A.** Documentation that its services are delivered by a New York State certified teacher. A copy of such certification will remain on file with the District throughout the entire school year that services are provided.
  - B.** UPK students' attendance records.
  - C.** UPK financial records.
  - D.** Any child specific information, to include health records, progress reports and completed assessments using the District's approved assessment form.
  - E.** Daily/weekly lesson plans.



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- F.** School or program calendar for attendance days.
- G.** Parental activity calendar.
- H.** Certificate of Occupancy.
- I.** Certificate(s) of Insurance.
- J.** Fire Drill Log and procedures.

**c.** All UPK-mandated paperwork shall be collected, maintained, and made available to the District as deemed necessary by District or New York State Education Department personnel.

**d.** The Provider shall provide any other reports and information as may be required by the District's Superintendent (or designee) regarding implementation of the UPK program.

**8. Indemnification:** The Provider agrees to defend, indemnify and hold the District, its Officers, employees, and agents, harmless, at all times during and after the term of this Agreement, from the against all claims, damage, losses, and expenses (including without limitations, reasonable attorneys' fees) arising from, or in any way connected with the negligent or intentional acts or omissions of, or a breach of any term of or condition contained in this Agreement by the Provider, its employees, agents or representatives.

**9. Independent Contractor Status:** It is understood and agreed that the Provider, and its employees and agents, is an independent contractor, and not an employee of the District, and that they cannot bind the District to any obligation, or subject it to any liability whatsoever. As an independent contractor, the Provider and any persons engaged by them shall not be entitled to any medical, health, pension, retirement, disability, unemployment, workers compensation or other insurance or coverage, or any other benefit, similar or dissimilar, from the District. Both parties shall make all tax or other governmental reports in accordance with its status as independent contractors.

**10. Fingerprinting:** Provider agrees to use best efforts to cooperate with the District to have any individuals providing services who will have a direct contact with students to furnish fingerprints and submit

to a criminal background check and clearance by the State Education Department's Office of School Personnel Review and Accountability (OSPRA) prior to performing services. These best efforts may include, but are not limited, to completing paperwork and filing such paperwork with an appropriate agency, e.g., BOCES, for the purpose of submitting fingerprints for criminal clearance. Provider shall be solely responsible for any costs associated with the required fingerprinting and criminal clearance. Provider shall provide a complete roster of all persons who will and/or may be providing services under this Agreement and shall further be responsible for providing updated lists, as necessary.

**11. Data Privacy and Security:**

**A.** Protection of Confidential Data. Provider shall provide its services in a manner which protects Student Data (as defined by 8 NYCRR 121.1 (q)) and Teacher or Principal Data (as defined by 8 NYCRR 121.1(r)) (hereinafter "Confidential Data") in accordance with the requirements articulated under Federal, New York State and local laws and regulations, including but not limited to the foregoing:

- (a)** Provider will adopt technologies, safeguards and practices that align with the NIST Cybersecurity Framework.
- (b)** Provider will comply with the School District Data Security and Privacy Policy, Education Law§ 2-d, and 8 NYCRR §121.
- (c)** Provider will limit internal access to personally identifiable information to only those employees or sub-contractors that need access to provide the contracted services.
- (d)** Provider will not use the personally identifiable information for any purpose not explicitly authorized in this Agreement.
- (e)** Provider will not disclose any personally identifiable information to any other party without the prior written consent of the parent or eligible student, unless otherwise authorized pursuant to applicable law.

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- (f) Provider will maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of personally identifiable information in its custody.
- (g) Provider will use encryption to protect personally identifiable information in its custody while in motion or at rest.
- (h) Provider will not sell personally identifiable information nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- (i) In the event Provider engages a subcontractor to perform its contractual obligations, the data protection obligations imposed on the Provider shall apply to the subcontractor.

**B. Data Breach.** In the event that Confidential Data is accessed or obtained by an unauthorized individual, Provider shall provide notification to the School District without unreasonable delay and not more than seven calendar days after the discovery of such breach. Provider shall follow the following process:

(a) The security breach notification shall be titled "Notice of Data Breach," shall be clear, concise, use language that is plain and easy to understand, and to the extent available, shall include: a brief description of the breach or unauthorized release; the dates of the incident in the date of discovery; a description of the types of Confidential affected; an estimate of the number of records affected; a brief description of the Provider's investigation or plan to investigate; and contact information for representatives who can assist the School District with additional questions.

(b) The Provider shall also prepare a statement for parents and eligible students which provides information under the following categories: "What Happened," "What

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Information Was Involved," "What We Are Doing," "What You Can Do," and "For More Information."

(c) Where a breach or unauthorized release of Confidential Data is attributed to Provider, or a subcontractor or affiliate of Provider, Provider shall pay for or promptly reimburse the School District for the cost of notification to parents and eligible students of the breach.

(d) Provider shall cooperate with the School District and law enforcement to protect the integrity of investigations into the breach or unauthorized release of Confidential Data.

i. The name and contact information of the reporting School District subject to this section.

ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.

iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.

iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided.

v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.

vi. Information about what the agency has done to protect individuals whose information has been breached.

vii. Advice on steps that the person whose information has been breached may take to protect himself or herself.

(e) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state

law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Protected Data or any portion thereof, and agrees to provide Client, upon request, with a copy of said written incident response plan.

**C. 2-d Addenda.** The following addenda attached hereto shall be incorporated into the Agreement, and shall supersede any inconsistent provisions in the Agreement:

- a.** Addendum A: Parents' Bill of Rights for Data Privacy and Security;
- b.** Addendum B: Parents' Bill of Rights- Supplemental Information Addendum;
- c.** Addendum C: Provider's Data Security and Privacy Plan.

**12. Miscellaneous:**

- a.** Neither party may assign its rights or obligations under this Agreement without the written consent of the other party. Any attempt to assign or transfer any of the rights or obligations hereunder is void.
- b.** This Agreement constitutes the entire agreement between the parties. No change may be made in any of its terms without the written consent of the parties.
- c.** Paragraph headings have been provided for convenience of reference only and shall not control, affect the meaning, or be used in the interpretation of any provisions of this Agreement.
- d.** To the extent that any portion of this Agreement is deemed by a Court of competent jurisdiction to be unenforceable, the unenforceable provisions shall be deemed eliminated, but only to the extent necessary to permit the remaining provisions to be enforced.
- e.** This Agreement shall be governed by and construed under the laws of the State of New York.
- f.** Delaware County, New York shall be the venue of any action or proceeding arising from or related to this Agreement.

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g. The District shall not be liable for payment under this Agreement if Provider's services are no longer needed by the District due to any of the following causes (which events and/or circumstances are hereinafter referred to as "Force Majeure"), to the extent beyond the parties' reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. This Agreement is entered into effective September 1, 2021.

**Dated:** **Cullman Child Development Center**

\_\_\_\_\_  
**By:**

**Dated:** **UNATEGO CENTRAL SCHOOL DISTRICT**

**By:** \_\_\_\_\_  
**Dr. David Richards, Superintendent**

4.3

10.16.23 G3

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following resolution approving purchase contract as presented.

**RESOLUTION APPROVING PURCHASE CONTRACT**

**WHEREAS**, the Board of Education of the Unatego Central School District seeks to purchase real property located in the Town of Otego, County of Otsego and State of New York, consisting of approximately 3.9 acres of vacant land located on State Highway 7, and identified as Tax Map No. 324.00-1-46.00 (the "Property"), at a cost of sixty-two thousand five hundred (\$62,500.00) Dollars for School District purposes; and

**WHEREAS**, the Board of Education has received and reviewed the real estate purchase and sale contract; and

**WHEREAS**, the Board of Education has received and reviewed the Short Environmental Assessment Forms to assess the environmental impact of this action.

**NOW, THEREFORE**, be it resolved by the Board of Education of the Unatego Central School District as follows:

**Section 1.** The Board of Education determines that the purchase of the property is an Unlisted Action under the regulations of the State Environmental Quality Review Act and designates itself as Lead Agency.

**Section 2.** Upon review of all information required to make a determination, the Board of Education determines the purchase of the property consisting of approximately 3.9 acres of vacant land located on State Highway 7, and identified as Tax Map No. 324.00-1-46.00 at a cost of sixty-two thousand five hundred

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(\$62,500.00) Dollars for School District purposes will not result in any large or important environmental impacts, and therefore, it is one which will not have a significant impact on the environment and a Negative Declaration will be prepared and filed with the District Clerk.

**Section 3.** The contract to purchase the Property at a cost of sixty-two thousand five hundred (\$62,500.00) Dollars for School District purposes, upon the terms and conditions set forth therein is hereby approved.

**Section 4.** The Board approves placing a proposition to approve the purchase of property on the ballot at a special meeting to be held on December 4, 2023, as follows:

“Shall the Board of Education be authorized to purchase approximately 3.9 acres of vacant land located on State Highway 7, and identified as Tax Map No. 324.00-1-46.00, for School District purposes, at a cost not to exceed sixty-two thousand five hundred (\$62,500.00) Dollars to be paid from the District’s existing capital reserve fund”.

**Section 5.** The officers and employees of the District are authorized and directed to sign all documents and take all steps necessary to approve and complete the purchase following satisfaction of all contingencies.

**Section 6.** This resolution shall take effect immediately.

4.4

10.16.23 G4

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the proposed Safety Patrol trip to Washington, D.C., June 6-8, 2024, as presented.

4.5

10.16.23 G5

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD and Franklin CSD for Varsity Indoor Track and Field for the 2023-2024 school year as presented.

4.6

10.16.23 G6

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Special District Meeting Notice for the December 4, 2023, bus leasing proposition as presented.

**NOTICE OF SPECIAL DISTRICT MEETING  
Otego-Unadilla Central School District,  
Otsego and Delaware Counties, New York**

The Board of Education of Otego-Unadilla Central School District, Otsego and Delaware Counties, New York, **NOTICE IS HEREBY GIVEN** that a Special District Meeting of the qualified voters of said School District will be held at the Middle/Senior High School 2641 State Highway 7, Otego, New York 13825, in said School District, on the 4th day of December 2023, at 12:00 o'clock noon, prevailing time, for the purpose of voting by paper ballot upon the propositions hereinafter set forth, polls for the purpose of voting will be kept open between the hours of 12:00 o'clock noon and 8:00 o'clock pm, prevailing time.

**PROPOSITION 1**

**RESOLVED** that pursuant to Chapter 472 of the Session Laws of 1998, the Board of Education of the Otego-

Unadilla Central School District is hereby authorized to lease and expend therefore, including costs incidental thereto and the financing thereof, an amount not to exceed the estimated maximum cost of one hundred fifty thousand dollars (\$150,000) per year, and for a term not to exceed five (5) years, the following motor vehicles: three (3) large school buses and one (1) large school bus with wheelchair lift.

And, that such sum, or so much thereof as may be necessary, shall be raised by the levy of a tax collected in annual installments; and that in anticipation of such tax, obligations of the District shall be issued.

**PROPOSITION 2**

**RESOLVED** Shall the Board of Education be authorized to purchase approximately 3.9 acres of vacant land located on State Highway 7, and identified as Tax Map No. 324.00-1-46.00, for School District purposes, at a cost not to exceed sixty-two thousand five hundred (\$62,500.00) Dollars to be paid from the District's existing capital reserve fund.

4.7

10.16.23 UC1

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Taylor Reed as a returning substitute teacher/aide/LTA for the 2023-2024 school year as presented.

4.8

10.16.23 UC2

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Margaret Rahman as a substitute teacher for the 2023-2024 school year as presented.

4.9

10.16.23 UC3

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby amend Grace Baker's original probationary appointment as a part-time lunch and recess aide, from October 3, 2023, to October 10, 2023, and ending October 9, 2024, year.

4.10

10.16.23 UC4

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Mike Fortin to a permanent appointment as a bus driver, effective December 1, 2014.

4.11

10.16.23 UC5

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Janet Peebles-Leclair to a permanent appointment as a bus driver, effective May 27, 2015.

4.12

10.16.23 UC6

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Megan Brownell to a 52-week probationary appointment as a part-time food service helper, at a rate of \$14.20 per/hr., effective October 19, 2023, to October 18, 2024, pending fingerprinting as presented.

4.13

10.16.23 UC7

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Mackenzie Fowler as a substitute teacher/LTA/aide for the 2023-2024 school year as presented.



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**4.14**

**10.16.23 UC8**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Lindsay Dawson as a substitute teacher/LTA/aide for the 2023-2024 school year as presented.**

## AGREEMENT FOR UNIVERSAL PRE-KINDERGARTEN (UPK) SERVICES

**THIS AGREEMENT** ("Agreement") is between the Unatego Central School District, with offices located at 2641 State Highway 7, Otego, NY 13825, (hereinafter the "District") Cullman Child Development Center with offices located at 90 West Main St. , Sidney, New York 13838 (hereinafter the "Provider").

**WHEREAS**, the District is eligible for aid under Section 3602-e of the Education Law for a Universal Pre-Kindergarten Program, (hereinafter, the "Program"); and

**WHEREAS**, the Provider is an eligible agency approved by the Commissioner of Education to implement a prekindergarten program in accordance with Section 3602-e of the Education Law and Regulations of the Commissioner; and

**WHEREAS**, the District currently has more Pre-Kindergarten students that it can provide for in its existing UPK program; and

**WHEREAS**, the District agrees to contract with Provider and Provider agrees to perform Pre-Kindergarten services as needed for and on behalf of the eligible students assigned to Provider by District.

**NOW, THEREFORE**, the parties agree as follows:

1. **Term:** The term of this Agreement is September 1, 2023 through June 30, 2024.

The District may terminate this Agreement prior to the expiration of the term:

- (1) without cause upon thirty (30) days' written notice to the Provider; or
- (2) upon seven (7) days' written notice pursuant notification that the District will not be receiving the expected funding from New York state for the purpose of running a universal pre-kindergarten program.

In the event the Agreement is terminated under this Section, all performance and financial obligations would cease upon the termination date.

2. **Provider Services and Obligations:** The minimum services to be provided and requirements to be met by Provider hereunder are as follows:

a. The Provider will design and implement the Program in accordance with Subpart 151-1 of the rules of the New York State Education Department. The District's curricular framework and instructional philosophy will be incorporated into lessons. The Provider will provide meals to program participants during each day the program is in session in accordance with applicable laws and regulations at no additional cost to the program participants or the District.

b. Instruction shall be provided on all days that the District is in session, and Provider's UPK teachers and aides will work the same days as District teachers and aides, including superintendent conference days. Days of instruction must be provided within the public school calendar year (September through June) and cannot extend past June 30.

c. Provider shall meet and comply with all of the uniform quality standards set forth in Section 151-1.3 of the Regulations of the Commissioner of Education for universal prekindergarten classrooms, which are incorporated herein.

d. Provider shall follow the UPK timeline of progress reports and parent-teacher conferences.

e. Provider shall ensure that a minimum of 5 hours of instruction is provided each day the Program is in session.

f. The Program will be operated 5 days a week except as set forth herein.

**g.** The Program will have a maximum slot allocation of six District students and will have qualified teachers and paraprofessionals in a number at least commensurate with the number of students, as required by Section 151-1.3(e) of the Commissioner's Regulations. The Program's class size will not exceed the class size authorized by Section 151-1.3(e) of the Commissioner's Regulations.

**h.** Provider shall prepare and maintain a daily attendance record for each student.

**i.** In the event the District is closed or delayed, the Provider will remain on the Unatego CSD academic schedule. In the event that the Provider is closed or delayed, the Provider will communicate with parents and the Unatego CSD.

**j.** Services shall be provided to those children designated to the Provider by the District as eligible for the Services. The District may change such designation or number of children from time to time or at any time upon the written agreement of the Provider. A complete enrollment list will be provided by the District, to include the name, address and birth date of the student, the name(s) of the parent(s), proof of residency and proof of income eligibility, if applicable.

**k.** Instruction shall be delivered by a teacher who holds an appropriate New York State certification and a copy of said certification must be provided to the District.

**l.** The Provider's facilities shall provide adequate classroom space and meet the appropriate New York State fire code regulations and a copy of the inspection must be provided to the District.

**m.** A valid Certificate of Occupancy must be provided to the District.

n. The Provider will provide support services to eligible children and their families necessary to support the child's participation in the prekindergarten program.

o. The Provider shall ensure that the environment and learning activities of the prekindergarten program are designed to promote and increase inclusion and integration of preschool children with disabilities and to ensure that participating children with limited English proficiency are provided equal access to the Program and its opportunities.

3. **Obligations of District:** The requirements to be met by the District hereunder are as follows:

a. The District will be fully responsible for the enrollment process, and will manage the registration of students through the District Office.

b. The District will evaluate and designate students eligible for services with the Provider and provide a complete enrollment list to the Provider, to include the name, address and birth date of the student, the name(s) of the parent(s), proof of residency and proof of income eligibility, if applicable.

c. The District will notify the Provider of its final student assignments prior to the start of the 2023-2024 school year if practicable.

d. The District will provide transportation to eligible students to and from the Program.

e. The District shall have the right to have its representative visit the Program for information and assessment purposes.

4. **Compensation:**

a. Compensation will be based on the funding from the Universal Pre-Kindergarten Grant from the New York State Education Department but in no circumstance will the District pay more than \$9850.50 per enrolled student. If a student fails to attend for 10 school days in a row, upon confirmation with the parent, if possible, the student will no longer be an enrolled student in the Program. If a student is unenrolled in the Program, the Provider will adjust the tuition accordingly.

b. No parent or any other person shall be required or requested to make any payment for tuition, maintenance, transportation, in addition to the payments made by the District pursuant to this Agreement for the provision of services contracted by the Provider.

c. Provider shall be solely responsible for employing and compensating the instructors and other personnel necessary for the service.

5. **Disclosure and Compliance:** Provider hereby confirms that they are familiar with the requirements of 8 NYCRR Section 151-1, et seq. pertaining to Universal Prekindergarten Programs. Provider's services shall be in accordance with Section 3602-e of the NY Education Law and 151-1 of the Regulations of the Commissioner of Education as now in effect or hereinafter amended and shall comply with any other applicable federal, state, and local laws. It is understood and agreed by the parties that failure to do so shall render this Agreement void, in which case, the Provider shall be entitled to no compensation for the portion of the school year in which such compliance ceases to be maintained and shall reimburse the District any amount already received for that portion of such school year.

Provider shall observe and require that all employees maintain applicable requirements relating to confidentiality of records and information.

6. **Insurance:** The Provider shall procure and maintain at its own expense and from insurers acceptable to District, such insurance policies written through insurance companies licensed to do business in the State of New York and who are AM Best Rated A- or better, and will fully protect Provider, and the District from all claims for injuries or damages, including attorneys' fees, by whomever caused, arising out of the actions of the Provider, whether before or after its completion. Provider shall also maintain at its own expense any other insurance required by law, in any event to include the following:

- General Liability, Including Personal Injury; Broad Form \$1,000,000 (per occurrence)
- Property Damage; Explosions; \$2,000,000 (aggregate)
- Completed Operations and Contractual Liability
- Sexual Abuse & Molestation \$1,000,000 (per occurrence) \$2,000,000 (aggregate)  
\*the Sexual Abuse & Molestation coverage must be included in the Umbrella Liability, or standalone limits equal to underlying plus Umbrella Liability coverage.
- Automobile Liability, for all owned and non-owned vehicles \$1,000,000 (combined single limit)
- Umbrella Liability \$3,000,000
- Worker's Compensation including Disability

As required by law:

- Employer's Liability \$1,000,000/\$1,000,000/\$1,000,000

The Provider waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against the School District for losses paid under the insurance policies required by the parties' agreement or other insurance applicable to the Provider. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Provider. UNATEGO CENTRAL SCHOOL DISTRICT shall be named as additional insured on all of these policies, including the coverage for ongoing and

completed operations, except Worker's Compensation. If the General Liability policy is subject to an aggregate limit, it shall contain an aggregate limit per Site or similar endorsement. All such policies shall be primary and non-contributory over any and all collectible insurance, and shall provide that they will not be canceled, allowed to expire, or restrictively modified without thirty (30) days' prior notice to the District. All such insurance must be evidenced by certificates of insurance endorsed as required above, in form satisfactory to the District. Any policy deductibles shall be borne by the Provider. The District shall be entitled, upon request, to a certified copy of Provider's insurance policies for any period of time applicable to Provider's work hereunder.

**7. Reports and Records:**

- a.** Provider agrees to be subject to inspection or review upon request by the District.
- b.** Provider shall furnish or maintain the following information on staff and children enrolled in its programs, pursuant to Section 151-1 of the Regulations of the Commissioner of Education including, but not limited to:
  - A.** Documentation that its services are delivered by a New York State certified teacher. A copy of such certification will remain on file with the District throughout the entire school year that services are provided.
  - B.** UPK students' attendance records.
  - C.** UPK financial records.
  - D.** Any child specific information, to include health records, progress reports and completed assessments using the District's approved assessment form.
  - E.** Daily/weekly lesson plans.



F. School or program calendar for attendance days. G. Parental activity calendar.

H. Certificate of Occupancy.

I. Certificate(s) of Insurance.

J. Fire Drill Log and procedures.

c. All UPK-mandated paperwork shall be collected, maintained, and made available to the District as deemed necessary by District or New York State Education Department personnel.

d. The Provider shall provide any other reports and information as may be required by the District's Superintendent (or designee) regarding implementation of the UPK program.

8. **Indemnification**: The Provider agrees to defend, indemnify and hold the District, its Officers, employees, and agents, harmless, at all times during and after the term of this Agreement, from the against all claims, damage, losses, and expenses (including without limitations, reasonable attorneys' fees) arising from, or in any way connected with the negligent or intentional acts or omissions of, or a breach of any term of or condition contained in this Agreement by the Provider, its employees, agents or representatives.

9. **Independent Contractor Status**: It is understood and agreed that the Provider, and its employees and agents, is an independent contractor, and not an employee of the District, and that they cannot bind the District to any obligation, or subject it to any liability whatsoever. As an independent contractor, the Provider and any persons engaged by them shall not be entitled to any medical, health, pension, retirement, disability, unemployment, workers compensation or other insurance or coverage, or any other benefit, similar or dissimilar, from the

District. Both parties shall make all tax or other governmental reports in accordance with its status as independent contractors.

10. **Fingerprinting**: Provider agrees to use best efforts to cooperate with the District to have any individuals providing services who will have a direct contact with students to furnish fingerprints and submit to a criminal background check and clearance by the State Education Department's Office of School Personnel Review and Accountability (OSPRA) prior to performing services. These best efforts may include, but are not limited, to completing paperwork and filing such paperwork with an appropriate agency, e.g., BOCES, for the purpose of submitting fingerprints for criminal clearance. Provider shall be solely responsible for any costs associated with the required fingerprinting and criminal clearance. Provider shall provide a complete roster of all persons who will and/or may be providing services under this Agreement and shall further be responsible for providing updated lists, as necessary.

11. **Data Privacy and Security**:

A. Protection of Confidential Data. Provider shall provide its services in a manner which protects Student Data (as defined by 8 NYCRR 121.1 (q)) and Teacher or Principal Data (as defined by 8 NYCRR 121.1(r)) (hereinafter "Confidential Data") in accordance with the requirements articulated under Federal, New York State and local laws and regulations, including but not limited to the foregoing:

- (a) Provider will adopt technologies, safeguards and practices that align with the NIST Cybersecurity Framework.
- (b) Provider will comply with the School District Data Security and Privacy Policy, Education Law § 2-d, and 8 NYCRR §121.

- (c) Provider will limit internal access to personally identifiable information to only those employees or sub-contractors that need access to provide the contracted services.
- (d) Provider will not use the personally identifiable information for any purpose not explicitly authorized in this Agreement.
- (e) Provider will not disclose any personally identifiable information to any other party without the prior written consent of the parent or eligible student, unless otherwise authorized pursuant to applicable law.
- (f) Provider will maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of personally identifiable information in its custody.
- (g) Provider will use encryption to protect personally identifiable information in its custody while in motion or at rest.
- (h) Provider will not sell personally identifiable information nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- (i) In the event Provider engages a subcontractor to perform its contractual obligations, the data protection obligations imposed on the Provider shall apply to the subcontractor.

**B. Data Breach.** In the event that Confidential Data is accessed or obtained by an unauthorized individual, Provider shall provide notification to the School

District without unreasonable delay and not more than seven calendar days after the discovery of such breach. Provider shall follow the following process:

(a) The security breach notification shall be titled "Notice of Data Breach," shall be clear, concise, use language that is plain and easy to understand, and to the extent available, shall include: a brief description of the breach or unauthorized release; the dates of the incident in the date of discovery; a description of the types of Confidential affected; an estimate of the number of records affected; a brief description of the Provider's investigation or plan to investigate; and contact information for representatives who can assist the School District with additional questions.

(b) The Provider shall also prepare a statement for parents and eligible students which provides information under the following categories: "What Happened," "What Information Was Involved," "What We Are Doing," "What You Can Do," and "For More Information."

(c) Where a breach or unauthorized release of Confidential Data is attributed to Provider, or a subcontractor or affiliate of Provider, Provider shall pay for or promptly reimburse the School District for the cost of notification to parents and eligible students of the breach.

(d) Provider shall cooperate with the School District and law enforcement to protect the integrity of investigations into the breach or unauthorized release of Confidential Data.

- i. The name and contact information of the reporting School District subject to this section.
- ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
- iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
- iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided.
- v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
- vi. Information about what the agency has done to protect individuals whose information has been breached.
- vii. Advice on steps that the person whose information has been breached may take to protect himself or herself.

(e) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Protected Data or

any portion thereof, and agrees to provide Client, upon request, with a copy of said written incident response plan.

C. **2-d Addenda**. The following addenda attached hereto shall be incorporated into the Agreement, and shall supersede any inconsistent provisions in the Agreement:

- a. Addendum A: Parents' Bill of Rights for Data Privacy and Security;
- b. Addendum B: Parents' Bill of Rights- Supplemental Information Addendum;
- c. Addendum C: Provider's Data Security and Privacy Plan.

12. **Miscellaneous:**

- a. Neither party may assign its rights or obligations under this Agreement without the written consent of the other party. Any attempt to assign or transfer any of the rights or obligations hereunder is void.
- b. This Agreement constitutes the entire agreement between the parties. No change may be made in any of its terms without the written consent of the parties.
- c. Paragraph headings have been provided for convenience of reference only and shall not control, affect the meaning, or be used in the interpretation of any provisions of this Agreement.
- d. To the extent that any portion of this Agreement is deemed by a Court of competent jurisdiction to be unenforceable, the unenforceable provisions shall be deemed eliminated, but only to the extent necessary to permit the remaining provisions to be enforced.

e. This Agreement shall be governed by and construed under the laws of the State of New York.

f. Delaware County, New York shall be the venue of any action or proceeding arising from or related to this Agreement.

g. The District shall not be liable for payment under this Agreement if Provider's services are no longer needed by the District due to any of the following causes (which events and/or circumstances are hereinafter referred to as "Force Majeure"), to the extent beyond the parties' reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. This Agreement is entered into effective September 1, 2021.

**Dated:**

**Cullman Child Development Center**

**By:** \_\_\_\_\_

**Dated:**

**UNATEGO CENTRAL SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Dr. David Richards, Superintendent**

## RESOLUTION APPROVING PURCHASE CONTRACT

**WHEREAS**, the Board of Education of the Unatego Central School District seeks to purchase real property located in the Town of Otego, County of Otsego and State of New York, consisting of approximately 3.9 acres of vacant land located on State Highway 7, and identified as Tax Map No. 324.00-1-46.00 (the "Property"), at a cost of sixty-two thousand five hundred (\$62,500.00) Dollars for School District purposes; and

**WHEREAS**, the Board of Education has received and reviewed the real estate purchase and sale contract; and

**WHEREAS**, the Board of Education has received and reviewed the Short Environmental Assessment Forms to assess the environmental impact of this action.

**NOW, THEREFORE**, be it resolved by the Board of Education of the Unatego Central School District as follows:

**Section 1.** The Board of Education determines that the purchase of the property is an Unlisted Action under the regulations of the State Environmental Quality Review Act and designates itself as Lead Agency.

**Section 2.** Upon review of all information required to make a determination, the Board of Education determines the purchase of the property consisting of approximately 3.9 acres of vacant land located on State Highway 7, and identified as Tax Map No. 324.00-1-46.00 at a cost of sixty-two thousand five hundred (\$62,500.00) Dollars for School District purposes will not result in any large or important environmental impacts, and therefore, it is one which will not have a significant impact on the environment and a Negative Declaration will be prepared and filed with the District Clerk.

**Section 3.** The contract to purchase the Property at a cost of sixty-two thousand five hundred (\$62,500.00) Dollars for School District purposes, upon the terms and conditions set forth therein is hereby approved.

**Section 4.** The Board approves placing a proposition to approve the purchase of property on the ballot at a special meeting to be held on December 4, 2023, as follows:  
"Shall the Board of Education be authorized to purchase approximately 3.9 acres of vacant land located on State Highway 7, and identified as Tax Map No. 324.00-1-46.00, for School District purposes, at a cost not to exceed sixty-two thousand five hundred (\$62,500.00) Dollars to be paid from the District's existing capital reserve fund".

**Section 5.** The officers and employees of the District are authorized and directed to sign all documents and take all steps necessary to approve and complete the purchase following satisfaction of all contingencies.

**Section 6.** This resolution shall take effect immediately.



**SECTION IV MERGER COMMITTEE**

Application for Merger of Schools for Athletic Activity

This application form must:

- (A) Be completed by each school involved in the sport described.
- (B) Be reviewed and approved by the athletic league involved.
- (C) Be submitted to the Section IV Merger Committee after A and B have been resolved.

A separate application must be submitted for each activity. Requests should be for a one-year period of time only.

School District **Unatego Central School District**  
 Address of School Involved **2641 St. Hwy 7**  
**Otego, NY 13825**  
 Athletic Director of School Involved **Matt Hafele**  
 Phone Number **607-988-5023**  
 Other School(s) Involved **Franklin**  
 Sport to be considered **Indoor Track and Field**  
 Level(s) being merged (circle) **Varsity** **IV** **Modified**  
 School Year **2023-24**

Describe conditions which prompted your school to request or support a merger--provide all appropriate rationale which will assist the league and merger committee in reaching a decision considered most beneficial to all:

**This merger will allow both schools to continue to offer Indoor Track and Field to students from both districts. Due to declining enrollment and participation.**

What will be the identity of the combined team? **Unatego/Franklin**

Where will practices be held? **Unatego**

Where will competition be held? **Section IV Sites**

Attach a copy of the action item from your school Board of Education meeting minutes which includes the approval of this application.

Signed: Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

Board of Education **See Attached Minutes** \_\_\_\_\_

Date: \_\_\_\_\_

Submit to Athletic League (This step must precede the Section action!):

League Action      \_\_\_      Approved  
                              \_\_\_      Not Approved

Date \_\_\_\_\_

League Secretary \_\_\_\_\_

Forward to: Section IV Athletic Association  
276 State Hwy 7  
Sidney, NY 13838  
mcweenej@dcmoboces.com

by: **January 30, 2022** for Football  
**August 30, 2021** for Fall activity  
**November 22, 2021** for Winter activity  
**March 21, 2022** for Spring activity

**COMBINING OF TEAMS** - The joining together of students from two or more member schools in the same district or close proximity to form a single team shall be permitted subject to the following conditions:

The joining together of students from two or more-member schools in the same district or proximity to form a single team shall be permitted subject to the following conditions:

1. Permission must be obtained from their league and section on an annual basis.
2. Section approval must be reported to the NYSPHSAA, Inc., Executive Committee. NOTE: If a combined school team goes beyond sectional level competition their boys and girls grade 9-11 enrollment shall be combined, using the below criteria, for state level competition.

The graduated scale is used for up to 3 "team" mergers and mergers with 4 or more "teams" take 100% of their BEDS; ONLY in team sports. (July 2017)

NOTE: If two or more schools are located within the same physical building, 100% of their BEDS will be used if they are following the Combining of Teams process. (Feb. 2019)

The school(s) with the higher(est) classification number will have a percentage of the other school(s) classification number added according to the graduated scale below.

**Beginning in 2019-2020 The percentages is dependent upon the association's "Sport Specific classification cut-off numbers" (July 2018)**

**Five Classes (100%, 100%, 100%, 40%, 30%)**

**Four Classes (100%, 100%, 40%, 30%)**

**Three Classes (100%, 40%, 30%)**

**Two Divisions (100%, 40%)**

3. Section shall determine the deadlines for schools to merge or demerge programs.
4. If a non-public school is part of the merger, the "merged" team may be subject to the Section's Classification of Non-Public School Committee.
5. If a merger is denied by the Section, schools have the ability to resubmit a merger using 100% of all schools BEDS enrollment numbers. (July 2016)

**Reporting Procedure: All violations shall be reported to the League and Section.**

=====

Action of Section IV Merger Committee

The above request for merger is \_\_\_\_\_ Approved  
\_\_\_\_\_ Not Approved

for the activity of \_\_\_\_\_

for the school year \_\_\_\_\_.

Classification AA A B C D

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date

**NOTICE OF SPECIAL DISTRICT MEETING**  
**Otego-Unadilla Central School District,**  
**Otsego and Delaware Counties, New York**

The Board of Education of Otego-Unadilla Central School District, Otsego and Delaware Counties, New York, **NOTICE IS HEREBY GIVEN** that a Special District Meeting of the qualified voters of said School District will be held at the Middle/Senior High School 2641 State Highway 7, Otego, New York 13825, in said School District, on the 4th day of December 2023, at 12:00 o'clock noon, prevailing time, for the purpose of voting by paper ballot upon the propositions hereinafter set forth, polls for the purpose of voting will be kept open between the hours of 12:00 o'clock noon and 8:00 o'clock pm, prevailing time.

**PROPOSITION 1**

**RESOLVED** that pursuant to Chapter 472 of the Session Laws of 1998, the Board of Education of the Otego-Unadilla Central School District is hereby authorized to lease and expend therefore, including costs incidental thereto and the financing thereof, an amount not to exceed the estimated maximum cost of one hundred fifty thousand dollars (\$150,000) per year, and for a term not to exceed five (5) years, the following motor vehicles: three (3) large school buses and one (1) large school bus with wheelchair lift.

And, that such sum, or so much thereof as may be necessary, shall be raised by the levy of a tax collected in annual installments; and that in anticipation of such tax, obligations of the District shall be issued.

**PROPOSITION 2**

**RESOLVED** Shall the Board of Education be authorized to purchase approximately 3.9 acres of vacant land located on State Highway 7, and identified as Tax Map No. 324.00-1-46.00, for School District purposes, at a cost not to exceed sixty-two thousand five hundred (\$62,500.00) Dollars to be paid from the District's existing capital reserve fund.

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal

Date: October 10, 2023

Re: Substitute Teacher

I am recommending we appoint Taylor Reed as a returning sub for teachers, aides and LTA's.

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: MARGARET RAHMAN

POSITION: SUB. TEACHER

REPLACES: N/A

EFFECTIVE DATE: 10/17/23

EDUCATION LEVEL: 4 years of College

YEARS OF EXPERIENCE: 17

SALARY: STEP      LEVEL      \$ as per UNCERTIFIED SUB TEACHER

CERTIFICATION: Not in NYS

COLLEGE: TEXAS CHRISTIAN - BFA; Univ. of Texas - Dallas  
TEACHER CERT PROGRAM

REFERENCES CONTACTED:

- LyKINDA CROSS - principal (RET.)
- Melissa FUNK - DISTRICT MANAGER

COMMENTS: HAS CONSIDERABLE EXPERIENCE  
AS A SUBSTITUTE TEACHER, GOOD  
References

DOS Richel  
ADMINISTRATOR SIGNATURE

10/4/23  
DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Megan Brownell

POSITION: PT - FSH

REPLACES: N/A - New Position

EFFECTIVE DATE: 10/23/23

EDUCATION LEVEL: Graduate - Barnbridge - Guilford

YEARS OF EXPERIENCE: 1

SALARY: STEP \_\_\_ LEVEL \_\_\_ \$ 14.20 hr.

CERTIFICATION: —

COLLEGE: —

REFERENCES CONTACTED:

1. Megan Fletcher - (607) 222-0442
2. Camp Mesoran - (607) 226-0285

COMMENTS: - Hard working, rarely absent  
good personality, great w/ children  
- On time - Good worker.

Luci Hypps  
ADMINISTRATOR SIGNATURE

10/18/23  
DATE

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Mackenzie Flower \_\_\_\_\_

**POSITION:** substitute teacher, LTA, aide \_\_\_\_\_

**REPLACES:** new position \_\_\_\_\_

**EFFECTIVE DATE:** October 17, 2023 \_\_\_\_\_

**EDUCATION LEVEL:** current undergraduate - SUNY Oneonta \_\_\_\_\_

**YEARS OF EXPERIENCE:** 0 \_\_\_\_\_

**SALARY:** STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ sub pay per contract \_\_\_\_\_

**CERTIFICATION:** none \_\_\_\_\_

**COLLEGE:** SUNY Oneonta - Early Childhood Education - participant \_\_\_\_\_

**REFERENCES CONTACTED:**

1. Allison Dossick \_\_\_\_\_
2. Mike Snider \_\_\_\_\_

**COMMENTS:** Mackenzie is one of our current SUNY Oneonta participators.  
She has done a great job so far and would be a good substitute  
while finishing up her Early Childhood certification.



ADMINISTRATOR SIGNATURE

10-13-23

DATE

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Lindsay Dawson \_\_\_\_\_

**POSITION:** substitute teacher, LTA, aide \_\_\_\_\_

**REPLACES:** new position \_\_\_\_\_

**EFFECTIVE DATE:** October 17, 2023 \_\_\_\_\_

**EDUCATION LEVEL:** current undergraduate - SUNY Oneonta \_\_\_\_\_

**YEARS OF EXPERIENCE:** 0 \_\_\_\_\_

**SALARY:** STEP \_\_\_\_ LEVEL \_\_\_\_ \$ \_\_\_\_\_ sub pay per contract

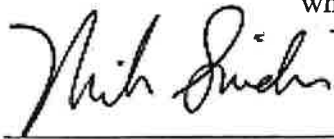
**CERTIFICATION:** none \_\_\_\_\_

**COLLEGE:** SUNY Oneonta - Early Childhood Education - participant \_\_\_\_\_

**REFERENCES CONTACTED:**

1. Allison Dossick \_\_\_\_\_
2. Mike Snider \_\_\_\_\_

**COMMENTS:** Lindsay is one of our current SUNY Oneonta participators.  
She has done a great job so far and would be a good substitute  
while finishing up her Early Childhood certification.

  
\_\_\_\_\_  
**ADMINISTRATOR SIGNATURE**

10-13-23  
\_\_\_\_\_  
**DATE**