

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
TENTATIVE  
MONDAY, NOVEMBER 5, 2018  
EXEMPT SESSION  
TO DISCUSS CSE RECOMMENDATIONS  
6:30 P.M.  
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 Exempt Session
- 1.4 Return to Open Session
- 1.5 Roll Call
- 1.6 Pledge
- 1.7 Approve regular board meeting minutes of October 15, 2018
- 1.8 Adopt Agenda

**2. PUBLIC COMMENT**

**3. PRESENTATIONS**

- 3.1 DCMO BOCES Career Destinations – Perry Dewey – Dr. Michael MacDonald
- 3.2 Administrator's Report
- 3.3 Superintendent's Report – Dr. David S. Richards

**4. ADMINISTRATIVE ACTION**

- 4.1 Policy 6121 Sexual Harassment in the Workplace  
(revision, second reading, adopted) (11.5.18 G1)
- 4.2 Approve CSE recommendations (11.5.18 G2)
- 4.3 Approve Budget Transfers (11.5.18 G3)
- 4.4 Approve Special District Meeting for Bus Proposition January 9, 2019 (11.5.18 G4)
- 4.5 Approve Memorandum of Understanding between Unatego Central School  
and Opportunities for Otsego, Inc., Head Start for the 2018-2019 school year  
(11.5.18 G5)
- 4.6 Approve Extra-Curricular appointments for the 2018-2019 school year (11.5.18 C1)
- 4.7 Approve event workers for the 2018-2019 Winter Sports season (11.5.18 C2)
- 4.8 Approve (1) coach and (3) volunteer coaches for 2018-2019 Winter Sport season  
(11.5.18 C3)
- 4.9 Appoint Brittany Barkman substitute bus aide/teacher aide for the 2018-2019  
school year (11.5.18 UC1)
- 4.10 Appoint Kaitlyn Buzie substitute bus aide for the 2018-2019 school year  
(11.5.18 UC2)

- 4.11 Accept Brian K. Davis resignation as cleaner (11.5.18 UC3)
- 4.12 Accept donation of \$600 to cover cost of a charter bus (11.5.18 G6)
- 4.13 Surplus the following vehicle Bus # 117 (11.5.18 G7)
- 4.14 Surplus Technology equipment (11.5.18 G8)

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.

8. ADJOURN

**Board Agenda 11.5.18**  
**PG: 3**

**4.1**

**11.5.18 G1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby adopt Policy 6121 Sexual Harassment in the Workplace as presented.

**4.2**

**11.5.18 G2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the CSE recommendations as presented.

**4.3**

**11.5.18 G3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Budget Transfers as presented.

**4.4**

**11.5.18 G4**

The Board of Education of Otego-Unadilla-Central School District, Otsego and Delaware Counties, New York, HEREBY GIVES NOTICE that a Special District Meeting of the qualified voters of said School District will be held at the Middle/Senior High School building in Otego, New York in said school district, on the 9th day of January 2019 at 12:00 o'clock noon, for the purpose of voting by paper ballot upon the proposition hereinafter set forth. Voting will be open between the hours of 12:00 o'clock noon and 8:00 o'clock p.m.

**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 Eighty thousand (\$80,000), and for a term not to exceed five (5) years, the following motor vehicles: three (3) large passenger school buses and one (1) small passenger school bus with wheelchair.

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.

**4.5**

**11.5.18 G5**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Memorandum of Understanding between Unatego Central School and Opportunities for Otsego, Inc., Head Start for the 2018-2019 school year as presented.

**4.6**

**11.5.18 C1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Extra-Curricular appointments for the 2018-2019 school year as presented.

**Board Agenda 11.5.18**  
**PG: 4**

**4.7**

**11.5.18 C2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve event workers for the 2018-2019 Winter Sports season as presented.

**4.8**

**11.5.18 C3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve (1) coach and (3) volunteer coaches for the 2018-2019 Winter Sports season as presented.

**4.9**

**11.5.18 UC1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Brittany Barkman substitute bus aide/teacher aide for the 2018-2019 school year.

**4.10**

**11.5.18 UC2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kaitlyn Buzie substitute bus aide for the 2018-2019 school year.

**4.11**

**11.5.18 UC3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Brian K. Davis's resignation of cleaner effective November 12, 2018 as presented.

**4.12**

**11.5.18 G6**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept an anonymous donation of \$600 to cover cost of a charter bus for the girls soccer game as presented.

**4.13**

**11.5.18 G7**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the surplus of Bus #117 – 2005 Jeep – Grand Cherokee – Vin# 1J4GR48K95C710872 as presented.

**4.14**

**11.5.18 G8**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the surplus of technology equipment as presented.

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE

The District is committed to maintaining a discrimination-free work environment. Sexual harassment is one form of workplace discrimination. This policy addresses sexual harassment in the workplace and is one component of the District's commitment to a discrimination-free work environment. The District will provide this policy to all employees in writing. The District will post this policy prominently throughout the District to the extent practicable.

Sexual harassment is a form of employee misconduct, a violation of District policy, and unlawful. Employees of every level who engage in sexual harassment, including supervisory personnel who engage in sexual harassment, who knowingly allow such behavior to continue, or fail to report suspected sexual harassment will be subject to remedial and/or disciplinary action by the District. Sexual harassment may also subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability.

This policy applies to all instances of sexual harassment perpetrated against a "covered person," regardless of immigration status, by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered person" includes:

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace.

Sexual harassment in the workplace can occur between any individuals, regardless of their sex or gender. Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school grounds, school buses or District vehicles, and at school-sponsored events, programs, or activities, including those that take place at locations off school premises. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school grounds, on personal devices, or during non-work hours.

What Constitutes Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

**SUBJECT:   SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- a)    Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- b)    Such conduct is made either explicitly or implicitly a term or condition of employment; or
- c)    Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any covered person who feels harassed should report the conduct so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited:

- a)    Physical acts of a sexual nature, such as:
  - 1.    Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body; and
  - 2.    Rape, sexual battery, molestation or attempts to commit these assaults.
- b)    Unwanted sexual advances or propositions, such as:



**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; and
  2. Subtle or obvious pressure for unwelcome sexual activities.
- c) Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- d) Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and the status of being transgender, such as:
1. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  2. Sabotaging an individual's work; and
  3. Bullying, yelling, or name-calling.

**Prohibition of Retaliatory Behavior (Whistle-Blower Protection)**

Unlawful retaliation can be any action that could discourage a covered person from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of a complaint of sexual harassment. Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;

(Continued)

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- b) Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- c) Opposed sexual harassment by making a verbal or informal complaint of harassment to a supervisor, building principal, other administrator, or the Civil Rights Compliance Officer (CRCO);
- d) Reported that another employee has been sexually harassed; or
- e) Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

**Reporting Sexual Harassment**

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any covered person who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, building principal, other administrator, or the CRCO. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is posted on the District website, and all covered persons are encouraged to use this complaint form. Persons who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is being submitted on another person's behalf.

Any person who believes they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

**Supervisory Responsibilities**

All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the CRCO. In the event the CRCO is the alleged harasser, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity, or to the Superintendent.

(Continued)



**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors, building principals, and other administrators will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors, building principals, and other administrators will also be subject to discipline for engaging in any retaliation.

**Investigating Complaints**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All persons involved, including complainants, witnesses, and alleged harassers will be accorded due process, as outlined below, and in accordance with any applicable collective bargaining agreements to protect their rights to a fair and impartial investigation.

The District will not tolerate retaliation against anyone who files complaints, supports another's complaint, or participates in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- a) Upon receipt of a complaint, the CRCO will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. In the event that the CRCO is the alleged harasser, the complaint will be directed to another CRCO or District designee for investigation.
- b) If a complaint is verbal, encourage the individual to complete the complaint form, which is available on the District website, in writing. If he or she refuses, prepare a complaint form based on the verbal reporting.
- c) If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- d) Request and review all relevant documents, including all electronic communications.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- e) Interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.
- f) Create written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
  - 2. A list of names of those interviewed, along with a detailed summary of their statements;
  - 3. A timeline of events;
  - 4. A summary of prior relevant incidents, reported or unreported; and
  - 5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- g) Keep the written documentation and associated documents in a secure and confidential location.
- h) Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- i) Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable laws and regulations, as well as any and all relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and/or third-party contracts.

Annual Training

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will be interactive and will include:

- a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
- b) Examples of conduct that would constitute unlawful sexual harassment;

(Continued)

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees’ rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

**Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the District’s internal process, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an individual may seek the legal advice of an attorney.

In addition to those outlined below, individuals may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects covered persons, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file with DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the District does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

Individuals do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.



**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. The website contains information about filing the complaint online, by mail, or by email.

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**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.  
Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.  
29 CFR § 1604.11(a)  
34 CFR Subtitle B, Chapter I  
Civil Service Law § 75-B  
Executive Law Article 15  
Labor Law § 201-g

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District  
#3420 -- Employee Grievances  
#7551 -- Sexual Harassment of Students

First Reading: October 15, 2018  
Second Reading: November 5, 2018  
Adopted: November 5, 2018



Unatego Central School District  
**Budget Transfers as of 10/31/2018**  
Over \$10,000

<u>Negative Account Code</u>	<u>Description</u>	<u>Amount</u>	<u>Transferred From</u>	<u>Notes</u>
A1310.160	Business Admin Salaries	\$ 19,000.00	A9030.800	Allocation of new Treasurer and
A1325.160	Treasurer Salaries	\$ 19,105.77	A9060.801	current Business Manager salaries
A1680.490	BOCES Services - BT	\$ 12,067.46	A1670.490	
A2020.160	Supervision Reg Sch - Classified Salaries	\$ 21,277.70	A1983.490	reclassification of prior yr trans secretary
A2110.120	Certified Salaries - K-6	\$ 38,747.20	A2110.130	Allocation of salaries between the
A2110.121	Certified Salaries - LTA K-6	\$ 38,396.44	A2110.130	grade levels
A2110.161	Classified Salaries - Aides	\$ 14,451.97	A2110.450-2	
A2250.160	Special Ed - Classified Salaries	\$ 137,055.61	A2250.150	Budgeted more in certified salaries and not enough in classified salaries
A5510.410	Contracted/Lease Bus Expense	\$ 60,001.22	A2810.150	timing of 17-18 bus lease payment
	Total	\$ 360,103.37		

Authorized By:

\_\_\_\_\_  
Board of Education Approval Date

**COLLABORATION AGREEMENT for  
SERVICES to CHILDREN with DISABILITIES  
BETWEEN  
Unatego Central School District  
AND  
Opportunities for Otsego Head Start  
For academic years 2018-19 and 2019-20**

**I. Purpose Statement**

1. Maximize the availability of services and resources.
2. Ensure continuity in educational services to eligible preschool children as they move from Head Start to the Local Educational Agency (LEA).
3. Enumerate areas where joint operational strategies can provide integrated services.
4. Provide opportunities for the inclusion of preschool children with disabilities in Head Start through the provision of special education and related services in the least restrictive environment.
5. Support the transition of children from Early Intervention Programs to Preschool Special Education in Head Start and from Head Start into the public school system.

**II. Role of School District**

1. Provide services to preschool children with disabilities as mandated by P.L. 99-457 and amendments Chapter 474 of the Laws of 1996.
2. Provide preschool children with disabilities a free and appropriate public education (FAPE) including the development and implementation of an Individualized Education Program (IEP), procedural safeguards and the provision of related services.
3. Place preschool children with disabilities in the least restrictive environment (LRE) with an opportunity to interact with non-disabled peers to the maximum extent appropriate.
4. Work with appropriate community agencies to provide approved services to preschool children with disabilities.

**III. Role of Opportunities for Otsego Head Start**

1. Recruit, enroll, and serve eligible children ages 3-5.
2. Ensure that no less than 10 percent of the total number of enrollment opportunities in Head Start is available for children with disabilities who are eligible to participate.
3. Screen all enrolled children for potential problems in the areas of health and development and share the results with parents in their native language.
4. Assist parents in referring children found to be at risk for further evaluation through the Local Educational Agency (LEA) where they reside.
5. Participate in the Committee for Preschool Special Education (CPSE) process.
6. Work closely with other community agencies in order to provide services to children with disabilities.

**IV. Service Implementation:**

*Head Start will:*

1. Provide information about Head Start to the school district.
2. Assist parents with referrals to the CPSE.
  - a. Maximize the continuity of services to the child by transferring appropriate records, with written parental consent.
  - b. Arrange for the participation of each child's teacher, Education/Disabilities Specialist or designee as needed at CPSE meetings.
  - c. Provide an integrated preschool program to serve eligible children with disabilities in the least restrictive environment in Otsego County.

3. Explore transportation options with LEA for children within the school district, but outside the Head Start transportation area.
4. Share information, with written parental consent, as needed.
5. Explore the possibility of resource sharing to maximize services to children and families.
6. Support parents and children in the transition process from Head Start to public school.
  - a. Provide a list of Kindergarten eligible children by April 1<sup>st</sup>.
  - b. Invite Kindergarten teachers to observe in Head Start Classrooms.
  - c. Provide, with written parental permission, health and education summaries by the end of June for children entering school in the fall.
  - d. Conduct Kindergarten Follow Up activities of each child entering public school.
7. Explore the possibility of coordinating parent and staff training sessions.

*Unatego Central School will:*

1. Provide referrals to Head Start of children ages two to four living within the District.
2. Notify parents immediately upon receipt of CPSE referral. Arrange for an evaluation by the approved evaluator the parents choose. Assist parents with paperwork when necessary and inform them about their rights in a manner responsive to the linguistic needs of the family.
3. Ensure a comprehensive evaluation is completed in a timely manner as required.
4. Inform Head Start of the date and time of the CPSE meeting 5 business days prior to the meeting.
5. With written parental consent, share information about evaluations, recommendations, and IEPs, with Head Start staff.
6. Explore possibilities of assisting in transporting a child for services at Head Start when the child is outside the Head Start transportation area.
7. Support parents and children in the transition process from Head Start to public school.
8. Invite Head Start children to visit Kindergarten during May and/or June.
9. Inform Head Start of the Kindergarten registration and screening schedule.
10. Notify Head Start of any appropriate training events scheduled.
11. Notify Head Start about any school activity that may be appropriate for Head Start to participate in (e.g., school pictures, field days, etc.).

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Unatego Central School District Superintendent

Date

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Opportunities for Otsego CEO

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Date

**Unatego Central School District**  
***Student Organizations***  
**2018-2019**

Student Accounts Advisor: Lori-Ann Harvey

**1. Class of 2019 (12<sup>th</sup>):**

Advisor: Abby Costello & John Collins  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2018.*  
President: Carly Hill  
Vice Pres.: Alexa Hurlburt  
Secretary: Jack Andrews  
Treasurer: Cassidy Fetterman

**2. Class of 2020 (11<sup>th</sup>):**

Advisor: Sara Ingalls  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2019.*  
President: Paige McCoy  
Vice Pres.: Raven Henry  
Secretary: Mallory Frazier  
Treasurer: Austin Faulkner

**3. Class of 2021 (10<sup>th</sup>):**

Advisor: Noelle DaSilva-Holdredge  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2020.*  
President:  
Vice Pres.:  
Secretary:  
Treasurer:

**4. Class of 2022 (9<sup>th</sup>):**

Advisor: TBA  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2021.*  
President:  
Vice Pres:  
Secretary:  
Treasurer:

**5. Cue & Curtain (9-12):**  
 Advisor: Sandy Bonczkowski  
 Purpose: *To promote the dramatic arts. To give all students a chance to work as part of a group to present a show.*  
 President:  
 Vice Pres:  
 Secretary:  
 Treasurer:

**6. Elementary Student Council (K-5):**  
 Advisor: Kim Platt  
 Purpose: *To serve as the governing body for the students at Unatego Elementary School*  
 President:  
 Vice Pres:  
 Secretary:  
 Treasurer:

**7. Future Business Leaders of America (FBLA) (9-12):**  
 Advisor: Terri Jackson  
 Purpose: *To provide, as an integral part of the instructional program, additional opportunities for secondary students in business and/or business related fields, to develop vocational and career supportive competencies and to promote civic personal responsibilities.*  
 President: Austin Faulkner  
 Vice Pres: Mallory Frazier  
 Secretary: Raven Henry  
 Treasurer: Cassidy Fetterman

**8. High School Yearbook (Unategan) (9-12):**  
 Advisor: Amanda Kane and Noelle Holdredge  
 Purpose: *To accurately record the history of the Unatego Junior--Senior High School.*  
 President: Brooke Cerar  
 Vice Pres: Dana Stepp  
 Secretary: Brittany Cerar  
 Treasurer: Piper Boliski



**9. Interact Club (9-12):**

- Advisor: Laura Wade-Butcher
- Purpose: *To develop leadership skills and personal integrity. To demonstrate helpfulness and respect for others. To understand the value of individual responsibility and hard work. To advance international understanding and goodwill.*
- President: Carly Hill
- Vice Pres: Dana Stepp
- Secretary: Madison Couperthwait
- Treasurer: Gabrielle Borowa

**10. Middle School Language Club (6-8):**

- Advisor: Beth-Anne Wiswell
- Purpose: *To promote the language and culture of people from around the world.*
- President: Alexander Hilton
- Vice Pres: Emily Brandt
- Secretary: Anna Dorch
- Treasurer: Daniel McCann

**11. Middle School Student Council (6-8):**

- Advisor: Cheryl Nages
- Purpose: *To serve as the governing body for the students of the Unatego Middle School.*
- President: Alexis Thayer
- Vice Pres: Christine Gharbin
- Secretary: Peyton Coleman
- Treasurer: Bailey McCoy

**12. Middle School (Drama) Theater Club (6-8):**

- Advisor: Cheryl Nages
- Purpose: *Students will be involved in all facets of performing a play including acting, designing, building a set and advertising the show.*
- President: TBA in Spring
- Vice Pres: TBA in Spring
- Secretary: Alexis Thayer
- Treasurer: Sarah Ostrander

**13. Middle School Yearbook (6-8):**

- Advisor: Kim Trask
- Purpose: *To accurately record the history of the Unatego Middle School.*
- Editor: Sarah Ostrander
- Photo. Editor: Ava Hilton
- Secretary: Amara May
- Treasurer: Kaela Brown

**14. National Junior Honor Society (9-10):**

- Advisor: Deb Davis
- Purpose: *To encourage high standards in scholarship, leadership, citizenship, character, and service at Unatego.*
- President: Rylee Randall
- Vice Pres: Olivia Slawson
- Secretary: Haleigh Burton
- Treasurer: Gabby Borawa

**15. National Senior Honor Society (11-12):**

- Advisors: Kim Trask
- Purpose: *To promote academics, leadership, service, and citizenship.*
- President: Cassidy Fetterman
- Vice Pres: Megann Andrew
- Secretary: Alyssa Blanco
- Treasurer: Sonja Reyda

**16. Safety Patrol (5<sup>th</sup> grade):**

- Advisors: Tammy Menz and Darlene Wong
- Purpose:
- Co-Captain:
- Treasurer:

**17. Ski Club (6-12)**

- Advisor: Karen Alvin & Linda Staiber
- Purpose: *To promote personal health and fitness by providing members with the opportunity to participate in these winter life sports so that they may develop both their skills and their understanding of the sports.*
- President: Jack McCluskey
- Co-Pres.: Brandon Burns
- Secretary: Lilyanna Barnes
- Treasurer: Gabriel Cutting

**18. Spanish (Español) Club (9-12):**

- Advisor: Laura Gamez-Romero
- Purpose: *To promote the language and culture of people from around the world.*
- President: Adam LaSalle
- Vice Pres: Brittany Cerar
- Secretary: Carly Hill
- Treasurer: Leah Hamm

**19. Senior Band (6-12):**

Advisor: Cheryl Nages  
Purpose: *To further the musical development of band students through daily rehearsals, lessons and pep, jazz and marching band.*  
President: Madison Rivera  
Vice Pres: Ivy-Maree Walker  
Secretary: Kaylee Hovick  
Treasurer: Bryan Pikaard

**20. Student Council (9-12):**

Advisor: Jeanne Butler  
Purpose: *To serve as the governing body for the students at Unatego.*  
President:  
Vice Pres:  
Secretary:  
Treasurer:

**21. Students Against Destructive Decisions (SADD) (6-12):**

Advisors: Sherry Maruszewski  
Purpose: *To educate about the deadly effects of operating a vehicle while under the influence of any drug; to campaign against substance abuse, including binge drinking; and to educate students about date rape.*  
President: Khayla Robinson  
Vice Pres: Dana Brown  
Secretary: Skyler Chase  
Treasurer: Alexandria Hoyle

October 31, 2018

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 event workers for the 2018-19 Winter Sports Seasons.

- Bert Beames
- Vicki Beames
- Amber Birdsall
- Bill Donnelly
- Judy Pitel
- Joe Halbert
- Sally Halbert
- Matt Hafele
- Kelli Hafele
- RJ Platt
- Rich Rosener
- Jenni Barnes
- Marcy Anderson
- Katie James
- Jamie Rowe
- Nancy Dalton
- Sherry Maruszewski
- Darlene Wong
- Karen Alvin
- John Collins
- Tara Nichols
- Brenda Birdsall
- Anita Grays
- Robin Youngs
- Shelly Havens
- Christal Wright

Sincerely,

Matt Hafele  
Athletic Director

October 31, 2018

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.

- Darlene Wong-Modified Girls BB (Step 6)
- Bryan Birdsall-Volunteer Asst Girls Basketball
- Janette Johnson Volunteer Asst. Girls Basketball
- Ron Reed Volunteer Asst. Boys Basketball

Thank you,

Matthew J. Hafele





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October, 29, 2018

Unatego Central School  
2641 State Hwy 7  
Otego, NY 13825

RECEIVED  
OCT 29 2018  
BY: .....

Dear Brian Trask,

I would like to inform you of my intention to resign from the position of cleaner at Unatego, effective two weeks from today. My last date of employment will be Sunday, November 11<sup>th</sup>.

I appreciate the opportunities you gave me during my time at Unatego.

Thank you,

  
Brian Davis

# Unatego Central School District

Unatego, NY 13825

## MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager 

Date: November 1, 2018

Re: Donation

The District has received an anonymous donation to cover the cost of the charter bus for the Girls Soccer game on Friday, November 2<sup>nd</sup>.

The donation is for \$600, which is the total cost of the charter bus.

I recommend that the Board of Education approve this donation.

Thank you.

UNATEGO CENTRAL SCHOOL  
2641 State Highway 7  
PO Box 483  
Otego, New York 13825-9795  
www.unatego.org

Dr. David S. Richards  
Superintendent of Schools  
(607) 988-5038

Patricia Loker  
Business Manager  
(607) 988-5038

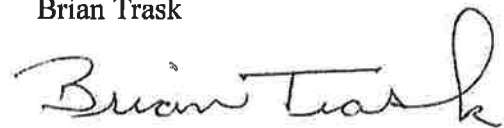
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November 5, 2018

I am recommending, that the Unatego School District surplus the following vehicles.

Bus # 117 – 2005 Jeep – Grand Cherokee  
VIN# - 1J4GR48K95C710872

Brian Trask



Director of Transportation

Make	Model	Serial Num	District Tag	BOCES Tag	IT TAG	Disposal Reason	End of Useful life / Defective	State in Service -now
optiplex	9020				IT0000017429			
optiplex	9020				IT0000017386			
optiplex	9020				IT0000017392			
optiplex	9020				IT0000017455			
optiplex	9020				IT0000058830			
optiplex	9020				IT0000017435			
optiplex	9020				IT0000017334			
optiplex	9020				IT0000017674			
optiplex	9020				IT0000058831			
optiplex	9020				IT0000017577			
optiplex	9020				IT0000017373			
optiplex	9020				IT0000017999			
optiplex	9020				IT0000058832			
precision	t3620				IT0000033756			
canon	lide 120				IT0000058405			
epson	4490				IT0000033869			
epson	4490				IT0000017619			
epson	4490				IT0000033782			
epson	4490		10153					
epson	4490				IT0000033787			
epson	4490				IT0000058409			
3m	spc712		9923	39816	IT0000017611			
3m	spc716				IT0000033823			
3m	spc716				IT0000017375			
hitachi	cp-d32wn	20150035			IT0000017372			
hitachi	cp-d32wn	20150045			IT0000017559			
hitachi	cp-d32wn				IT0000017708			
hitachi	cp-d32wn	20150044			IT0000017525			
hitachi	cp-d32wn				IT0000033872			
smart	ux60	10323			IT0000017476			
smart	ux60				IT0000033802			
smart	uf75w				IT0000017499			
smart	ux60	10108			IT0000017456			

smart	uf75w			IT0000017603
smart	uf75w			IT0000017485
smart	uf75w			IT0000017506
smart	uf75w		46472	IT0000017465
smart	ux60	10109		IT0000033781
smart	ux60			IT0000033813
hitachi	cp-d32wn			IT0000033814
hitachi	cp-d32wn			IT0000033796
hitachi	cp-d32wn			IT0000033805
hitachi	cp-d32wn			IT0000017625
smart	sb680	9922	39778	IT0000017612
smart	sb680			IT0000017466
smart	sb680	10114		IT0000017457
smart	sb680		39767	IT0000017526
smart			47378	IT0000017505
smart		10324	44435	IT0000017477
smart		10327	44433	IT0000033801
smart			47382	IT0000017602
smart	800			IT0000033824
smart	m600			IT0000033804
smart		10094	39777	IT0000017607
smart		10082	39775	IT0000017624
smart			39772	IT0000017698
smart		9689	41836	IT0000033807
smart		10077	39776	IT0000017626
smart			47381	IT0000018000
smart		7980		IT0000033799
smart	m600			IT0000017995
smart		9995	39770	IT0000017384
smart		9684	41831	IT0000017374
smart			39773	IT0000017560
smart		9687	41834	IT0000017370
smart		10313	44431	IT0000033812
smart		10113		IT0000033780



smart  
smart  
smart

47377 IT0000017498  
39774 IT0000017388  
47376 IT0000017484