

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
TENTATIVE
MONDAY, DECEMBER 5, 2016
EXECUTIVE SESSION
6:30 P.M.
TO DISCUSS CSE RECOMMENDATIONS
BOARD OF EDUCATION MEETING
CALL TO ORDER
7:00 P.M.
UNATEGO MIDDLE/SR HIGH SCHOOL
ROOM #93**

1. ROUTINE MATTERS

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Pledge
- 1.4 Approve regular board meeting minutes of November 21, 2016
- 1.5 Approve special board minutes of November 30, 2016
- 1.6 Appoint Florian Reyda clerk *pro tem* in the absence of District Clerk
- 1.7 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

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

4. ADMINISTRATIVE ACTION

- 4.1 Budget Calendar (Information only)
- 4.2 Acknowledges ACCESS/CPEST letter of the committee's goals (12.5.17 G1)
- 4.3 Approve CSE recommendations (12.5.16 G2)
- 4.4 Approve Transportation Contract (12.5.16 g3)
- 4.5 Approve Patricia Loker to make budget transfers up to \$1,000 for the 2016-17 school year (12.5.16 C1)
- 4.6 Appoint Vicki Beames substitute teacher for the 2016-17 school year (12.5.16 C2)
- 4.7 Appoint Morgan McClellan 1:1 aide (12.5.16 UC1)
- 4.8 Appoint Corryne Wick substitute teacher for the 2016-17 school year (12.5.16 UC2)

5. PUBLIC COMMENT

6. ROUND TABLE DISCUSSION/QUESTIONS

7. EXECUTIVE SESSION (IF NECESSARY)

8. ADJOURN

Board Agenda 12.5.16

PG: 2

4.2

12.5.16 G1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby acknowledge ASSESS/CPEST letter of the committee's goals to the Board of Education and thanks the Committee for its work.

4.3

12.5.16 G2

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

4.4

12.5.16 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Transportation Contract as presented.

4.5

12.5.16 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Patricia Loker to make budget transfers up to \$1,000 for the 2016-17 school year.

4.6

12.5.16 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Vicki Beames substitute teacher for the 2016-17 school year.

4.7

12.5.16 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Morgan McClellan 1:1 teacher aide to a probationary appointment of 52 weeks, effective December 1, 2016 at a rate of \$9.70 per hr. as presented.

4.8

12.5.16 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Corryne Wick substitute teacher for the 2016-17 as presented.

2017-2018 BUDGET CALENDAR FOR UNATEGO CENTRAL SCHOOL DISTRICT

<u>DATE</u>	<u>FUNCTION</u>
December 20, 2016	Supply Requisitions from staff entered on Budget Pro & sent to Principals
January 10, 2017	Meeting w/ Superintendent, Business Manager, Principals, Department Heads to review department budgets
January 17, 2017	Preliminary budget completed
February 27, 2017	Budget workshop with BOE and Budget Committee for 1 hour prior to evening board meeting (6 p.m.), to review 1 st half of budget
March 1, 2017	Submit tax levy limit calculation to Office of State Comptroller, Tax & Finance & SED
March 20, 2017	Budget workshop with BOE and Budget Committee for 1 hour prior to evening board meeting (6 p.m.), to review 2 nd half of budget
April 3, 2017	Submit legal notice of school budget hearing and budget vote
April 17, 2017	Deadline for submission of petitions for propositions to be placed on ballot Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote.
April 21, 2017	Final date for budget adoption by the BOE
April 24, 2017	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 24, 2017
April 26, 2017	School Board Candidate Nominating Petition due in District Office by 5:00pm
May 2, 2017	Last day for voter registration
May 2017	Budget hearings at Unadilla, Otego, and High School (Date and Time TBA)
May 2017	Budget Notice must be mailed to eligible voters after the budget hearing – no later than six days prior to the vote
May 10, 2017	Deadline for mailing "Budget Notice"
May 16, 2017	Statewide budget vote and board election

471601
(SED CODE)

The State Education Department
Transportation Unit, Room 475 EBA
Albany, New York 12234

Form TC

C
Contract Number
(SED will fill in)

TRANSPORTATION CONTRACT

(Do not use for Addendums or Extensions - See Note on Reverse)

Patti Loker Contact Person		Tele: 607 335-1362 Fax ()
Unatego Central School District School District/BOCES		
2641 State Hwy 7, PO Box 483 Street or P.O. Box		
Otego, City	NY State	13825 Zip Code

Check if applicable:

- Special Education Pupils - Transportation required as a related service.
- Contract will begin part way through the school year and cost \$20,000 or less.
- One-month emergency contract -31 Calendar Days.
- Contract for bus maintenance only.
- District will supply contractor with fuel.

Specifications include:

- Provision for attendants, escorts or monitors.
- Clause for increasing or decreasing service.

This AGREEMENT made this 21st day of November 20 16 by and between

Unatego Central School District, County of Otego, N.Y.
(Name of School District or BOCES)

party of the first part and [REDACTED] party of the second part.
(Contractor)

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation for children of said district for the period of service to begin

November 21 2016 and to end June 22 2017
Month Day Year Month Day Year

NOW, THEREFORE, the said party of the first part hereby agrees to pay to the said party of the second part the sum of \$ (If lump sum contract) or \$.54/mile (Unit Cost) if on a per-bus, per-diem, per-mile or other unit cost basis for providing such transportation on a suitable conveyance.

Total Anticipated Annual Cost \$ 3,700

If awarded through a request for proposals, date of request of such proposals _____ (see note on reverse)

IN WITNESS WHEREOF, The parties have set their hands the day and year above written.

Unatego CSD, PO Box 483, Otego, NY 13825

(Signature of Trustee or President of Board of Education) (Party of the First Part) (Post Office Address)

(Signature of Contractor) (Party of the Second Part) (Post Office Address)

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education law and Section 156.12 of Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3625(1) of the Education Law.

Approval Date: 11/21/16
(Date of Superintendent's Approval)

Filed by: [Signature]
(Signature of Superintendent or Designee)

SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT. RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS.

The party of the second part covenants with the party of the first part that in consideration of the payments hereinbefore stated and of the covenants and agreements set forth that said school children will be conveyed safely, that said duties and obligations in relation thereto pursuant to this contract will be faithfully performed, at all times exercising proper supervision over said children and that said party of the second part will abide by all reasonable rules and regulations and that the driver will be at least 21 years of age and duly licensed and that said driver will be currently approved by the chief school administrator. And the party of the second part further covenants and agrees that the vehicle shall come to a full stop before crossing the tracks of any railroad and before crossing any State highway and that it shall at all times comply with the rules and regulations of the Department of Transportation applying to such vehicles.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be signed by the trustee or president of the board of education and the contractor. This contract or any right, title or interest therein may not be assigned by the party of the second part without the previous consent in writing of the party of the first part. This contract shall be void and of no effect unless the party of the second part shall comply with all applicable provisions of the Workman's Compensation Law in respect to employees engaged in the performance of this contract. The party of the second part will comply with the Labor Law.

"The contractor hereby consents to an audit of any and all financial records relating to this contract by the Department of Audit and Control." "The contractor further agrees to provide to the board of education, trustee(s), or the Commissioner of Education, upon request, any information relating to this contract including financial data."

State aid will be computed on account of this contract in accordance with the total sum specified. Any expenditure in excess of this total sum will not be considered in computing State aid. For school districts eligible for transportation aid, no aid shall be allowed for a period greater than 120 days prior to the filing of the contract in accordance with Section 3625 of the State Education Law.

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID** date of bid opening _____ Complete **BID TABULATION** below:

1. _____ (Name)	_____ (Amount of Bid)	3. _____ (Name)	_____ (Amount of Bid)
2. _____ (Name)	_____ (Amount of Bid)	4. _____ (Name)	_____ (Amount of Bid)

Was contract awarded to the lowest responsible bidder? Yes No If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons on a separate sheet and attach to this contract. If no bids are received, it is necessary for the district to re-advertise.

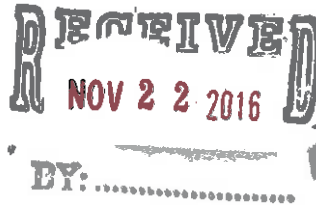
Attach Affidavits of Publication which you can secure from the newspapers. Also, attach one printed copy of each Notice to Bidder which appeared in the papers. If detailed specifications were used, kindly forward a copy.

MULTI-YEAR CONTRACT: A separate line item shall be included in the Annual Budget and Budget Brochures. Also a footnote to that line item shall indicate: " _____ year (first, second, etc.) of a _____ - year (two, three, etc.) contract, the total cost of which is \$ _____ " (total cost of multi-year contract).

REQUEST FOR PROPOSALS: If contract was awarded through a request for proposals (RFP), submit evidence of the date of the request, the forms and instructions used in making the request, the contract specifications, all proposals received, the criteria used in evaluating the proposals, the weights assigned to each criterion, and the scores used to assess each category of the criteria, in accordance with the provisions of Section 156.12 of Commissioner of Education Regulations.

EXTENSIONS AND ADDENDUMS: An Extension of Contract (Form CE) must be filed for all extensions. Please notify the Department by letter of any additions to a contract after it has been filed with the Department. Such additions can only be made where authorized by the contract specifications.

Dear Dr. Richards,



11/22/16

I would like to be considered for substitute teaching. Please consider adding my name to the sub registry. I have enjoyed teaching for over 30 years in the classroom and feel I still have a lot to offer. Thank you for your time and consideration.

Vicki Beames

Vicki Beames

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**NAME: Morgan McClellanPOSITION: lon aideREPLACES: new hireEFFECTIVE DATE: 12/1/16EDUCATION LEVEL: BA

YEARS OF EXPERIENCE: _____

SALARY: STEP _____ LEVEL _____ \$ 9.70CERTIFICATION: has not taken test yet.COLLEGE: Hartwick College Music, Elem. Ed.

REFERENCES CONTACTED:

1. Melinda Murdock, Principal Riverside Elem.
2. Dawn Mustare, Speech-language Pathologist

COMMENTS: Extremely professional, takes feedback. Good connections with kids and staff. She is delightful, She would be excellent. She is reliable and hard working.Patricia Scott
ADMINISTRATOR SIGNATURE11/29/16
DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Corryne Wick

POSITION: sub. teacher

REPLACES: N/A

EFFECTIVE DATE: 12/6/16

EDUCATION LEVEL: BS $\frac{1}{2}$ 20

YEARS OF EXPERIENCE: 3

SALARY: STEP LEVEL \$ per uncert. sub rate

CERTIFICATION: N/A in NYS; cert. filed in PA.

COLLEGE: EAST STRONDSBURG, SUNY CORTLAND

REFERENCES CONTACTED:

- Judi Riley, Asst. Supt. Cortland City CSD
- Jennifer Geibel, Cortland YWCA

COMMENTS: works well w/ children; competent and caring.

WLS [Signature]
ADMINISTRATOR SIGNATURE

11/30/16
DATE