

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
TENTATIVE  
MONDAY, JUNE 5, 2017  
EXEMPT SESSION  
TO DISCUSS CSE RECOMMENDATIONS  
6:30 P.M.  
BOARD OF EDUCATION MEETING  
CALLED TO ORDER  
7:00 P.M.  
UNATEGO MIDDLE/SR HIGH SCHOOL  
ROOM #93**

**1. ROUTINE MATTERS**

- 1.1 Call to order**
- 1.2 Oath of Office administered to newly elected Board member David Clapper by Board Clerk, Joan French**
- 1.3 Roll Call**
- 1.4 Pledge**
- 1.5 Approve regular board meeting minutes of May 15, 2017**
- 1.6 Approve annual district meeting minutes May 16, 2017**
- 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 Approve CSE recommendations (6.5.17 G1)**
- 4.2 Approve Budget Transfers (6.5.17 G2)**
- 4.3 Approve agreement between Delaware County Public Health Services and Unatego Central School District (6.5.17 G3)**
- 4.4 Approve proposed Inter-Municipal Agreement between the Unatego Central School District and the Madison-Oneida BOCES (6.5.17 G4)**
- 4.5 Approve Summer Transportation Contract and Transportation Contract between DCMO BOCES and Unatego Central School District (6.5.17 G5)**
- 4.6 Approve bus for the Unadilla 2017 Summer Recreation Program (6.5.17 G6)**
- 4.7 Approve sports merger between Unatego CSD and Franklin for Modified, JV, and Varsity Football for the 2017-2018 school year (6.5.17 G7)**
- 4.8 Approve sports merger between Unatego CSD, Sidney CSD and Delaware Academy for Indoor Track for the 2017-2018 school year (6.5.17 G8)**
- 4.9 Approve bus drivers and bus aides for the 2017 summer program (6.5.17 UC1)**

**Board Agenda 6.5.17**

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- 4.10 Tenure recommendation Katherine Mazourek (6.5.17 C1)**
- 4.11 Appoint Summer Care Program Workers and Substitute Workers for the 2017 Summer Program (6.5.17 UC2)**
- 4.12 Appoint (3) Summer Food Service Workers for the 2017 Summer Feeding at Otego and Unadilla Elementary (6.5.17 UC3)**
- 4.13 Appoint Josette Woodshek-Wood Art teacher (6.5.17 C2)**
- 4.14 Appoint Shane Bucci substitute teacher (6.5.17 UC4)**
- 4.15 Appoint Jessica Marino Keyboard Specialist (6.5.17 UC5)**
- 4.16 Appoint Vic LaPointe and Dale Young substitute Mechanic Helpers for the 2017 Summer and 2017-2018 school year as needed (6.5.17 UC6)**
- 4.17 Appoint Patricia Loker School Business Manager (6.5.17 C3)**
- 4.18 Accept Albert Utter's resignation due to retirement (6.5.17 UC7)**
- 4.19 Accept Irene Murphy resignation as Substitute Registry Coordinator (6.5.17 UC8)**
- 4.20 Accept donation from Linda Hosier (6.5.17 G9)**
- 4.21 Abolish the following tenure area positions 1 Licensed Teaching Assistant, 1 High School ELA teacher, 1 MS-HS Family and Consumer Science teacher, 1 Special Education teacher (K-12), 1 Elementary Principal (6.5.17 C4)**
- 4.22 Abolish the following positions 12 Teacher Aides, 1 School Nurse (6.5.17 UC9)**

**5. PUBLIC COMMENT**

**6. ROUND TABLE DISCUSSION/QUESTIONS**

**7. EXECUTIVE SESSION (IF NECESSARY)**

**8. ADJOURN**

**Board Agenda 6.5.17**

**PG: 3**

**4.1**

**6.5.17 G1**

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

**4.2**

**6.5.17 G2**

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

**4.3**

**6.5.17 G3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve agreement between Delaware County Public Services and Unatego Central School District as presented (Annual 2017-2018 Preschool Service Provider Contract).**

**4.4**

**6.5.17 G4**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve proposed Inter-Municipal Agreement between the Unatego Central School District and the Madison-Oneida BOCES purpose of providing legal services as presented.**

**4.5**

**6.5.17 G5**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Summer Transportation Contract (July 1, 2017 – August 31, 2017) and Transportation Contract (September 1, 2017 – June 30, 2018) between DCMO BOCES and Unatego Central School District as presented.**

**4.6**

**6.5.17 G6**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve bus transportation for the 2017 Unadilla Summer Recreation program.**

**4.7**

**6.5.17 G7**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD and Frankin CSD for Modified, JV and Varsity football for the 2017-2018 school year as presented.**

**4.8**

**6.5.17 G8**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD, Sidney CSD and Delaware Academy for the 2017-2018 school year as presented.**

**Board Agenda 6.5.17**  
**PG: 4**

**4.9**

**6.5.17 UC1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve bus drivers and bus aides for the 2017 Summer Program as presented.**

**4.10**

**6.5.17 C1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the tenure appointment of Katherine Mazourek in the tenure area of Administration, effective July 1, 2017 as presented**

**4.11**

**6.5.17 UC2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Summer Care Program Workers and substitute workers for the 2017 Summer Care Program as presented (Otego Elementary).**

**4.12**

**6.5.17 UC3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint (3) Summer Food Service Workers for the Summer Feeding at Otego and Unadilla Elementary, July 10, 2016-August 18, 2017(Otego) July 10, 2016-August 11, 2017(Unadilla) at a rate of \$12.00 per hour as presented (Melissa Washburn, Kristen Sousa and Danielle Whitaker, (substitute).**

**4.13**

**6.5.17 C2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Josette Woodyshek-Wood, in the tenure area of Art, effective September 1, 2017 at a Masters Step 12 salary \$57,431 as presented (replaces, Phyllis Blincoe).**

**4.14**

**6.5.17 UC4**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Shane Bucci substitute teacher for the remainder of the 2016-17 school year, pending fingerprinting and criminal history review, effective May 31, 2017 as presented.**

**4.15**

**6.5.17 UC5**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jessica Marino, Keyboard Specialist to a 8-week probationary appointment, effective July 1, 2017.**

**4.16**

**6.5.17 UC6**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Vic Lapointe and Dale Young substitute Mechanic Helpers for the 2017 summer and 2017-2018 school year as needed.**

**Board Agenda 6.5.17**

**PG: 5**

**4.17**

**6.5.17 C3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Patricia Loker, School Business Manager to a provisional 12 month appointment at a salary of \$88,000 effective July 1, 2017 as presented (replaces Nick Rosas).

**4.15**

**6.5.17 UC7**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Albert Utter's resignation to retire effective August 31, 2017 as presented.

**4.19**

**6.5.17 UC8**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Irene Murphy's resignation as Sub Registry Coordinator effective June 24, 2017 as presented.

**4.20**

**6.5.17 G9**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept a donation from Linda Hosier for the use of lawn at Otego Days.

**4.21**

**6.5.17 C4**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools the following resolution of abolishment is presented:

A position is abolished for reasons of economy, effective June 30, 2017 in the tenure area of LTA (1) Sandy Greenman (retirement), Special Education teacher (1) Mary Foley (retirement), Elementary Principal (retirement).

The person having the least seniority in the tenure area Elementary teacher is Nicole Burgher, HS ELA teacher, Emily Seresky (resignation), Consumer Science teacher, Emily Barrett.

Nicole Burgher and Emily Barrett shall be placed upon the preferred eligible list of the district in accordance with the Education Law §3013 (3).

**4.22**

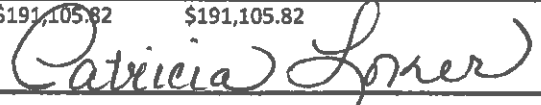
**6.5.17 UC9**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby abolish the following positions: 12 Teacher Aides, Rena Barkman, Claudia Fallot, Monica Terrell, Katie King, Morgan McClellan, Annette Holbrook, Gina Boliski, Irene Murphy, 1(vacant) Judy Ahearn (retirement), Marla Calabro, Cindy Hotaling, 1 School Nurse (vacant).

Unatego Central School  
 May 2017

**Budget Transfers**  
**Over \$5000.00**

<u>Negative Account Code</u>	<u>Description</u>	<u>Amount</u>		<u>Transferred from</u>
A 1620.200	O&M Equipment	\$6,030.00	\$6,030.00	A 2630.200
A 1670.490	BOCES - Printing & Mailing	\$34,942.21	\$34,942.21	A 9030.800
A 1964.400	Refund on Real Property Tax	\$7,372.31	\$7,372.31	A 1420.400
A 2110.163	Teaching Reg Sch - subs	\$8,317.35	\$8,317.35	A 1620.477-3
A 2110.490	Teaching Reg Sch - BOCES	\$8,198.50	\$8,198.50	A 1680.490
A 2250.151	Spec Ed Salaries - LTA's	\$9,592.26	\$9,592.26	A 2020.150
A 2250.472	Spec Ed Tuition	\$73,719.83	\$73,719.83	A 9020.800
A 2630-490	Comp Assist Instr - BOCES	\$29,472.81	\$23,862.69	A 2020.150
			\$5,610.12	A 1621.160
A 9060.801-BR-A	Health Ins - HRA/FSA	\$13,460.55	\$13,460.55	A 9060.158-01
		\$191,105.82	\$191,105.82	

\$191,105.82
\$191,105.82  
  


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Budget Transfers Submitted by :

Authorized by Board of Education:

\_\_\_\_\_

Date of Board Meeting

# SCHOOL DISTRICT LETTERHEAD

## SAMPLE AUTHORIZATION LETTER

Date:

Delaware County Public Health Services  
99 Main Street  
Delhi, NY 13856

Dear Susan DuPrey,

Please accept his letter as the extension of my authorization to cover electronic STAC data transmissions by Delaware County to the STAC and Medicaid Unit.

This authority has been extended to cover the electronic data transmissions with the condition that Delaware County maintains documentation necessary to support an audit. Upon receipt and approval of electronic information by SED, approval information will be available online on the STAC database. The District will be responsible for reviewing the approval information for accuracy and initiating corrections if necessary.

This authorization is intended to be operative for the school year 2017-2018 and must be renewed annually.

Name of Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

School District Name: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

## AGREEMENT

The parties to this AGREEMENT are the Madison - Oneida Board of Cooperative Educational Services ("BOCES"), with its principal business address at 4937 Spring Road, Verona, New York 13478-0168 and the Unatego Central School District ("DISTRICT"), with its principal business address at 2641 State Highway 7, Otego, NY, 13825.

## RECITALS

A. Education Law section 1950(4) (e) provides that BOCES, as a duly constituted board of cooperative educational services, has the power and duty to employ personnel such as attorneys to carry out its program, upon the recommendation of the district superintendent; and, BOCES, upon the recommendation of its district superintendent, has employed attorneys to assist it in carrying out its program.

B. DISTRICT is established as a central school district under the New York State Education Law; Section 1804 of the Education Law authorizes the board of education of a central school district to employ personnel such as attorneys to assist it in carrying out its duties; and, the DISTRICT's board of education desires to employ one or more attorneys to assist it in carrying out its duties under the Education Law.

C. New York State General Municipal Law, Article 5-G authorizes BOCES and DISTRICT each to enter into an intermunicipal agreement to carry out any function or responsibility each has authority to undertake alone.

D. BOCES and DISTRICT have undertaken a reasonable review of the cost of separately employing one or more attorneys and have determined that obtaining such services by jointly hiring one or more attorneys will afford best value to each organization.

## COVENANTS

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and other good and valuable consideration, receipt of which is acknowledged by both parties, it is agreed as follows:

1. **TERM**: The term of this AGREEMENT shall begin on July 1, 2017, and shall extend through and including June 30, 2018.
2. **EMPLOYMENT OF AN ATTORNEY**: BOCES agrees that it will employ one or more attorneys duly licensed to practice law in the State of New York, whose services will be available to DISTRICT upon the terms set forth in this Agreement.
3. **EQUIPMENT AND OTHER RESOURCES**: BOCES shall be responsible for providing the jointly employed attorney(s) with office space, office and support staff, equipment, supplies, and professional resources necessary to provide professional services to BOCES and DISTRICT.
4. **COMPENSATION**: The parties agree that the jointly employed attorney(s) shall be considered to be employed by BOCES for purposes of payroll administration, pension service reporting and all other benefits. BOCES agrees to provide DISTRICT with such information that may be necessary for DISTRICT to satisfy its reporting obligation under Education Law Section 2053.



To insure that the expense incurred by DISTRICT is proportionate to the services received by DISTRICT, the parties agree that DISTRICT will compensate BOCES on an hourly basis for work performed by the attorney(s) on behalf of DISTRICT. Specifically, DISTRICT agrees to reimburse BOCES at the rate of \$110.00 per hour for those services. For greater efficiency, the support staff employed by BOCES may include one or more paralegals and/or legal support personnel. District agrees to reimburse BOCES at the rate of \$50.00 per hour for services performed by paralegals and/or legal support personnel.

DISTRICT agrees that BOCES may require the payment in advance of out-of-pocket expenses (disbursements) such as filing fees, transcript fees, witness fees, service of process, and significant printing or copying charges.

5. **INVOICES:** BOCES shall provide DISTRICT with periodic invoices. The invoices shall provide a reasonably specific description of the services performed, and shall separately specify charges for professional services and charges for disbursements. DISTRICT shall remit payment to BOCES within thirty (30) days of the date of the invoice.
6. **ATTORNEY-CLIENT RELATIONSHIP:** BOCES and DISTRICT are distinct entities, and, thus, each will have a distinct attorney-client relationship with any jointly employed attorney that performs services for either of them. Each jointly employed attorney shall act to maintain client loyalties and client confidences in accordance with the New York State Code of Professional Responsibility.
7. **CONFLICT OF INTEREST:** If circumstances arise that constitute a conflict of interest between BOCES and DISTRICT, as defined by the New York State Code of Professional Responsibility, then, as to that matter, no jointly employed attorney, and no attorney employed by BOCES or DISTRICT as staff or in-house counsel, shall represent either BOCES or DISTRICT.
8. **PROFESSIONAL LIABILITY INSURANCE:** BOCES shall maintain professional liability insurance coverage applicable to the professional services provided by the jointly employed attorney(s) to DISTRICT, in the amount of at least one million dollars. The shared cost of this insurance is reflected in the compensation arrangement established in paragraph 4. The limits and coverage of this policy shall be the parties' sole remedy in the event of loss experienced due to the culpable conduct of one or more of the jointly employed attorney(s); and, neither party shall have any obligation to indemnify the other in the event of such loss.
9. **NON ASSIGNMENT:** This AGREEMENT may not be assigned by either PARTY, or its right, title or interest therein assigned, transferred, conveyed or otherwise disposed of without the previous consent, in writing, of the other PARTY and any attempts to assign the contract without such written consent will be null and void.
10. **DISPUTE RESOLUTION:** In the event either PARTY has a dispute relating to this AGREEMENT, including but not limited to the applicability of professional standards for work undertaken by the joint employee, it shall provide written notice to the other PARTY of such dispute and include a detailed description of the nature of the dispute and proposed method of resolution. Within seven (7) calendar days of receiving such notice, the receiving PARTY shall contact the disputing party and a mutually acceptable time shall be set for the PARTIES to meet and discuss the resolution. Both PARTIES shall provide documentation or other information useful for resolution of such dispute. Both PARTIES shall make a good faith effort to resolve such dispute in a mutually acceptable and timely manner. In the event the PARTIES cannot agree

to resolve such dispute, either PARTY may exercise its right to terminate pursuant to paragraph eleven (11) of this AGREEMENT.

11. **TERMINATIONS:** Both PARTIES reserve the right to terminate this AGREEMENT upon providing thirty (30) days written notice to the other PARTY provided, however, that prior to providing such notice the PARTY seeking termination shall participate in dispute resolution as described in paragraph ten (10) of this AGREEMENT.
  
12. **NOTICES:** Any notices or other communications that must be given in connection with this AGREEMENT shall be in writing and shall be deemed to have been validly made or given when delivered personally or when received if properly deposited with the United States Postal Services, postage prepaid certified or registered mail return receipt requested or with a nationally recognized overnight courier service to the address set forth below:
  - (a) **If to DISTRICT:**  
Dr. David Richards, Superintendent of Schools  
Unatego Central School District  
2641 State Highway 7  
Otego, NY 13825
  
  - (b) **If to BOCES:**  
Ms. Jacklin G. Starks, District Superintendent  
Madison – Oneida BOCES  
4937 Spring Road / PO Box 168  
Verona, NY 13478 - 0168
  
13. **HEADINGS:** Headings or titles of sections are for convenience of reference only and do not constitute a part of this AGREEMENT.
  
14. **FULL AGREEMENT:** This AGREEMENT constitutes the full agreement between the parties. This Agreement may not be amended or modified by either party except by a written agreement signed by both parties.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the day and year written below.

\_\_\_\_\_  
For the DISTRICT

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the BOCES

\_\_\_\_\_  
Date

**CERTIFICATION BY SCHOOL DISTRICT BOARD CLERK**

I, \_\_\_\_\_, Clerk of the Board of Education for the Unatego Central School District, do certify that an AGREEMENT for certain staff attorney functions between the Madison - Oneida BOCES and the Unatego Central School District was duly approved by a majority vote of the voting strength of the Board of Education on \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF SCHOOL DISTRICT BOARD CLERK

\_\_\_\_\_  
Date

**CERTIFICATION BY BOCES BOARD CLERK**

I, Catherine M. Quinn, Clerk of the Board of Education for the Madison - Oneida BOCES do certify that an AGREEMENT for certain staff attorney functions between the Madison – Oneida BOCES and the Unatego Central School District was duly approved by a majority vote of the voting strength of the Board of Education on \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF BOCES BOARD CLERK

\_\_\_\_\_  
Date

471601

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

C
Contract Number
(SED will fill in)

(SED CODE)
Check type of Summer Program:
(Separate contract required for each)
Special Education
District-operated non-special education
BOCES-operated non-special education

SUMMER TRANSPORTATION
CONTRACT

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

Table with contact information for Doreen M. Rowe, Asst. Supt. for Mgmt. Svcs., including phone, fax, address, and 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 \_\_\_ day of \_\_\_ 20\_\_\_ by and between
Delaware-Chenango-Madison-Otsego BOCES, County of Chenango, N.Y.

party of the first part and Unatego Central School District, party of the second part.

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

July 1 2017 and to end August 31 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 \$ \_\_\_ or \$ 3.50 per mile plus driver, tolls, meals and lodging 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 \$ 4,765.00

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.

DCMO BOCES 6678 County Road 32 Norwich, NY 13815
(Unatego Central School District)
Unatego CSD 2641 State Highway 7 Otego, NY 13825

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: \_\_\_ Filed by: \_\_\_
(Date of Superintendent's Approval) (Signature of Superintendent or Designee)

SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT. RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS. 3/15

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 approved by the superintendent and the Commissioner of Education. 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.

**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 activity 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

School Involved Unatego

Address of School Involved 2641 St. Hwy 7  
otego NY 13825

Athletic Director of School Involved Matt Hafele

Phone Number 607-588-5001

Other School(s) Involved Franklin

Activity to be considered Football - JV, Mod, Varsity

School Year 2017-18

*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:*

To allow students an opportunity to compete in a sport they would not do.

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

Where will practices be held? Unatego

Where will competition be held? Unatego

*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 \_\_\_\_\_

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

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

League Action \_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Date \_\_\_\_\_

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

Forward to: Ben Nelson  
Section IV Athletic Association  
43 Pearl Street West – Suite 1  
Sidney, NY 13838

by: July 1 for next school year - Fall activity  
October 1 for Winter activity  
February 1 for Spring activity

Passed by NYSPHSAA 4/2013 effective 2013-14 school year:

**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:

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 grades 9-11 enrollment shall be combined, using the below criteria, for state level competition.
  - a. 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. The percentage is dependent upon the association's "5 sport classification cut-off numbers"

Class AA = 50% Class B = 30% Class D = 20%  
Class A = 40% Class C = 30%

=====  
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

**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 activity 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

School Involved UNATEGO

Address of School Involved 2691 St. Hwy 7  
Otego NY 13825

Athletic Director of School Involved Math Hefek

Phone Number 607-988-5001

Other School(s) Involved SIDNEY  
DELAWARE ACADEMY

Activity to be considered INDOOR TRACK

School Year 2017-18

*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:*

To allow our athletes an opportunity to compete in another sport during the winter season

What will be the identity of the combined team? S-D-U

Where will practices be held? Sidney + Otego Schools

Where will competition be held? TBA

*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 \_\_\_\_\_

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

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

League Action \_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Date \_\_\_\_\_

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



Forward to: Ben Nelson  
Section IV Athletic Association  
43 Pearl Street West - Suite 1  
Sidney, NY 13838

by: July 1 for next school year - Fall activity  
October 1 for Winter activity  
February 1 for Spring activity

Passed by NYSPHSAA 4/2013 effective 2013-14 school year:

**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:

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 grades 9-11 enrollment shall be combined, using the below criteria, for state level competition.

a. 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. The percentage is dependent upon the association's "5 sport classification cut-off numbers"

Class AA = 50% Class B = 30% Class D = 20%

Class A = 40% Class C = 30%

=====  
*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

June 1, 2017

I recommend the following bus drivers and aides for the 2017 Summer program as needed:

Carol Wilber  
Amy Packard  
Janet Peebles-Leclair  
Roy VanDermark  
Debra Klein  
Ed Horan  
Mike Fortin  
Ralph Vanderlip  
Tracy Fortin  
Wayne Strickland  
Marah Patrick-Seward  
Vic Lapointe  
Jeff Smith  
Bill Ostrander

I recommend the following for substitute Mechanic Helper for the 2017 Summer and 2017-2018 school year as needed:

Vic Lapointe  
Dale Young

Thank you,

A handwritten signature in cursive script that reads "Brian Trask". The signature is written in black ink and is positioned above the printed name.

Brian Trask

# UNATEGO CENTRAL SCHOOL TENURE RECOMMENDATION

Name: KATHERINE MAZUREK

Tenure Area: ADMINISTRATION

(do) /  (do not) recommend the above named individual for appointment on tenure for the following reason(s):

- see attached

[Signature]  
Building Principal Sup.

5/22/17  
Date

Personnel Office	Date
Superintendent's Secretary	Date
Superintendent	Date

Personnel Office Use  
Certification Status

Pro \_\_\_\_\_  Perm  
exp. date

Pro \_\_\_\_\_  Perm  
exp. date

Comment \_\_\_\_\_

**Name:** Katherine Mazourek  
**Tenure Area:** Administration  
**Tenure to Begin:** July 1, 2017  
**Probationary Appointment:** July 1, 2014  
**Certification Status:** School Building Leader (Professional)  
01-09/2015  
**Masters Degree Status:** Completed

Ms. Mazourek became a full-time School District Administrator in the District on July 1, 2014. She has served as a building principal at the Unadilla Elementary School since that time.

Ms. Mazourek has done an exemplary job in that role. Scores on State Assessments have increased and she has implemented several key programs such as STAR assessments, PBIS, and RTI which have helped key the improvements in student achievement. She works well with others and has made many difficult and appropriate personnel changes, particularly during the past year.

She comes in early, stays late, and frequently attends school events on her own time. She has chaired several important committees, including the District RTI Committee, District Safety Committee, and the Unadilla Transition Committee.

Ms. Mazourek has been instrumental in working with the School Board and District leadership in facilitating the closure of the Otego School, the elimination of 22 instructional and support positions, and in leading the transition from two elementary buildings to one. She frequently attends workshops, seminars, and annual meetings in order to maintain and enhance her skills.

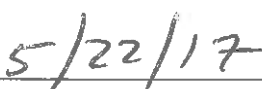
She also communicates well with the superintendent, board members, and district administrators and is always willing to help where she can.

Recommendation: Tenure

Respectfully submitted,

David S. Richards, Ph.D., Superintendent of Schools





May 23, 2017

To: Board of Education

RE: Summer Workers and Substitutes

I would like to recommend the following people to work the 2017 Summer Care Program on a regular basis:

Deborah Ritchey, Kristen Sousa, Mari Ruff, and Angela Flavell

I would like to recommend the following people to work the 2017 Summer Care Program on a substitute basis:

Charlene Baker, Barbara Clark, Lisa Hall, Nancy Dalton, Tara Nichols, Claudia Fallot, Teresa LaPointe, Irene Murphy, and Carolvivan Smith

Thank you for your attention to this matter.

Sincerely,

Carrie Hewlett  
Director, ASCP

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Joseette M. Woodysher-Wood

POSITION: ART TEACHER

REPLACES: PHYLLIS BLINKOE

EFFECTIVE DATE: SEPTEMBER 1, 2017

EDUCATION LEVEL: BA; MS.

YEARS OF EXPERIENCE: 11

SALARY: STEP 12 LEVEL MA \$ 57,431

CERTIFICATION: ART (PERMANENT)

COLLEGE: COLGATE (BA) ELI ED.; ST. ROSE (MS) ART. EDUC.

REFERENCES CONTACTED:

1. NOT NEEDED - STATUTORY RECALL
2. FROM PREFERRED ELIGIBILITY LIST.

COMMENTS: SEE ABOVE.



ADMINISTRATOR SIGNATURE

6/2/17  
DATE

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Shane Bucci

**POSITION:** Substitute - Music

**REPLACES:** Maureen Hachnel (Medical Leave)

**EFFECTIVE DATE:** 5/31/16

**EDUCATION LEVEL:** A.A.S (Music), and one year toward BMEd.

**YEARS OF EXPERIENCE:** 0

**SALARY: STEP**      **LEVEL**            substitute teacher rate (daily)

**CERTIFICATION:** non-applicable

**COLLEGE:** SUNY Fredonia

**REFERENCES CONTACTED:**

1. Cheryl Nages
2. Sandra Bonzkowski

**COMMENTS:** Mr. Bucci has worked really hard to be where he is today. He has impressed both Mrs. Nages and Mrs. Bonzkowski with his focus and dedication to music and the Unatego district. He has even come into guitar class at the HS to teach mini-lessons to our students for the past 2 years. In the short time that he has done this, Mr. Bucci has created a good rapport with the students and is really looking forward to this opportunity to have a "classroom".

  
ADMINISTRATOR SIGNATURE

5/25/17  
DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Jessica Marino

POSITION: Keyboard Specialist

REPLACES: Jeanne Fletcher

EFFECTIVE DATE: July 1, 2017

EDUCATION LEVEL: HS Graduate

YEARS OF EXPERIENCE: 1.5 years

SALARY: STEP \_\_\_ LEVEL \_\_\_ \$ \_\_\_\_\_

CERTIFICATION: Civil Service

COLLEGE: N/A

REFERENCES CONTACTED:

1. \_\_\_\_\_

2. \_\_\_\_\_

COMMENTS: Jessy has been substituting in the CSE office since October of 2017 and has done an EXCELLEN job!

M. Clair - D. Burke  
ADMINISTRATOR SIGNATURE

6/2/2017  
DATE



UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: PATRICIA A. LOKER, CPA

POSITION: SCHOOL BUSINESS MANAGER

REPLACES: NICK ROSAS

EFFECTIVE DATE: JULY 1 2017

EDUCATION LEVEL: AAS; BS

YEARS OF EXPERIENCE: 18

SALARY: STEP      LEVEL      \$ 38,000.00 annual

CERTIFICATION: NYS SCHOOL BUSINESS MANAGER

COLLEGE: SUNY DELHI (BUSINESS) SUNY ONEONTA (ACCOUNTING)

REFERENCES CONTACTED:

1. MIKE MACDONALD, DEMO ASST. SUPT
2. TOM AUSTIN, ERBC DIRECTOR, NYS IR  
SUPT. WALTON CSD (RET.)

COMMENTS: PATTI HAS EXTENSIVE EXPERIENCE,  
GLOWING REFERENCES and has  
done an outstanding JOB FOR US  
as a SHARED BUSINESS OFFICIAL.


[Signature]  
ADMINISTRATOR SIGNATURE

6/2/17  
DATE

5-19-2017

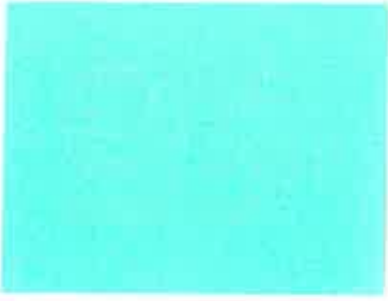
Please accept this letter as my official resignation due to retirement effective August 31<sup>st</sup> 2017. Thank you for all the wonderful years, I have enjoyed working here.

Albert Utter

 5/19/2017

RECEIVED  
MAY 19 2017

BY: .....



BY: [illegible]  
MAY 30 2017  
RECEIVED

Dear Dr. Richards,

Due to the fact I will not be working in the district this coming school year 2017-2018. I will not be continuing to do the subregistry. Therefore, please accept this letter as my formal resignation. June 23, 2017 will be my last day. Thank you.

Sincerely,

*Irene Murphy*

Irene Murphy