Unatego Central School

Organizational Meeting/Regular Meeting

July 9, 2018

**MINUTES**

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| Board Clerk, Joan French, called the meeting of the Unatego Central School District Board of Education to order at 6:32 p.m. in room 93 at the MS/HS.  Oath of Office was administered to newly elected Board member Kenneth Olsen and re-elected Board members Richard Downey and James Salisbury by Board Clerk Joan French.  Clapper, Downey, McDermott, Olsen, O’Hara and Salisbury answered roll call.  Absent: McMichael.  Administrators present: Supt. Dr. Richards, HS Principal Lambiaso, CSE Chairperson Kinnear and Clerk French.  Visitors/Staff: 7  Board Clerk French led the Flag Salute.  Motion by McDermott, seconded by Olsen, to adopt the agenda as presented. Yes-6 No-0. Carried.  Board Clerk French asked for nominations for Board President. Motion by McDermott, seconded by O’Hara, to nominate James Salisbury.  No other nominations, motion by McDermott, seconded by Downey, to close the polls and have the Board Clerk cast one vote for Salisbury. Yes-6 No-0. Carried.  Board Clerk French asked for nominations for Board Vice-President. Motion by Downey, seconded by Olsen to nominate Jay McDermott.  No other nominations, motion by Downey, seconded by Olsen to close the polls and have the Board Clerk cast one vote for McDermott. Yes-6 No-0. Carried.  Oath of Office were given to President Salisbury and Vice-President McDermott.  ***Appointment of Officers:***  Motion by Downey, and seconded by O’Hara, the following appointments are hereby approved: Yes-6 No-0. Carried. | Call to Order  Oath of Office  Board Members  Roll Call  Flag Salute  Adopt Agenda  Nomination – Board President  Nomination – Board Vice-President  Oath of Office  Appointments |

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| District Clerk – Joan French - $5266  District Treasurer – Patricia Loker – no salary  Deputy Treasurer – Dr. David S. Richards – no salary  Deputy Purchasing Agent – Colleen Cioccari – no salary  Tax Collector – Community Bank N.A.  Oath of office to District Clerk by Board of Education President.  Oath of Office to Deputy Treasurer by Board Clerk.  ***Corporate Appointments***  Motion by Clapper, seconded by Downey, the following Corporate Appointments are hereby approved: Yes-6 No-0. Carried.  School Attorneys – Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP.  Independent Auditor – D’Arcangelo & Co., LLP  Physicians – Bassett Healthcare & Fox Health Care  ***Personnel Appointments***  Motion by Downey, seconded by O’Hara, the following personnel appointments are hereby approved: Yes-6 No-0. Carried.  Board Spokesperson – Board President  Information Access Officer – Superintendent Dr. David S. Richards  Records Management Officer – Colleen Cioccari  Central Treasurer for Student Accounts – Brenda Birdsall - $2000.  Student Accounts Advisor – Lori-Ann Harvey - $4185 (per UTA contract)  Attendance Officers – Matt Hafele and Martha Vanderlip  Internal Claims Officer – DCMO BOCES  Title IX Officer – Patricia Loker  Purchasing Agent – Dr. David S. Richards – no salary (*Authorized Representative for all Federal Programs including; E-Rate and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fun, all federal programs including E-Rate, all State programs, and all other school programs and activities not listed for the 2018-2019 school year).*  HIPPA Officer – Patricia Loker  Cobra Representative – Patricia Loker  Medicaid Compliance Officer – Marki Kinnear  District Registrar – Sherry Maruszewski - $2,369  Lead Evaluators – Principals and Director of Special Programs  Site Master – Colleen Cioccari - $2060  Athletic Director – Matt Hafele - $17,128  Substitute Registry Coordinator – Tara Nichols - current hourly rate | Oath of Office  Corporate  Appointments  Personnel  Appointments |

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| Dignity Act Coordinators Building Levels – Principals  District Lead Custodian – Joseph (Will) Clark - $3090  District Wellness Coordinator – Jennifer Barnes  On motion by Downey, seconded by Clapper, Byron McMichael is designated Trustee for the Unatego Central School District to the Worker’s Self-Insurance Alliance for 2018-2019. Yes-6 No-0. Carried.  On motion by Downey, seconded by Olsen, James McDermott is designated Alternate Trustee for the Unatego Central School District to the Worker’s Self-Insurance Alliance for 2018-2019. Yes-6 No-0. Carried.  On motion by Clapper, seconded by Downey, the BOE/District Committees for the 2018-2019 school year are approved as presented. Yes-6 No-0. Carried.  Budget – Dick Downey, Cindy O’Hara, Lew Keyser-community member  Bldgs/Grounds – David Clapper, Jim Salisbury, Ken Olsen  Curriculum – Jay McDermott (Chair), Dick Downey, Cindy O’Hara, Julie Lambiaso, Dr. David S. Richards  Policy – Jay McDermott, Byron McMichael, Ken Olsen, Dr. David S. Richards  Audit – Dick Downey, Byron McMichael, Cindy O’Hara, Lew Keyser & Scott White (community members  Safety Committee – Ken Olsen, Peter Grunder, Patti Hoyt, Julie Lambiasco, Katherine Mazourek, Dr. David S. Richards, Brian Trask, Ruth Modinger  ***Designations***  Motion by Downey, seconded by O’Hara, the following Designations are hereby approved: Yes-6 No-0. Carried.  Bank Depositories; Community Bank, Citizens, Trustco Bank, NBT Bank, JP Morgan Chase and DCMO Cooperative Banks.  Official Newspaper – The Daily Star with exceptions  ***Authorizations***  Motion by McDermott, seconded by Downey, the following authorizations are hereby approved: Yes-6 No-0. Carried.  Petty cash funds - $100 each – Superintendent Dr. David S. Richards and Katherine Mazourek.  Superintendent may approve attendance at conferences, conventions, etc. for the 2018-2019 school year; not to exceed budgeted amounts. | Trustee–Workers  Compensation  Alternate Trustee  Workers’  Compensation  BOE/District  Committees  Designations  Authorizations |

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| Treasurer may sign all checks. In the absence of the treasurer the deputy treasurer is authorized to sign checks.  The Superintendent may make budget transfers as needed. These transfers will not exceed $10,000 each.  The Business Manager may make budget transfers as needed. These transfers will not exceed $5,000 each.  Certify payroll – Superintendent Dr. David S. Richards  Apply for grants and aid – Superintendent Dr. David S. Richards  Authorize the BOCES Career and Technical Education Advisory Council to serve as the Technical Education Advisory for Unatego.  ***Bonding***  On motion by Olsen, seconded by Downey, the following bonding amounts are hereby approved: Yes-6 No-0. Carried.  District Treasurer - $1,000,000  Tax Collector - $1,000,000  Public School Employee Blanket Bond - $10,000  ***Other Items***  On motion by Clapper, seconded by O’Hara, the following items are hereby approved: Yes-6 No-0. Carried.  Mileage reimbursement for private vehicle use on school business – IRS rate.  Mileage rate for district owned buses by outside organizations - $2.60/mile.  Building use rates – cafeteria dining room, classrooms - $7.00/hr; kitchen, auditorium, gym - $10.00/hr.  All support services personnel usage will be billed at $23.80/hr.  Adopt all Board policies, Code of Ethics and Code of Conduct as previously presented.  Accept dates and times for Board of Education Meetings 2018-19 (dates will be reviewed and submitted at next meeting for discussion).  ***Substitute Rates***  On motion by Downey, seconded by McDermott, the following substitute rates, tuition and other compensation is hereby approved: Yes-6 No-0. Carried.  Aide-$11.10; Cafeteria-$11.10; Nurse-$16.00; Clerical-$12.30; Mechanic Helper-$11.70; Bus Driver-$13.00 (after 30 days $14.00); Cleaner-$11.10. | Bonding  Other Items  Substitute Rates/  Tuition |

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| LTA-$80.00; LTA (non-certified)-$11.10; Teachers (certified)-$90.00; Teachers (non-certified)-$80.00; Retired Teachers (all)-$100.00.  Summer In-Service-$100.00/day, as approved by the Superintendent, not to exceed budgeted amount.  Tuition Rate - $1900 per semester (2018-2019)  The Annual appointments/designations of the organizational meeting are concluded at 6:58 p.m.  Motion by Downey, seconded by O’Hara, to go into Exempt Session for CSE recommendations at 6:58 p.m. Yes-6 No-0. Carried.  Exempt Session: 6:58 p.m. – Special Programs Conference Room.  Open Session resumed at 7:23 p.m. – room 93.  Visitors/Staff – approximately 30 people.  Motion by O’Hara, seconded by Olsen, to adopt the Agenda and Addendum as presented. Yes-6 No-0. Carried.  Motion by Downey, seconded by Olsen, to approve the Regular Board Meeting Minutes of June 18, 2018. Yes-6 No-0. Carried.  *Public Comment*  B. Hesse – concerned that the disposition of the land at the Otego Elementary School had not been completed to the Village and Town of Otego.  Inquiry if the sale of the school effected the historical museum next door. Response – it will not, this belongs to the Town of Otego.  E. Brown – inquired about the financial situation with students going to BOCES now and the Kildonan school if they are awarded the RFP.  K. More – representative for the Kildonan School explained the change of students from BOCES to their school. She indicated that it could be a savings to the District in the long run. | Exempt  Session  Open Session  Adopt Agenda &  Addendum  Reg Brd Mtg  Min 6-18-18 |

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| P. Dickerson – Criteria to evaluate the RFPs should be made and shared with the public.  I Sheldon – Will the Kildonan School be in competition with BOCES? How will it work?  *Presentations*  High School – J. Lambiaso   * Graduation night was beautiful and it went really well. * Graduation rate – District wide – approximately 86%. * There are several conferences that administrators will be attending this summer including Leadership Academy and LINKS. * Ms. Lambiaso reviewed the June 2018 Regents results. * College credits earned by 72 students through the TC-3 programs was 925. These classes are provided free of charge to the student.   Superintendent’s Report – Dr. David S. Richards   * The Boy Scouts Council has contacted the school to contract for transportation once a week from their camp in Milford to Cooperstown. If arrangements to provide the service for the Boy Scouts, at no cost to the taxpayers, would the Board agree? The Board had no objections. A resolution will be on the next agenda. * The District received three (3) RFPs for the Otego Elementary School. Criteria, guided by State Law, will be 1) price 2) District may exercise judgement 3) Take into consideration the impact on the community and the District 4) Look at the proposal as a whole and value to the community. * Proposals received were; 1) Kildonan School 2) Two Plus Four (senior housing) and 3) John Lorence, LLP Management, for apartments, medical offices and two small business offices. * Discussion followed – the proposals will be put on the school’s website. The Superintendent suggested holding a public hearing on the proposals. It was decided to hold the public hearing on July 30th starting at 5:30 p.m. in the auditorium. Representatives for each proposal will be invited to attend the hearing and discuss their plans for the building A Regular meeting will follow. This will be advertised on the website and media. * A title search is being conducted by the attorneys on the land at the Otego Elementary School.   Motion by McDermott, seconded by Olsen, to approve resolutions 4.1-4.10 and 4.11-4.12 as presented. Yes-6 No-0. Carried. | J. Lambiaso  Dr. Richards |

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| RESOLVED; upon the recommendation of the Superintendent of Schools that this Board does hereby approve CSE recommendations as presented.  RESOLVED; upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Milk Bid to Bill Brothers for the 2018-2019 school year as presented.  RESOLVED; upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Ice Cream Bid to Hershey’s Ice Cream for the 2018-2019 school year as presented.  RESOLVED; upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Bread Bid for the 2018-2019 school year to Bimbo as presented.  RESOLVED; upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2018-2019 LINKS Team as presented:  Tracey Robinson, Marcy Anderson, Darlene Wong, Anne Nelson, Kim Trask, Jeanne Butler, Anita Wheeler, Michael Carson, Kathy Stockert, Patti Hoyt, Julie Lambiaso, Katherine Mazourek, Marki Kinnear, Dr. David S. Richards, Richard Downey.  RESOLVED; upon the recommendation of the Superintendent of Schools that this Board does hereby approve 2018 Capital Improvement Project as follows: SEQRA Resolution #1 – Unatego Central School District, 2018 Capital Improvements Project, Unatego Elementary School.  BE IT RESOLVED, that the Unatego Central School District Board of Education, hereby declares the Unatego Central School District as the Lead Agency for the purposes of the State Environmental Quality Review Act and regulations (SEQRA), associated with the 2018 Capital Improvements Project.  SEQRA – Resolution #2 – Unatego Central School District, 2018 Capital Improvements Project, Unatego Jr-Sr High School.  WHEREAS, the Unatego Central School District Board of Education (the “Board”) has considered the effect upon the environment of the proposed 2018 Capital Improvements Project listed in the State Environmental Quality Review Act Process Record Sheet submitted at this meeting, and | CSE  Recommendations  Milk Bid  Ice Cream Bid  Bread Bid  LINKS Team  2018 Capital  Improvement  Projects |

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| WHEREAS, the Board has received and reviewed the State Environmental Quality Review Act Process Record Sheet prepared and submitted in connection with the Project, now therefore  BE IT RESOLVED, that the Unatego Central School District Board of Education, acting as Lead Agency for purposes of the State Environmental Quality Review Act and regulations (SEQRA), hereby determines that the Project is Type II action which will not be a significant impact on the environment and is not subject to review under SEQRA.  RESOLVED; upon the recommendation of the Superintendent of Schools that this Board does hereby accept a grant in the amount of $2,711 from Community Foundation of Unadilla for Driver’s Education Program as presented.  RESOLVED; upon the recommendation of the Superintendent of Schools that this Board does hereby reaffirm Department Chairpersons and Lead Teachers for the 2018-2019 school year as presented.  BE IT RESOLVED THAT Patricia Hoyt, Julie Lambiaso, Katherine Mazourek and Marki Kinnear are hereby certified as Qualified Lead Evaluators of classroom teachers having successfully completed the following training requirements prescribed inn 8 NYCRR §30-2.9 (b):   1. The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions; 2. Evidence-based observation techniques that are grounded in research; 3. Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2; 4. Application and use of the State-approved rubrics selected by the Unatego Central School District for use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher’s practice; 5. Application and use of the assessment tools that the Unatego Central School District utilizes to evaluate its classroom teachers, including, but not limited to structured portfolio reviews; student, parent, teacher, community feedback; professional growth goals; school improvement goals, etc.; | Grant Community  Foundation  Driver’s Education  Department Chairpersons &  Lead Teachers  Lead Evaluators  Classroom Teachers |

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| 1. Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its classroom teachers; 2. The scoring methodology utilized by the Department and the Unatego Central School District to evaluate a classroom teacher under 8 NYCRR §30-2 including:   a. how scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and  b. application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and   1. Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.   Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training.  This certification has been issued in accordance with the process for certifying lead evaluators described in the Unatego Central School District’s annual professional performance review plan.  BE IT RESOLVED THAT David S. Richards is hereby certified as a Qualified Lead Evaluator of building principals having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9 (b):   1. The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and related functions; 2. Evidence-based observation techniques that are grounded in research; 3. Application and use of the student growth percentile model and the value-added growth as defined in 8 NYCRR §30-2.2; 4. Application and use of the State-approved rubrics selected by the Unatego Central School District for use in the evaluation of building principals, including training on the effective application of such rubric to observe a building principal’s practice; 5. Application and use of the assessment tools that the Unatego Central School District utilizes to evaluate its building principals, including, but not limited to structured portfolio reviews, student, parent, teacher, community feedback; professional growth goals; school improvement goals, etc.; | Lead Evaluator  Principals |

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| 1. Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its principals; 2. The scoring methodology utilized by the Department and the Unatego Central School District to evaluate a building principal under 8 NYCRR §30-2, including:   a. how scores are generated for each subcomponent and the composite effectiveness score of principals, and  b. application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of principals and their subcomponent ratings; and  8. Specific considerations in evaluating building principals of English  Language learners and students with disabilities.  Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training.  This certification has been issued in accordance with the process for certifying lead evaluators described in the Unatego Central School District’s annual professional performance review plan.  Student Activity Report was given to the Board for information only.  RESOLVED; upon the recommendation of the Superintendent of Schools that this Board does hereby create a Special Education Teacher position.  Motion by McDermott, seconded by Downey:  RESOLVED; upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Julianne Grant, to a four year probationary appointment in the tenure area of Special Education effective date September 1, 2018 and ending August 31, 2022, at Masters Step 4 – salary of $51,463 as presented. Yes-6 No-0. Carried.  This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Educational Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time. | Student Activity  Report  Create Special  Education Position  Appointment –  J. Grant – Special  Education 9/1/18 |

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| *Public Comment*  Several residents present at the Board Meeting expressed their concerns regarding the RFPs received for the Otego Elementary School. Concerns included impact on the tax rolls, printing the RFPs in the Daily Star, Board is moving too fast on making a decision and time is needed to digest the information received and lack of communication with the public.  *Round Table Discussion*  Superintendent Dr. David Richards presented to Board member, Richard Downey, a certificate from the Chenango County School Boards Association for 22 years of service.  R. Downey - attended the Rural Schools Conference in Cooperstown and received a lot of information which he will discuss at another Board meeting.  K. Olsen – he was forwarded three letters that Unatego Elementary staff helped in a student situation. They were Caroline Christiansen, Deb Ritchey, and Melanie Ruff.  J. McDermott – attended the Rural Schools Conference in Cooperstown. He also updated the sign situation in Unadilla.  Motion by McDermott, seconded by Downey, to go into Executive Session to discuss collective negotiations pursuant to article fourteen of the civil service law and 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 at 8:38 p.m. Yes-6 No-0. Carried.  Clerk French left at 8:38 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Joan M. French, District Clerk  Executive Session: 8:40 p.m. – room 93.  Open Session resumed at 9:52 p.m.  Motion by McDermott, seconded by O’Hara, to adjourn the meeting at  9:53 p.m. Yes-6 No-0. Carried.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dr. David S. Richards, Superintendent of Schools | Executive  Session  Open Session  Adjournment |