

UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
TENATIVE
ORGANIZATIONAL MEETING
JULY 09, 2018
6:30 P.M.
UNATEGO MIDDLE SCHOOL/SR. HIGH SCHOOL
ROOM #93

1. **Call to order by Clerk French**
2. **Oath of Office administered to newly elected Board member Ken Olsen and re-elected Board members Richard Downey, James Salisbury by Board Clerk, Joan French**
3. **Roll Call**
4. **Flag Salute**
5. **Adopt Agenda**
6. **Election of Board of Education Officers:**
 - a. **President Nomination & Election**
 - b. **Vice-President Nomination & Election**
7. **Oath of Office to President and Vice-President by Board Clerk**
8. **Appointment of Officers:**
 - a. **District Clerk – Joan French - \$5,266.00**
 - b. **District Treasurer – Patricia Loker – no salary**
 - c. **Deputy Treasurer – Dr. David S. Richards – no salary**
 - d. **Deputy Purchasing Agent – Colleen Cioccari – no salary**
 - e. **Tax Collector – Community Bank N.A.**
 - f. **Oath of office to District Clerk by Board of Education President**
 - g. **Oath of office to other officers present by Board Clerk**
9. **Corporate Appointments**
 - a. **School Attorneys – Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP.**
 - b. **Independent Auditor – D’Arcangelo & Co.,LLP**
 - c. **Physicians – Bassett Healthcare & Fox Health Care**

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10. Personnel Appointments

- a. Board Spokesperson – Board President**
- b. Information Access Officer – Superintendent Richards**
- c. Records Management Officer – Colleen Cioccarì**
- d. Central Treasurer for Student Accounts – Brenda Birdsall - \$2,000**
- e. Student Accounts Advisor – Lori Harvey - \$ 4,185 (per teachers contract)**
- f. Attendance Officers –Martha Vanderlip and Matt Hafele**
- g. Internal Claims Officer – @ DCMO**
- h. Trustee for Workers’ Compensation Alliance _____**
- i. Alternate Trustee for Worker’s Compensation Alliance _____**
- j. Title I Programs Coordinator – Patti Hoyt- \$3500 (per UAA contract)**
- k. Title IX Officers – Patricia Loker**
- l. Purchasing Agent – Dr. David 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 fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2017-2018 school year*).**
- m. BOE /District Committees 2018 – 2019 (draft enclosed)**
- n. HIPPA Officer – Patricia Loker**
- o. Cobra Representative – Patricia Loker**
- p. Medicaid Compliance Officer – Marki Kinnear**
- q. District Registrar – Sherry Maruszewski – \$2,369**
- r. Lead Evaluators – Principals and Director of Special Programs**
- s. Site Master – Colleen Cioccarì -\$2,060**
- t. Athletic Director – Matt Hafele - \$17,128**
- u. Substitute Registry Coordinator – Tara Nichols at current hourly rate**
- v. Dignity Act Coordinators Building Levels – Principals**
- w. District Lead Custodian – Will Clark - \$3,090**
- x. District Wellness Coordinator – Jennifer Barnes**

11. Designation

- a. Bank Depositories – Community Bank
Citizens
Trustco Bank
NBT Bank
JP Morgan Chase
DCMO Cooperative Banks**
- b. Official Newspaper – The Daily Star with exceptions**

12. Authorizations

- a. Petty cash funds - \$100 each – Superintendent David S. Richards, and Katherine Mazourek.**
- b. Superintendent may approve attendance at conferences, conventions, etc., for the 2018-19 school year; not to exceed budgeted amounts**
- c. Treasurer may sign all checks. In the absence of the treasurer the deputy treasurer is authorized to sign checks**
- d. The Superintendent may make budget transfers as needed. These transfers will not exceed \$10,000 each.**
- e. The Business Manager may make budget transfers as needed. These transfers will not exceed \$5,000 each.**
- f. Certify payroll – Superintendent Richards**
- g. Apply for grants and aid – Superintendent Richards**
- h. Authorize the BOCES Career and Technical Education Advisory Council to serve as the Technical Education Advisory for Unatego**

13. Bonding

- a. District Treasurer - \$1,000,000**
- b. Tax Collector - \$1,000,000**
- c. Public School Employee Blanket Bond - \$10,000**

14. Other Items

- a. Mileage reimbursement for private vehicle use on school business IRS rate**
- b. Mileage rate for district owned buses by outside organizations – \$2.60/mile**
- c. Building use rates – Cafeteria dining room, classrooms - \$7.00/hr kitchen, auditorium, gym - \$10.00/hr**
- d. All support services personnel usage will be billed \$23.80 per hour.**
- e. Adopt all board policies, Code of Ethics and Code of Conduct as previously presented**
- f. Accept dates and times for Board of Education Meetings 2018-19 (draft enclosed)**

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15. Substitutes rates:

- a. Aide \$11.10
- b. Cafeteria \$11.10
- c. Nurse \$16.00
- d. Clerical \$12.30
- e. Mechanic Helper \$11.70
- f. Bus Driver \$13.00 after 30 days \$14.00
- g. Cleaner \$11.10
- h. LTA \$80.00
- i. LTA (non-certified) \$11.10
- j. Teachers (certified) \$90.00
- k. Teachers (non-certified) \$80.00
- l. Retired Teachers (all) \$100.00
- m. Tuition Rates: \$1,900 per semester (18-19)
- n. Other Compensations:
 - Summer In – Service \$100.00/day, as approved by the Superintendent, not to exceed budgeted amount

16. Annual appointments/designations of the organizational meeting are concluded at this point and exempt session for CSE recommendations are taken

UNATEGO CENTRAL SCHOOL DISTRICT
TENTATIVE
EXEMPT SESSION
TO DISCUSS CSE RECOMMENDATIONS
JULY 9, 2018
BOARD OF EDUCATION MEETING
ROOM #93
UNATEGO MS/HS CENTRAL SCHOOL

1. ROUTINE MATTERS

- 1.1 Adopt Agenda**
- 1.2 Approve regular board meeting minutes June 18, 2018**

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 (7.9.18 G1)**
- 4.2 Approve bids for Milk for the 2018-2019 school year (7.9.18 G2)**
- 4.3 Approve bids for Ice Cream for the 2018-2019 school year (7.9.18 G3)**
- 4.4 Approve Bread Bid for the 2018-2019 school year (7.9.18 G4)**
- 4.5 Approve the 2018-2019 LINKS Team (7.9.18 G5)**
- 4.6 Approve 2018 Capital Improvements Project (7.9.18 G6)**
- 4.7 Accept grant from Community Foundation of Unadilla (7.9.18 G7)**
- 4.8 Reaffirm Department Chairperson and Lead Teacher positions (7.9.18 C1)**
- 4.9 Appoint Qualified Lead Evaluators for classroom teachers (7.9.18 C2)**
- 4.10 Appoint Qualified Lead Evaluator for principals (7.9.18 C3)**
- 4.11 Appoint Juliane Grant Special Education Teacher (7.9.18 G4)**

5. PUBLIC COMMENT

6. ROUND TABLE DISCUSSION/QUESTIONS

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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

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4.1

7.9.18 G1

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

4.2

7.9.18 G2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Milk bid to Bill Brothers for the 2018-2019 school year as presented.

4.3

7.9.18 G3

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.

4.4

7.9.18 G4

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.

4.5

7.9.18 G5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2018-2019 LINKS Team as presented.

4.6

7.9.18 G6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve 2018 Capital Improvements Project

**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 purposes of the State Environmental Quality Review Act and regulations (SEQRA), associated with the 2018 Capital Improvements Project.

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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

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.

4.7

7.9.18 G7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept grant in amount of \$2,711 from Community Foundation of Unadilla for Driver’s Education Program as presented.

4.8

7.9.18 C1

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.

4.9

7.9.18 C2

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 in 8 NYCRR §30-2.9 (b):

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- (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.;**

- (6) Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its classroom teachers;**

- (7) 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**

- (8) 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.

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4.10

7.9.18 C3

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 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 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.;**
- (6) Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its principals;**
- (7) 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.

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4.11

7.9.18 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Juliane Grant, to a four year probationary appointment in the tenure area of Special Education effective date September 1, 2018 and ending August 31, 2022, Masters Step 4 at a salary of \$51,463 as presented.

This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/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.