

UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
MONDAY, JULY 10, 2023
6:00 P.M.
UNATEGO MS/HS CENTRAL SCHOOL
ROOM #93

- 1. Call to order by Clerk Nolan**
- 2. Oath of Office administered to (re) elected Board member(s) Brian Davis by Board Clerk, Sheila Nolan**
- 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 Treasurer – Amber Birdsall – no salary**
 - b. Deputy Treasurer – Patti Loker – no salary**
 - c. Deputy Purchasing Agent – Sheila Nolan– no salary**
 - d. Tax Collector – Amber Birdsall**
 - e. Oath of office to District Clerk by Board of Education President**
 - f. Oath of office to other officer’s present by Board Clerk**
- 9. Corporate Appointments:**
 - a. School Attorneys – Ferrara Fiorenza, PC**
 - b. Independent Auditor – D’Arcangelo & Co., LLP**
 - c. Physicians – Bassett Healthcare**

10. Personnel Appointments:

- a. **Board Spokesperson – Board President**
- b. **Information Access Officer – Superintendent Richards**
- c. **Records Management Officer – Sheila Nolan**
- d. **Attendance Officers – Matt Hafele and Kaleigh Barber**
- e. **Internal Claims Officer – @ DCMO**
- f. **Trustee for Workers’ Compensation Alliance _____**
- g. **Alternate Trustee for Worker’s Compensation Alliance _____**
- h. **Title I Programs Coordinator – Mike Snider- \$3,500 (per UAA contract)**
- i. **Title IX Officer – Patricia Loker**
- j. **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 2023-2024 school year.*)**
- k. **BOE /District Committees 2023-2024 (draft enclosed)**
- l. **HIPAA Officer – Patricia Loker**
- m. **Cobra Representative – Patricia Loker**
- n. **Medicaid Compliance Officer – Director of Special Programs**
- o. **District Registrar – Sherry Maruszewski – \$2,840.75**
- p. **Lead Evaluators – Principals and Director of Special Programs**
- q. **Site Master – Sheila Nolan - \$2,322.88**
- r. **Athletic Director – Matt Hafele - \$21,309.67**
- s. **Substitute Registry Coordinator – Tara Nichols**
- t. **Dignity Act Coordinators Building Levels – Principals**
- u. **District Lead Custodian – Joseph Clark - \$3,835.55**

11. Designation:

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

12. Authorizations:

- a. Petty cash funds - \$100 each – Superintendent David S. Richards and Mike Snider.**
- b. Superintendent may approve attendance at conferences, conventions, etc., for the 2023-2024 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 \$20,000 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**
- i. The Superintendent may approve capital project change orders not exceeding \$20,000 each.**

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 – \$3.50/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 \$27.35 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 2023-2024 (Draft enclosed)**

15. Substitutes rates:

a. Aide	\$14.20/hr.
b. Retired Aide	\$14.70/hr.
c. Cafeteria	\$14.20/hr.
d. Retired Cafeteria Worker	\$14.70/hr.
e. Nurse	\$35.00/hr.
f. Clerical	\$14.20/hr.
g. Retired Clerical	\$14.70/hr.
h. Mechanic	\$21.00/hr.
i. Mechanic Helper	\$14.20/hr.
j. Bus Driver	\$18.50/hr.
k. Cleaner	\$14.20/hr.
l. Retired Cleaner	\$14.70/hr.
m. LTA (certified)	\$120.00/day
n. LTA (non-certified)	\$14.20/hr.
o. Retired LTA (certified)	\$125.00/day
p. Teachers (certified)	\$140.00/day
q. Teachers (non-certified)	\$125.00/day
r. Retired Teachers (all)	\$150.00/day
s. Tuition Rates:	\$1,900 per semester (23-24)
t. 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.

BOE/DISTRICT COMMITTEES 2023-2024

COMMITTEE

MEMBERS

BLDGS/GROUNDS

David Clapper
Janette Johnson
Jim Salisbury

CURRICULUM

Matthew Downey (Chair)
Janette Johnson
Julie Lambiaso
Cindy O'Hara
Dr. David Richards

POLICY

Janette Johnson
Byron McMichael
Jill Nordberg
Dr. David Richards

AUDIT

Matthew Downey
Byron McMichael
Cindy O'Hara

SAFETY COMMITTEE

David Clapper
Brian Davis
Shannon Hartz
Julie Lambiaso
Katherine Mazourek
Ruth Modinger
Dr. David Richards
Tim Simonds
Mike Snider
Brian Trask

WORKER'S COMPENSATION

Byron McMichael, Trustee
James Salisbury, Alternate Trustee

UNATEGO CENTRAL SCHOOL
Board of Education
Meeting Dates
Executive/Exempt Session: 6:30 pm
Open Session: 7:00 pm
2023-2024

JULY	10* (Organizational/Regular Mtg, 7:00 p.m.)
AUGUST	07
SEPTEMBER	05* (Tuesday)
OCTOBER	02
NOVEMBER	06
DECEMBER	04
JANUARY	02* (Tuesday)
FEBRUARY	05
MARCH	04
APRIL	16 *(BOCES date) (Tuesday)
MAY	07 *(Annual Budget Hearing 6:30 p.m.) (Tuesday) 07 *(Board Meeting immediately after hearing) 21* (Budget Vote)
JUNE	03

**These dates are not on the first Monday of the month.*

UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
CALLED TO ORDER
MONDAY, JULY 10, 2023
6:00 P.M.
BOARD OF EDUCATION MEETING
TO DISCUSS CSE RECOMMENDATIONS
CALLED TO ORDER
6:30 P.M.
REGULAR BOARD MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/HS CENTRAL SCHOOL
ROOM #93

1. ROUTINE MATTERS

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Exempt Session
- 1.4 Return to Open Session
- 1.5 Roll Call
- 1.6 Pledge
- 1.7 Approve regular Board Meeting minutes June 26, 2023
- 1.8 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 (7.10.23 G1)
- 4.2 Create keyboard specialist position (7.10.23 G2)
- 4.3 Approve the 2023-2024 Board Meeting Schedule (7.10.23 G3)
- 4.4 Approve Workers Compensation Self-Insurance Alliance stipends (7.10.23 G4)
- 4.5 Approve Budget Transfers (7.10.23 G5)
- 4.6 Award Capital Improvement Project bid to Delta Engineers, Architects, & Surveyors (7.10.23 G6)
- 4.7 Approve Franklin CSD non-resident tuition students for the 2023-2024 school year (7.10.23 G7)
- 4.8 Approve addition to the HS course catalog (7.10.23 G8)
- 4.9 Reaffirm Department Chairperson and Lead Teacher positions (7.10.23 C1)
- 4.10 Appoint Qualified Lead Evaluators for classroom teachers (7.10.23 C2)
- 4.11 Appoint Qualified Lead Evaluator for principals (7.10.23 C3)
- 4.12 Accept Ashley Benz's resignation as school counselor (7.10.23 C4)
- 4.13 Accept Katherine Mazourek's resignation as Director of Special Programs (7.10.23 C5)
- 4.14 Approve Cheryl Nages as a substitute teacher for the 2023-2024 school year (7.10.23 C6)
- 4.15 Approve Katy Bridgers as an elementary music teacher (7.10.23 C7)

5. PUBLIC COMMENT

6. ROUND TABLE DISCUSSION/QUESTIONS

7. EXECUTIVE SESSION (IF NECESSARY)

Upon a majority vote of its total membership, taken in open meeting pursuant to a motion identifying the general area of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- A. matters which may imperil the public safety if disclosed;
- B. any matter which may disclose the identity of a law enforcement agent or informer;
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- D. discussions regarding proposed, pending, or current litigation;
- E. collective negotiations pursuant to article fourteen of the civil service law;
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;
- G. the preparation, grading, or administration of examination; and
- H. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;
- I. any matter made confidential by federal or state law.

8. ADJOURN

Board Agenda 7.10.23

PG: 3

4.1

7.10.23 G1

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

4.2

7.10.23 G2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby create a keyboard position, effective July 1, 2023, as presented.

4.3

7.10.23 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2023-2024 board meeting schedule as presented.

4.4

7.10.23 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following stipends for the positions held for the Workers Compensation Self-Insurance Alliance as presented.

4.5

7.10.23 G5

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

4.6

7.10.23 G6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the recommendation from School House Construction Services, LLC to award the bid for the asbestos abatement monitoring for the capital project to Delta Engineers, Architects, & Surveyors as presented.

4.7

7.10.23 G7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following Franklin CSD non-resident tuition students to attend Unatego for the 2023-2024 school year as presented.

4.8

7.10.23 G8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the addition of Science of Sport as an elective for the HS course catalog beginning with the 2023-2024 school year as presented.

4.9

7.10.23 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby reaffirm Department Chairpersons and Lead Teachers for the 2023-2024 school year as presented.

4.10

7.10.23 C2

BE IT RESOLVED THAT Tim Simonds, Julie Lambiaso, and Mike Snider 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): The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;

- (1) Evidence-based observation techniques that are grounded in research;**
- (2) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;**
- (3) 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;**
- (4) 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.;**
- (5) Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its classroom teachers;**
- (6) 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**
- (7) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.**

(8)

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.

4.11

7.10.23 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 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;
- (6) 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.;
- (7) Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its principals;
- (8) 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
- (9) 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.

4.12

7.10.23 C4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Ashley Benz's resignation as school counselor, effective July 28, 2023, as presented.

4.13

7.10.23 C5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Katherine Mazourek's resignation as Director of Special Programs, effective July 29, 2023, as presented.

4.14

7.10.23 C6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Cheryl Nages as a substitute teacher for the 2023-2024 school year as presented.

4.15

7.10.23 C7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Katy Bridgers, to a four-year probationary appointment in the tenure area of Music, effective date September 1, 2023, and ending August 31, 2027, Masters Step 11 at a salary of \$64,942, as presented. (Replaces Maureen Haehnel)

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.

KEYBOARD SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, crosschecking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives and organizes work to be typed determining document format;

Types/creates correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;

Proofreads and corrects work producing accurate, clean and complete typed copy;

Prepares stores and retrieves lists and documents;

Answers telephone and gives out routine information;

Updates and stores department forms on word processor or computer;

Orders office supplies and maintains inventory of supplies and equipment;

Sorts, date stamps and distributes mail and packages;

Performs routine equipment maintenance tasks;

Serves as receptionist and greets clients and/or visitors;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;

Schedules meetings and appointments;

May collect fees and account for monies received;

Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;

Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;

May prepare and maintain time records and payroll data.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate an alphanumeric keyboard such as a personal computer, typewriter, or word processor at an acceptable rate of speed; ability to set up appropriate forms, charts and other tabular listings; ability to perform close, detail work involving considerable visual effort and strain; ability to understand and follow oral and written instructions; ability to maintain neat and legible records; ability to communicate effectively, both orally and in writing; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

Rev. 12/2/03, 10/27/14
Revised – 2/13/23 (Minimum Quals)

CLASSIFICATION: Competitive (full time)
Non-Competitive (part-time)

UNATEGO CENTRAL SCHOOL
Board of Education
Meeting Dates
Executive/Exempt Session: 6:30 pm
Open Session: 7:00 pm
2023-2024

JULY	10* (Organizational/Regular Mtg, 7:00 p.m.)
AUGUST	07
SEPTEMBER	05* (Tuesday)
OCTOBER	02
NOVEMBER	06
DECEMBER	04
JANUARY	02* (Tuesday)
FEBRUARY	05
MARCH	04
APRIL	16 *(BOCES date) (Tuesday)
MAY	07 *(Annual Budget Hearing 6:30 p.m.) (Tuesday) 07 *(Board Meeting immediately after hearing) 21* (Budget Vote)
JUNE	03

**These dates are not on the first Monday of the month.*

Unatego Central School District

Unatego, NY 13825

MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager



Date: June 28, 2023

Re: BTB Workers Comp Consortium stipends

I would like to recommend the following stipends for the positions held for the Workers Compensation Self-Insurance Alliance for the 2023-24 school year:

Sheila Nolan, Claims Auditor	\$2,370.00
Amber Birdsall, Deputy Treasurer	\$3,800.00
Patricia Loker, Treasurer	\$10,250.00

These are not district positions, but function solely for the Workers Comp Alliance. The district pays the stipends, and is then fully reimbursed by the Alliance.

Unatego Central School District
Budget Transfers as of 6/30/23
 Over \$20,000

Negative Account Code	Description	Amount	Transferred From	Notes
A1420.400	Legal	\$ 29,058.00	A2110.130	New attorney and due process costs
A1620.450-FIRE	Materials & Supplies - Fire loss	\$ 41,872.00	A2110.130	Insurance reimb receivable at 6/30
A1670.490	Central Printing & Mailing - BOCES	\$ 107,619.00	A9060.801	Printing and copying costs
A2110.140	Substitute Teachers	\$ 49,821.00	A2110.130	Several long-term teacher absences
A2250.160	Special Ed Aides	\$ 57,957.00	A2110.130	Budgetary adj made during the year
A9731.700	BAN Interest	\$ 28,900.00	A9060.801	Accrued BAN interest
	Total	\$ 315,227.00		

Authorized By: _____

 Board of Education Approval Date



20850 State Highway 28
Delhi, New York 13753

Unatego CSD – 2023 Capital Improvements Project

Recommendation to Award Professional Services

Date:	May 25, 2023
Project:	Unatego CSD Capital Improvements Project
Buiding:	Middle/High School
Scope of work:	Asbestos Abatement Monitoring

Dear Dr. David S. Richards,

On May 3, 2023, we received a proposal from Delta Engineers, Architects, & Surveyors for Abatement Project Monitoring Services. Monitoring services will be required for abatement of the Middle/High School building work. The estimated fee of the project monitoring shown on the Unatego Central School Capital Project Incidental Budget Worksheet dated May 1, 2022, was \$80,000.00.

We have reviewed the attached proposal and recommend that the contract be awarded to Delta Engineers, Atchitects, & Surveyors, in accordance with their proposal for a Not To Exceed (NTE) cost of \$32,529.75 (Thirty-two-five-hundred-twenty-nine dollars and seventy-five cents.)

Following the action of the Board of Education accepting the proposal and authorizing the award of the contract, the successful firm should be notified immediately of the acceptance of their proposal.

Do not hesitate to contact our office if you have any questions or concerns.

Thank you,

Melisa Secord, PE

Melisa Secord, PE

Project Manager / Engineer

May 3rd, 2023

David S. Richards, Ph.D.
Superintendent of Schools
Unatego Central School District
P.O. Box 483, State HWY 7
Otego, NY 13825

RE: **Proposal for Abatement Project Monitoring, Air Monitoring & Air Sample Analysis Services for: Unatego Middle/High School Summer 2023 Asbestos Abatement Project**

Delta Project No.: Pending

Dear Dr. Richards:

DELTA ENGINEERS, ARCHITECTS, & LAND SURVEYORS, DPC (Delta) appreciates the opportunity to submit this proposal to provide onsite asbestos project and air monitoring services associated with the Asbestos-Containing Material abatement project to be performed in the Unatego Middle/High School Buildings located at 2641 NY-7, Otego, New York.

1.0 PROJECT DESCRIPTION

- 1.1 Per the design documents supplied by Delta, the asbestos containing materials anticipated to be Removed include:
- Floor tile and associated mastic
 - Pipe/pipe fitting insulation
 - Wall panel mastic
 - Chalk board mastic

1.0 SCOPE OF SERVICES

- 2.1 Asbestos On-site monitoring services - Air monitoring services and final visual inspection as listed below shall be performed by a single individual certified by the NYS DOL and the EPA to perform both Project Monitoring and Air Monitoring Duties. If multiple work areas in different sections of the building are being completed simultaneously, a 2nd project monitor may be required.
- 2.1.1 Air monitoring and sample analysis
- A. Provide necessary certified labor, equipment, and media to perform air monitoring as per regulations set forth in 12 NYCRR Part 56-4. Air monitoring shall be performed for all phases of the asbestos abatement project below:
- a. Phase IB, Part 56-6, background air sampling requirements
 - b. Phase IIA, Part 56-7.1, work area preparation air sampling requirements.
 - c. Phase IIB, Part 56-8.1, asbestos abatement air sampling requirements
 - d. Phase IIC, Part 56-9.2, final cleaning and clearance procedures
- B. Courier or mail samples to approved laboratory for analysis
- C. Air sample analysis shall be performed by independent Laboratory(s). The laboratory used for all phase contrast microscopy (PCM) and transmission electron microscopy (TEM)

analysis shall be approved/accredited by the NYS Department of Health (ELAP). Analysis of all background, work area preparation, and abatement air samples shall be performed by Phase Contrast Microscopy (PCM) as per the NIOSH 7400 A Rules methodology. Analysis of all final clearance air samples shall be performed by Transmission Electron Microscopy (TEM) as per AHERA methodology.

D. Provide required daily documentation (i.e. sample results, logs, reports, drawings) and response actions as per regulations set forth in 12 NYCRR Part 56-4.

2.1.2 Project monitoring - Provide certified labor (NYS certified project monitor) to enforce all Federal/State/Local regulations and related provisions (i.e. client specifications).

A. Perform daily review of project documentation including:

- a. Company Licensing information
- b. Worker documentation (asbestos certificate, medical/fit-test certifications)
- c. Project Notification (and amendments)
- d. Site specific variances
- e. Air sampling results
- f. Contractor supervisor's log
- g. Project bulk sample inspection/survey documentation
- h. Inspection of daily abatement operations

B. Project monitoring duties to include:

- a. Maintaining daily log
- b. Daily inspections during work area preparation activities
- c. Performance of a pre-abatement visual inspection
- d. Daily inspections during abatement activities
- e. Daily inspections during cleaning activities

C. Performance of a final visual inspection as per the requirements of 12 NYCRR Part 56-9.1(d)(1)

D. Prepare a final report to include all project information, documentation, daily logs and air sample results as required 12 NYCRR Part 56-4.

3.0 TIME SCHEDULE

3.1 On-site monitoring services would be contingent upon the abatement contractor's abatement schedule. Based on the schedule supplied by School House Construction Services, the work is anticipated to be completed over a worst-case 7-week time frame. Onsite monitoring requirements in addition to the 7-weeks would include background and final air clearance air sample collection; as well as performance of a final visual inspection following the conclusion of abatement/cleaning activities.

3.2 In addition to the site and associated travel time, consulting time may also be required during the course of the project (i.e. Project Management/Code interpretation, etc.) and at the completion for the preparation and review of the Monitoring Report.

3.3 If the services covered by this proposal have not been completed within this time, through no fault of Delta, a time extension and associated additional costs to complete our services may be renegotiated.

4.0 PROPOSAL ASSUMPTIONS

4.1 Abatement monitoring services to comply with the requirements of 12 NYCRR Part 56.

- 4.2 Electric power will be available on site for electric air sampling pumps.
- 4.3 All work to be completed during weekday, normal business hours time frame. (No weekend work is anticipated). A premium "overtime" rate would apply to shifts in excess of 8 hours, off-shift or weekend work.
- 4.4 This proposal is based on a proposed abatement schedule of 35 working days, and does not include site time for observance of waiting/settling periods.
- 4.5 Abatement operations will be accomplished in a multiple large and small project work areas.
- 4.6 Final clearance air samples to be analyzed at 24-hour turn-around time. Expedited air sample analysis (< 24 hours) would be charged at an additional/premium rate.
- 4.7 This proposal includes collection of a single set of final clearance air samples per work area location. No contingency for final air samples reported as greater than the clearance criteria of < 0.01 f/cc (PCM) or 50 s/mm (TEM). Additional sets of final clearance air sampling would be charged at the unit rates.

5.0 DELIVERABLES

- 5.1 Asbestos Project Monitoring and Air Sampling/Analysis Report - One electronic (pdf) copy. (Hard copies can be provided upon request)

6.0 COMPENSATION

- 6.1 Delta Engineers proposes to provide the Services as detailed in Section 2.0 for a **Not-to-Exceed Fee of \$32,579.75**. See the attached back-up form for NTE unit pricing

7.0 EXPENSES

Direct and reimbursable expenses are included in the Not to Exceed Fee(s).

8.0 EXTRA WORK REQUESTS

If work on this project is believed by Delta Engineers to be beyond, or in addition to, the Scope of Services, we will notify you immediately. Upon your approval we will proceed with this additional work and bill based on Delta's standard unit pricing.

9.0 AGREEMENT TERMS

This project will be billed upon submission of our deliverable. Invoices unpaid after 60 days may be sent to a collection agency. Client will be responsible for all costs of collection, including attorney's fees, in addition to the original invoiced amount.

If the services covered by this proposal have not been completed within the scheduled time, through reasons beyond the control of Delta, the anticipated completion date and/or the proposed compensation may be renegotiated.

If the above conditions are acceptable this proposal can become contractual by signing and dating below. The Terms and Conditions on the enclosed Exhibit A are incorporated and made a part of this Agreement.

Please return one signed copy of this Agreement to our office to serve as your authorization for us to proceed on this work. This proposal is valid for thirty (30) days from the date of this letter.

Thank you for your consideration of this proposal. Please feel free to contact me at 607-231-6675 (cell: 607-343-3028) if you have any questions or require any additional information.

Respectfully,

DELTA ENGINEERS, ARCHITECTS, LAND SURVEYORS, & LANDSCAPE ARCHITECTS, DPC

William T. Johnson
Project Manager

Enc: *Proposal Back-up Form*
Exhibit A



860 Hooper Road
 Endwell, NY 13760
 Tel: 607.231.6600
 Fax: 607.231.6650
 www.delta-eas.com

Abatement Phase Monitoring Services NTE Fee Back-up Form

Client: <u>Unatego CSD Capital Improvement Summer 2023</u>	Delta Project No.: <u>TBD</u>	Contact: <u>David Richards, Ph.D</u>
Project: <u>Unatego Middle/High School, Capital Improvement Project - Abatement Phase Project Monitoring, Air Monitoring and Air Sample Analysis Services</u>		

Unit No	Unit Description	Unit Quantity	Unit Price	Total Cost	Comments
	Project Monitor/Air Sampling Tech. - Site Time *	330	\$55	\$18,150.00	Based on 7 Week Project Time Frame - Site, Travel, Report
	Project Monitor/Air Sampling Tech. - Overtime/Weekend Rate		\$60	\$0.00	
	Project Manager *	14	\$140	\$1,960.00	Consulting during Project and Final Report Review/Project Close-out
LABOR TOTAL -				\$20,110.00	
	PCM and TEM Air Sample Analysis				
	PCM Air Sample Analysis 24-hour TA (Background/Prep/Daily)	400	\$10	\$4,000	final clearance air samples for multiple large and small project work areas
	PCM Final Air Sample Analysis 12-hour TA (Finals)	84	\$12	\$1,008	backgrounds and daily prep / abatement air samples
	TEM Air Sample Analysis 24-hour TA (Finals)	100	\$62	\$6,200	backgrounds and daily prep / abatement air samples
ANALYTICAL TOTAL -				\$11,208	
	Reimbursables				
	Variance Petition Fee to the NYS DOL		\$350		
	Mileage	1,850	\$0.655	\$1,211.75	
REIMBURSABLE TOTAL -				\$1,211.75	
ABATEMENT-PHASE MONITORING NTE TOTAL				\$32,529.75	

EXHIBIT A – Terms and Conditions

Indemnification: Delta Engineers, Architects, Land Surveyors, & Landscape Architects, DPC (Delta) agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all claims, damages, liabilities or costs, including reasonable attorneys' fees and defense costs, but only to the extent caused by negligent performance of professional services under this Agreement by Delta and that of its subconsultants, or anyone for whom Delta is legally responsible, that results in bodily injury, property damage or loss of use. The Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Delta, its officers, directors, employees and subconsultants (collectively, Delta) against all claims, damages, liabilities or costs, including reasonable attorneys' fees and defense costs, but only to the extent caused by negligent acts in connection with the Project by the Client and the acts of the Client's contractors, subcontractors or consultants or anyone for whom the Client is legally responsible, that result in bodily injury, property damage or loss of use. Neither the Client nor Delta shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

Limitation of Liability: In recognition of the relative risks and benefits of the Project to both the Client and Delta, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Delta to the Client for any and all claims, losses, costs, including attorney's fees and costs and expert-witness fees and costs, or damages whatsoever arising out of, resulting from, or in any way related to this Project or Contract, from any cause or causes, so that the total aggregate liability of Delta to the Client shall not exceed \$50,000, or the total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Termination of Services: This agreement may be terminated upon 5 days written notice by either party should the other fail to perform his obligations hereunder. In the event of termination, the Client shall pay Delta for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

Dispute Resolution: Any claim or dispute between the Client and Delta shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s). This agreement shall be governed by the laws of the principal place of business of Delta.

Accuracy of Client Documents: The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. Delta may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof and it is agreed that Delta is not held liable for inaccurate or incomplete information provided by the Client.

Ownership of Documents: All documents prepared or furnished by Delta pursuant to this Agreement are instruments of Delta's professional service, and Delta shall retain an ownership and property interest therein. Delta grants Client a license to use the instruments of professional service for the purpose of completing Client's objective associated with this Agreement. Reuse or modification of any such documents by Client, without Delta's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold Delta harmless from all claims, damages and expenses, including attorney's fees, arising out of unauthorized reuse by Client or by others acting through Client. Should this agreement be terminated by either party, Client's failure to pay for all services rendered to the date of termination will result in the license to use the instruments of professional service also terminating.

Estimates of Construction Cost: Because Delta does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. Delta cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. Delta's services required to bring costs within any limitation established by the Client, and/or to re-bid the project, will be paid for as Additional Services.

Use of Electronic Media: Documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) and/or non-editable .pdf copies that are signed and sealed by Delta. Files in electronic media format other than non-editable .pdf that are furnished by Delta to Client, or a third party designated by Client, are for convenience only for the purpose of completing Client's objective associated with this Agreement. Any conclusion or information obtained or derived from such electronic files will be at the Client's or 3rd Party's (as authorized by Client) sole risk. Delta makes no guarantee or warranty as to the accuracy of data transmitted on electronic media. Delta makes no representations as to the long-term compatibility, usability, or readability of electronic media files resulting from the use of software application packages, operating systems, or computer hardware differing from those in use by Delta at the beginning of services under this Agreement.

Excluded Services: Services not set forth above in the Scope of Services of this agreement are specifically excluded from the scope of Delta's services. Delta assumes no responsibility to perform any services not specifically listed in the Scope of Services.

Reliance on Others: Per the standard of care, Delta and its subconsultants or subcontractors may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, contractors, specialty subcontractors, manufacturers, suppliers, and the publishers of technical standards.

Fiduciary Duty: The Client confirms that neither Delta nor any of its subconsultants or subcontractors has offered any fiduciary service, including Municipal Advisor services (as defined by the Securities and Exchange Commission), to the Client and no fiduciary duty shall be owed to the Client nor performed as part of this Agreement by Delta or any of its subconsultants or subcontractors, as a consequence of Delta entering into this Agreement with the Client.

It is agreed the above terms and conditions are incorporated into and made a part of the Agreement.

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal

Date: July 5, 2023

Re: Addition to Course Catalog

I am recommending the addition of Science of Sport as an elective for students in the high school.

Cooper Maney
May 2, 2023

SCIENCE OF SPORT PROPOSAL

Course Name: Science of Sport

Course Length: ½ year or full year (can be modified to fit either)

Prerequisites: Algebra (for a background understanding of how to plan and solve for unknown variables), Biology/Living Environment (for a background understanding of the human body and practice with science experiments at the high-school level)

Grade Breakdown:

- 10%: Formative (background readings and questions, survey completion, project progress reports, etc.)
- 90%: Summative (labs, longer-form writing assignments, presentations, etc.)

Course Objectives:

1. Students will recognize the connections between science and mathematics and the physical activities they engage in for physical education class, leisure, workouts, and organized athletics. They will demonstrate this knowledge in class discussions, research and response papers, model-making, and data graphing (among other possible assignment types).
2. Students will gain direct experience with problem-solving using the scientific method and a range of science and math concepts. This will be accomplished through inquiry-based projects from both teacher-provided prompts and student-brainstormed ideas.
3. For relevant assignments, students will grow and develop their collaboration and communication skills by exploring inquiry-based projects in small groups. Students will both collect and present information in cooperation with peers.

Course Rationale:

The proposed “Science of Sport” class provides a relevant and engaging pathway for Unatego students to interact with STEM. A large percentage of the student body either participates in school athletics or follows sports teams as one of their hobbies. By presenting sports as a pathway to learn and apply science and mathematics, students can explore real-life STEM connections in a way that reflects their personal interests and lived experiences. There are many science-based and statistical approaches that would allow for an in-depth analysis of various sports. Different areas that may be studied include the mechanics of the human body, detailing the forces present in throwing various sports balls, and calculating the dimensions of different sports fields. Many of our inquiry-based investigations could be completed using resources already present at Unatego High School. These include, but are not limited to, using/borrowing sports equipment from the gymnasium to test certain inquiry ideas, using the laboratory tables in the designated Chemistry classroom to work collaboratively, and using Chromebooks for exploring and referencing outside studies. Other extensions of the class could include explorations of sports science careers (such as sports research, athletic management, physical training, local opportunities at Sportsfield Specialties, etc.).

NGSS Overarching Standards:

- Asking Questions and Defining Problems (**Science and Engineering Practices**): Students will analyze sports phenomena in independent, small-group, and whole-class settings. This class will practice the defining of research questions based on student curiosities based within different sports (*Ex. How far could a field goal be kicked under different weather conditions? What human body mechanics create an “ideal” golf swing? What forces affect the movement of a bowling ball? How can the distance of a home run be predicted?*)
- Developing and Using Models (**Science and Engineering Practices**): Students will develop a variety of written, visual, and multimedia models to explain the topics they wish to explore as well as relay information they have gathered from their inquiry-based experiments (*Ex. creating a diagram of how the human anatomy engages in a particular physical activity, representing Newton’s laws of motion with a moving ball, dimensions of a sports field with proper measurements, etc.*).

- Planning and Carrying Out Investigations (**Science and Engineering Practices**): Students will take initial research questions and discuss how to research and test each question, refining their thoughts along the way (*Ex. What forces affect the movement of a bowling ball? → What are the dimensions of a bowling lane? How does the material of the ball and lane affect ball movement? How does a person's body movement affect the starting force of the ball?*). This process will involve collaboration and discussion with peers and the course teacher.
- Using Mathematics and Computational Thinking (**Science and Engineering Practices**): Students will utilize algebraic thinking to identify control and independent variables, and use these connections to drive their problem solving. Some algebraic and basic geometric formulas (such as determining the area of a two-dimensional sports field) will be used. Physics formulas (such as kinematics equations) will be used in simplified forms and modeled by the teacher to prevent misconceptions.
- Scale, Proportion, and Quantity (**Crosscutting Concept**): Scientific principles will be studied at different scales, from the inner workings of the human body to the phenomena present across entire fields or sports stadiums.
- Energy and Matter (**Crosscutting Concept**): Certain topics of study will cover the transfer of energy through matter (ex. aerodynamics of different sports balls when they are thrown).
- Structure and Function (**Crosscutting Concept**): Investigations will often center around the features and functions of the human body in athletics. Other items that can be studied include the fields and equipment used in different sports and analyzing why certain designs were chosen.

DEPARTMENT CHAIRPERSONS APPOINTMENTS

2023-2024

<u>TEACHER</u>	<u>DEPARTMENT</u>	<u>APPT. DATE</u>	<u>EXP. DATE</u>
Jessica Strauss	Science	07/01/2023	06/30/2026
Jeanne Butler	English	07/01/2023	06/30/2026
Anne Nelson	Social Studies	07/01/2023	06/30/2026
Noelle Holdredge	Fine Arts	07/01/2022	06/30/2025
Alysha Hoffman	Math	07/01/2021	06/30/2024
Kim Trask	Special Ed.	07/01/2021	06/30/2024

LEAD TEACHERS

<u>TEACHER</u>	<u>DEPARTMENT</u>	<u>APPT. DATE</u>	<u>EXP. DATE</u>
Frank Microni	PE	07/01/2022	06/30/2025
John Pruskowski	Occ. Ed. Dept.	07/01/2023	06/30/2026
Beth-Ann Wiswell	Spanish	07/01/2021	06/30/2024

Updated: 07/05/2023

Dear Dr. David Richards,

RECEIVED
JUN 28 2023

I am writing today on June 28, 2023, to formally resign from my position as Middle School Counselor at Unatego Central School District. Due to unforeseen circumstances, I will be moving to New Hampshire in order to follow my partner who has recently received a job offer. I have not come to this decision lightly and have put a lot of thought into this. However, I have ultimately decided that this is what will be the best for myself and my family at this time. I truly want to thank you and the staff at Unatego CSD for welcoming me into your amazing school community.

Additionally, I want to mention that when I was offered and accepted this position back in March, this move was not a possibility. This was very unexpected and has been a challenging decision to face. I apologize for this change and any inconveniences that it may cause. I want to thank you for everything and wish you all nothing but the best. Unatego is a great school district full of caring staff, amazing families, and resilient students. I sincerely hope that our paths cross again in the future.

Thank you,

Ashley R. Benz



Katherine Mazourek

June 29, 2023

Dr. Richards and the Unatego Board of Education
Unatego Central School District
2641 State Highway 7
Otego, NY 13825

RECEIVED
JUN 29 2023

Dear Dr. Richards and the Unatego Board of Education:

I am writing to let you know that I will be resigning from my position as the Director of Special Programs at Unatego. As you know, I have been offered a position at Vestal Central School District and was appointed by their Board of Education last night (June 28, 2023). With a thirty-day notice, my last day at Unatego will be July 29, 2023.

Please accept my deepest gratitude for all Unatego has provided to me. I have been challenged more than I believed I would want to be with closing of Otego Elementary and combining of elementary staff, attending the Superintendent Development Program, and becoming the Director of Special Programs. I believe that being given these opportunities to grow have made me a more caring, competent, and enthused educator, thus allowing me to expand my wings.

I am forever grateful for the relationships I have formed with the staff and community at Unatego, as many of them will remain long-time friends.

Thank you for providing me with so much more than wonderful memories for the past nine years.

Warmest Regards,



Katherine Mazourek

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Cheryl Nages

POSITION: NYS certified RETIRED TEACHER SUB.

REPLACES: N/A

EFFECTIVE DATE: 9/1/23

EDUCATION LEVEL: Masters

YEARS OF EXPERIENCE: 30 +

SALARY: STEP ___ LEVEL ___ \$ As per Retired teacher sub rate

CERTIFICATION: Music K-12

COLLEGE: _____

REFERENCES CONTACTED:

1. N/A

2. _____

COMMENTS: Veteran UNATEGO RETIRED
TEACHER



ADMINISTRATOR SIGNATURE

7/6/23

DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Katy Bridgers

POSITION: Elementary Music Teacher

REPLACES: Maureen Haehnel (retirement)

EFFECTIVE DATE: September 1, 2023

EDUCATION LEVEL: Masters in Music Education, MMEd

YEARS OF EXPERIENCE: 10

SALARY: STEP 11 LEVEL M \$ 64,942

CERTIFICATION: Music - professional certification

COLLEGE: VanderCook College of Music, Chicago, IL - Music Education MMEd


REFERENCES CONTACTED:

1. Robert Sinclair, Dean, Grad. Studies, VanderCook College of Music
2. Anthony Hayes, Teacher, Happauge SD & Heather Powell, Music T

COMMENTS: Has the perfect background to excel in the elementary school.

She would do a great job. Works well with that age group.

She fosters a genuine love for music in all of her students.



ADMINISTRATOR SIGNATURE

07-06-23

DATE