

UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ADDENDUM
MONDAY, OCTOBER 18, 2021
AUDIT COMMITTEE MEETING
6:00 P.M.
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/SR HIGH SCHOOL
ROOM #93/ZOOM

4. ADMINISTRATIVE ACTION

- 4.14 Accept Tegan Fairbairn's resignation as a teacher's aide (10.18.21 UC7)**
- 4.15 Approve Stephanie Havens as a substitute teacher/LTA/aide for the 2021-2022 school year (10.18.21 UC8)**
- 4.16 Appoint Stephanie Havens as a teacher's aide (10.18.21 UC9)**

4.14

10.18.21 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept with regret Tegan Fairbairn's resignation as a teacher's aide, effective October 29, 2021 as presented.

4.15

10.18.21 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Stephanie Havens as a substitute teacher/LTA/aide for the 2021-2022 school year as presented.

4.16

10.18.21 UC9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Stephanie Havens to a 52-week probationary appointment as a teacher's aide, at a rate of \$13.00 per/hr., effective November 1, 2021 as presented.

Sheila Nolan

From: Tegan Fairbairn
Sent: Monday, October 18, 2021 2:32 PM
To: Julie Lambiaso; Sheila Nolan
Letter of Resignation

RECEIVED
OCT 18 2021

BY: _____



October 18, 2021

Mrs. Julie Lambiaso
High School Principal
Unatego Central School
2641 State Highway 7
Otego, New York 13825

Dear Mrs. Lambiaso and Who It May Concern,

Please accept this letter as a formal notice of my resignation from my position as a High School Aide at Unatego.. My last day of employment will be Friday October 29, 2021.

Thank you for giving me the opportunity to work in this position. I appreciate all of the opportunities you have given me. I wish you all the best for the future.

Sincerely,

A handwritten signature in blue ink that reads "Tegan Fairbairn".

Tegan Fairbairn

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Stephanie Havens

POSITION: Substitute Teacher, CTA, Aide

REPLACES: N/A

EFFECTIVE DATE: ASAP

EDUCATION LEVEL: Bachelor of Science

YEARS OF EXPERIENCE: 0

SALARY: STEP ___ LEVEL ___ \$ _____

CERTIFICATION: N/A

COLLEGE: Keuka College

REFERENCES CONTACTED:

1. Sue Herodes
2. Laura Wade

COMMENTS: Steph is interested in subbing until the Aide position starts.

Julie Lombardi
ADMINISTRATOR SIGNATURE

10/18/21
DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Stephanie Havens

POSITION: Aide

REPLACES: Tegan Fairbairn

EFFECTIVE DATE: November 1

EDUCATION LEVEL: Bachelor of Science

YEARS OF EXPERIENCE: 0

SALARY: STEP ___ LEVEL ___ \$ _____

CERTIFICATION: N/A

COLLEGE: Keuka College

REFERENCES CONTACTED:

- Sue Herodes
- Laura Wade

COMMENTS: Steph has coached at Unatego for several years. She has built good relationships with students and staff.

Julie Lombardi
ADMINISTRATOR SIGNATURE

10/15/21
DATE