

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ADDENDUM
MONDAY, NOVEMBER 4, 2024
EXEMPT SESSION
TO DISCUSS CSE RECOMMENDATIONS
6:30 P.M.
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/SR HIGH SCHOOL
ROOM #93**

4. ADMINISTRATIVE ACTION

- 4.25 Appoint Sara VanValkenburg as a substitute teacher/LTA for the 2024-2025 school year (11.4.24 UC12)
- 4.26 Approve the unpaid leave of absence for Hannah Baskin (11.4.24 C4)

4.25

11.4.24 UC12

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Sara VanValkenburg as a substitute teacher/LTA for the 2024-2025 school year as presented.

4.26

11.4.24 C4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby unpaid leave of absence for Hannah Baskin, effective on or about February 10, 2025, through June 30, 2025, as presented.

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Sara VanValkenburg _____

POSITION: substitute teacher & LTA _____

REPLACES: new position _____

EFFECTIVE DATE: November 5, 2024 _____

EDUCATION LEVEL: BA, Creative Writing, completing 2 Masters - pending _____

YEARS OF EXPERIENCE: 0 _____

SALARY: STEP ⁰ _____ LEVEL ⁰ _____ \$ _____ per contract for substitutes

CERTIFICATION: pending - just finished all exams - English 7-12 _____

COLLEGE: SUNY Oneonta (undergrad), U Buffalo and U Albany (pending Masters) _____

REFERENCES CONTACTED:

1. Michelle VanValkenburg _____
2. Mike Snider _____

COMMENTS: Sara is completing a double masters in English and is ready to
apply for her initial certification in English 7-12. She would be
an excellent substitute as she works toward her teaching cert.



ADMINISTRATOR SIGNATURE

11-4-24

DATE

RECEIVED
SEP 16 2024

September 16, 2024

BY:

Dr. David Richards
Superintendent of Schools
Unatego Central School
2641 State Hwy 7
Otego, NY 13825

Dear Dr. Richards:

I am writing to provide you with notice that I am expecting my first child and anticipate taking a maternity leave during the 2024-25 school year. I am beginning the school year and plan to take the leave following the birth of my child, due at the end of December 2024.

During the time that I am unable to work, I plan to use accumulated sick days. After that, I am requesting leave in accordance with the bargaining agreement and the Family Medical Leave Act for the remainder of the 2024-25 school year, with a return date of July 1, 2025. The FMLA paperwork will be submitted following completion from my physician.

I will provide the district with as much notice as possible if any unanticipated issue with my pregnancy should occur.

Sincerely,



Hannah Baskin

CC: Ms. Julie Lambiaso