

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ADDENDUM
MONDAY, FEBRUARY 27, 2023
BUDGET WORKSHOP
6:00 P.M.
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/SR HIGH SCHOOL
ROOM #93**

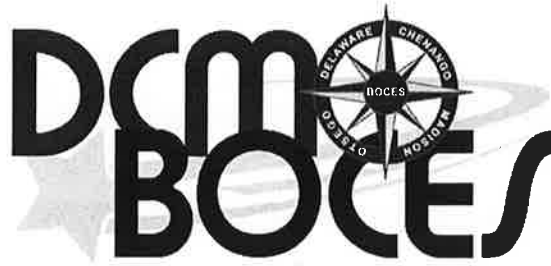
3. ADMINISTRATIVE ACTION

- 4.15 DCMO BOCES Annual Meeting, Election of Board Members, and Notice for Special Board Meetings of Component Districts (Information only)**
- 4.16 Accept Lori Keyser's resignation for the purpose to retire as Special Education teacher (2.27.23 C2)**

4.16

2.27.23 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept, with regret and appreciation, Lori Keyser's resignation for the purpose to retire as Special Education teacher, effective June 30, 2023, as presented.



6678 County Road 32, Norwich, New York 13815-3554
(607) 335-1200 • FAX (607) 334-9848

TO: District Clerks

FROM: Robin Winchester *Robin Winchester*
DCMO BOCES Clerk of the Board

DATE: February 24, 2023

RE: Notice of DCMO BOCES Annual Meeting, Election of Board Members,
and Notice for Special Board Meetings of Component Districts

The DCMO BOCES Annual Meeting will be held on Wednesday, April 5, 2023.
Enclosed is a copy of a Question and Answer document to be shared with component
Superintendents, which reviews the following dates:

March 24, 2023 – Deadline to submit a nomination form for a Candidate seeking a term
on the DCMO BOCES Board of Education

April 5, 2023 – DCMO BOCES Annual Meeting (Harrold Campus)

April 24, 2023 – Component Districts hold Special Meeting to Vote on the BOCES
Administrative & Capital Budgets, and Election of DCMO BOCES Board Members

Also enclosed is a sample Candidate Nomination Resolution for your use. The three (3)
seats on the BOCES Board of Education currently held by Linda Zaczek (Gilbertsville-
Mt. Upton CSD), John Godfrey (Oxford CSD), and a Vacancy (was Norwich CSD), will
expire June 30, 2023.

If you have any questions, please feel free to contact me at 607-335-1227, or by email at
boardclerk@dcmoboces.com.

C: Superintendents
Michael Rullo, District Superintendent
DCMO BOCES Board of Education

Enclosures – 2 (Q&A, Candidate Nomination Resolution form)



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QUESTIONS AND ANSWERS
Election of BOCES Board Members
DCMO BOCES 2023 Annual Meeting
District Vote on the BOCES Administrative Budget

ELECTION OF BOCES BOARD MEMBERS

1. Q. Who is currently serving on the BOCES Board of Education?

A.	Name	Term Expires	District of Residence
	John Godfrey	2023	Oxford
	Linda Zaczek	2023	Gilbertsville-Mt. Upton
	Cindy O'Hara	2024	Unatego
	Vanessa Warren	2024	Afton
	Vacancy	2025	
	David Cruikshank	2025	Otselic Valley
	Jeanne Shields	2025	Bainbridge-Guilford

2. Q. What BOCES Board seats are up for election in 2023?

A. Three seats are up for election, two which are currently held by John Godfrey (Oxford), Linda Zaczek (Gilbertsville-Mt. Upton CSD), and one vacancy. The vacant board member seat was vacated in August 2022, remains open and has a remainder of the 3-year term until 2025 for immediate placement.

3. Q. What is the term of office for a BOCES Board member?

A. Generally, the term of office is three (3) years. If elected to fill a vacancy, the person serves the remainder of the term of the person who vacated the seat.

4. **Q. When is the election of BOCES Board Members to take place?**
A. On the date selected by the BOCES Board President, Monday, April 24, 2023. Voting results need to be sent to the BOCES Clerk of the Board on the morning after the Special Board Meeting at which the vote is taken (Tuesday, April 25, 2023) by either Email to boardclerk@dcmoboces.com or FAX to 607-334-9848).
5. **Q. Where must the election of BOCES Board Members be held?**
A. The election of BOCES Board members is held in each component school district at a Special Meeting of its local Board of Education to be held on Monday, April 24, 2023.
6. **Q. How and when are BOCES Board Members to be nominated?**
A. BOCES Board members are nominated by resolution of the board of education of one or more component school districts, to be transmitted to Robin Winchester, the BOCES Clerk of the Board, in writing no later than Friday, March 24, 2023.
7. **Q. May a component Board nominate more than one qualified person?**
A. Yes. However, a component school district may not have more than one of its nominees elected to the BOCES Board.
8. **Q. May a component Board nominate a nonresident?**
A. Yes, provided the person nominated resides within another component school district of the BOCES. However, a component Board which has one of its residents on the BOCES Board whose term is not expiring in the current year, may not nominate anyone for BOCES Board service.
9. **Q. Under what circumstances must the Clerk of the BOCES reject a nomination?**
A.
a. If the person nominated is a resident of a component school district which currently has a resident serving on the BOCES Board whose term will not expire in the current year;
b. If the person nominated is not a resident of any component school district of the BOCES; and

- c. If the person is an employee of the BOCES or a school district in the BOCES area.

- 10. **Q. How are component school districts notified of the slate of candidates?**
 - A. The BOCES Clerk of the Board will send an election ballot containing the name and address of each candidate to the Clerk of each component school district **not later than fourteen (14) days prior to the election date (or April 10, 2023).**

- 11. **Q. How many votes may each component school district cast?**
 - A. Each component district Board may cast one vote for each board seat to be filled by the election, provided however, no more than one vote may be cast for any individual candidate.

- 12. **Q. May a component school district vote only for one candidate when there is more than one seat to be filled?**
 - A. Yes. Component school districts are “entitled to” cast one vote for each Board seat to be filled by election, but there is no requirement that they cast a vote for every open seat.

- 13. **Q. How are the winning candidates determined?**
 - A. The candidates are elected by a plurality of the votes cast. Seats are filled in order, first by the candidate receiving the greatest number of votes, next by the candidate receiving the second-most votes, and continuing until all open Board seats are filled. In 2023, the three (3) candidates receiving the greatest number of votes will be elected.

- 14. **Q. When do the new Board members take office?**
 - A. The persons elected to replace incumbents will take office on July 1st. Persons elected to fill an existing vacancy will take office immediately after the election.

- 15. **Q. What happens in the event of a tie vote?**
 - A. A run-off election will only be called where the tie vote would result in the contesting of a seat. The President of the BOCES must call a run-off election within 20 days of the initial vote, with the candidates who received an equal number of votes deemed nominated. If the run-off

results in a tie vote, the winning candidate is determined by drawing lots.

16. **Q. What happens if the two top vote getters are residents of the same component school district?**
- A. Education Law prohibits the election of more than one candidate residing in a particular component school district. The candidate residing within the component school district who receives the greatest number of votes is elected, and the other candidate residing within the component school district becomes ineligible to serve and is disqualified. In the case of a tie between two candidates residing in a single component school district, the President of the BOCES must call a run-off election, with the loser of the run-off election being disqualified. In either situation, the remaining candidate with the greatest number of votes is elected to the position the disqualified candidate would have filled but for the disqualification.
17. **Q. What happens if the component Board of Education is unable to obtain a quorum on the day designated for the BOCES election, or otherwise fails to adopt a board resolution voting on the candidates?**
- A. If submitted, the ballot of the component school district will be void.

THE BOCES ANNUAL MEETING

18. **Q. When will the BOCES Annual Meeting be held?**
- A. The BOCES Annual Meeting will be held on the date selected by the BOCES President, **Wednesday, April 5, 2023 at 6:00 pm at the BOCES Harrold Campus in Sidney Center, New York.**
19. **Q. What is the purpose of the Annual Meeting?**
- A. To present the tentative administrative and capital budgets of the BOCES to component school board members in advance of the vote on the tentative administrative budget and to conduct other BOCES-wide business.

THE VOTE ON THE BOCES ADMINISTRATIVE BUDGET

20. Q. **Where and when must the vote on the BOCES administrative budget take place?**
- A. At Special meetings of the Board of Education of each component school district to be held on the date selected by the BOCES President, Monday, April 24, 2023. [*See also No. 22, below.*]
21. Q. **What is required for approval of the tentative administrative budget?**
- A. While all component Boards are expected to meet and adopt a resolution either approving or disapproving the tentative administrative budget, approval of the administrative budget requires approval of a majority of the number of component Boards actually voting.
22. Q. **When must each board of education report the results of its vote on the administrative budget?**
- A. The resolution either approving or disapproving the tentative administrative budget must be transmitted to Robin Winchester, BOCES Clerk of the Board, on the morning after the Special Board Meeting at which the vote is taken (Tuesday, April 25, 2023) by either Email: boardclerk@dcmoboces.com or FAX to 607-334-9848)
23. Q. **How will BOCES budgets be transmitted to local Boards?**
- A. BOCES provides electronic copies of budgets for local districts **not later than ten (10) days before Special Meeting (April 14, 2023).**
24. Q. **What must component Boards do after receipt and review of BOCES budgets?**
- A. They must vote only on the administrative budget on the date selected by the BOCES President, Monday, April 24, 2023. Districts choose to purchase other BOCES services through final requests, which are due in BOCES offices in May 2023.

25. **Q. What happens if the majority of voting districts approve the tentative BOCES administrative budget?**
A. The BOCES may adopt the administrative budget without modification.
26. **Q. What happens if the budget is disapproved?**
A. The BOCES Board must adopt a contingency administrative budget.
27. **Q. Is a contingency administrative BOCES budget the same as an ordinary contingent budget in a local school district?**
A. No. Contingent budget for BOCES means that the amount of the administrative budget may not exceed the amount in the previous school year, except for additional expenditures incurred in payments for supplemental retirement allowances.
28. **Q. Who do I contact if I have questions or need more information?**
A. Michael Rullo, District Superintendent, (607) 335-1233;
Ginger Rinaldo, Assistant Superintendent for Instructional Services, (607) 335-1445;
Robin Winchester, BOCES Clerk of the Board, (607) 335-1227

RECEIVED
FEB 27 2023

BY:

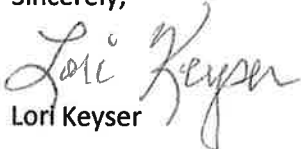
Dear Dr. Richards and Members of the Unatego Central School Board of Education:

As I look forward to the coming of Spring, I am also moving forward toward a change of seasons in my own life. For 36 years in the profession of education, including 33 years as a teacher, 18 years of which I have been a teacher at Unatego, I have been privileged to work alongside and learn from some truly outstanding educators. These fine folks have ranged from support staff to special service providers to paraprofessionals to clerical staff to administrators, and, of course, teachers. I have learned valuable lessons from students of all ages, as well as from their parents and guardians.

Teaching requires a team effort, and learning at its best is interactive by nature. Life is neither seamless nor wrinkle-free, and there certainly have been bumps and challenges along the way. I believe that nothing I have faced has been without meaning and purpose. Each challenge successfully met has been preparation for the next. As long as I am living, I want to be learning, and I hope I have inspired fellow learners to feel similarly. I am deeply grateful to have had the opportunity to teach in this school district.

Embarking on a new season in life is exciting. Although I hope to maintain connections with this school community, I hereby submit this letter of resignation effective June 30, 2023, for the purpose of retirement. I understand that this letter of resignation will become irrevocable when presented to the District Clerk by the Superintendent.

Sincerely,


Lori Keyser