

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ADDENDUM
MONDAY, MAY 15, 2023
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/SR HIGH SCHOOL
ROOM #93**

3. PRESENTATIONS

3.2 School Resource Officer Introduction – Shawn Callahan

4. ADMINISTRATIVE ACTION

4.12 Create Licensed Practical Nurse (LPN) position (5.15.23 G3)

4.13 Approve surplus of unused items (5.15.23 G4)

4.14 Appoint Amanda Smith probationary appointment as an LPN (5.15.23 UC5)

4.15 Appoint Rose Strickland as a substitute cleaner for the 2022-2023 school year (5.15.23 UC6)

4.16 Appoint 2023 summer custodial workers (5.15.23 UC7)

4.12

5.15.23 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby create a licensed practical nurse (LPN) position with the standard 8-hour workday as presented.

4.13

5.15.23 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the surplus of two ovens and one modern trailer as presented.

4.14

5.15.23 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amanda Smith, licensed practical nurse (LPN), to a 52-week probationary appointment, effective September 1, 2023, to August 31, 2024, salary \$37,567.60 as presented.

4.15

5.15.23 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Rose Strickland as a substitute cleaner for the 2022-2023 school year as presented.

4.16

5.15.23 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint 2023 summer custodial workers as needed as presented.

LICENSED PRACTICAL NURSE

GENERAL STATEMENT OF DUTIES: Performs routine para-professional nursing services in the care of patients, or students and staff when employed in a school setting; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the routine care of patients or students and staff in accordance with a detailed and well-defined patient care plan under direct supervision of a Registered Professional Nurse or program supervisor. Assignments concerning patient care are given specifically with limited leeway allowed for exercise of independent judgment.

EXAMPLES OF WORK: (Illustrative only)

Updates health records and reviews immunizations for compliance;

Carries out emergency medical care and or individual health care plans developed by the Registered Nurse;

Provides health services and consultations to students and staff;

Prepares health bulletin boards with timely information;

Documents temperature, pulse rate and respiration's and observes and records other signs and symptom as directed;

Collects specimens and assists in carrying out diagnostic procedures under supervision;

Performs basic wound care and documents in charts;

Cares for equipment used in care of patients as directed;

Reviews absentee records to identify health problems requiring nursing interventions;

Completes services log for Medicaid reimbursable nursing services and submits it to appropriate office;

Reviews field trip request forms;

Administers medication and treatments, as needed;

May attend faculty meetings and discuss school health services;

May conduct hearing, vision and scoliosis screenings and follow-ups;

May prepare records and reports as required;

Does related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of nursing techniques and their relation to medical and surgical practices; working knowledge of hospital sanitation and hygiene; ability to carry out therapeutic treatments prescribed; ability to understand and carry out exactly detailed oral and written instructions; ability to keep records and make reports; ability to get along well with patients and others; good moral character; patience.

MINIMUM QUALIFICATIONS: Completion of a course of study approved by the State Education Department as qualifying for Licensed Practical Nurse. Possession of license and Health Care Provider CPR at time of appointment and maintained throughout appointment.

Adopted Otsego Co. CS - 4/1/76

Rev. 8/28/00, 10/30/13, 11/8/13, 11/6/18, 05/12/23

CLASSIFICATION: Non-Competitive

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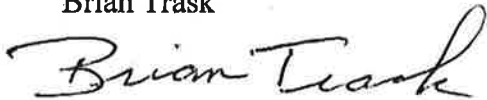
May, 15 2023

I am recommending, that the Unatego School District surplus the following items.

Lot 1 (Auction / Scrap)

2 Ovens from the MSHS Kitchen
1995 Modern Trailer VIN# 1U10AA19S1005971

Brian Trask



UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: AMANDA SMITH

POSITION: LPN

REPLACES: - N/A : New Position

EFFECTIVE DATE: 9/1/23

EDUCATION LEVEL: LICENSED PRACTICAL NURSE

YEARS OF EXPERIENCE: 3

SALARY: STEP 3 LEVEL BA \$ 37,567.60 (70%) of STEP 3

CERTIFICATION: LPN

COLLEGE: DCMO BOCES LPN PROGRAM

REFERENCES CONTACTED:

1. SHANNON LEIZER
2. MIKE SNIDER

COMMENTS: WORKED AT UNATEGO FOR 2
YEARS UNDER PRO-CARE CONTRACT.
DID A GREAT JOB

WOS Richard
ADMINISTRATOR SIGNATURE

5/15/23
DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Rose Strickland

POSITION: Sub Cleaner

REPLACES: _____

EFFECTIVE DATE: 5/16/23

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: _____

SALARY: STEP ___ LEVEL ___ \$ Per Contract

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. _____

2. _____

COMMENTS: Rose has sub for us before
she also worked last summer

Brian Trask
ADMINISTRATOR SIGNATURE

5/15/23
DATE

Dr. Richards,

I recommend the following for 2023 summer custodial work as needed.

Dorothy Komenda
Rose Strickland
Rebecca Towndrow
Ashley Fisher
Dian Jungermann

Thank you

A handwritten signature in cursive script that reads "Brian Trask". The signature is written in black ink and is positioned below the "Thank you" text.

Brian Trask