

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
TENTATIVE  
MONDAY, OCTOBER 2, 2017  
EXEMPT SESSION  
TO DISCUSS CSE RECOMMENDATIONS  
6:30 P.M.  
BOARD OF EDUCATION MEETING  
7:00 P.M.  
UNATEGO MS/SR HIGH SCHOOL  
ROOM #93**

**1. ROUTINE MATTERS**

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Pledge
- 1.4 Approve regular board meeting minutes of September 25, 2017
- 1.5 Adopt Agenda

**2. PUBLIC COMMENT**

**3. PRESENTATIONS**

- 3.1 LINKS – Kim Trask
- 3.2 Guidance Presentation
- 3.3 Administrator’s Report
- 3.4 Superintendent’s Report – Dr. David Richards

**4. ADMINISTRATIVE ACTION**

- 4.1 Policy School Food Service Program (Lunch and Breakfast) (second reading)
- 4.2 Approve CSE recommendations (10.2.17 G1)
- 4.3 Approve 2017-2018 LINKS Plan (10.2.17 G2)
- 4.4 Surplus leftover food from Family and Consumer Science class (10.2.17 G3)
- 4.5 Approve teachers to monitor the Academic Eligibility Program for the 2017-2018 school year (10.2.17 C1)
- 4.6 Appoint Scott Holdredge Technical Director/Scenic Artist, Cheryl Nages Orchestrator Musical and Sandra Bonczkowski Musical Director for the 2017-2018 school year (10.2.17 C2)
- 4.7 Appoint William Maynard School Bus Driver (10.2.17 UC1)

**5. PUBLIC COMMENT**

**6. ROUND TABLE DISCUSSION/QUESTIONS**

**7. EXECUTIVE SESSION (IF NECESSARY)**

**8. ADJOURN**

**Board Agenda 10.2.17  
PG: 2**

**4.2**

**10.2.17 G1**

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

**4.3**

**10.2.17 G2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does Hereby approve the LINKS Plan for 2017-2018 as presented.**

**4.4**

**10.2.17 G3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve to surplus leftover food from Family & Consumer Science classroom.**

**4.5**

**10.2.17 C1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve teachers to monitor the Academic Eligibility Program for the 2017-18 school year as presented.**

**4.6**

**10.2.17 C2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint the following Theater appointments; Scott Holdredge, Technical Director/Scenic Artist, Cheryl Nages, Orchestrator Director and Sandra Bonczkowski, Musical Director for the 2017-18 school year as presented.**

**4.7**

**10.2.17 UC1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint William Maynard, school bus driver pending fingerprinting and criminal history review, to a 52-week probationary appointment at a rate of \$14.00 per hr. effective October 12, 2017.**

**LINKS 19**  
**Integrated School Improvement Plan**  
**Plan Range 2014 - 2019**

**Unatego School District**  
**Current Plan Year: 2015-2016**

**Planning Team Members**

**LINKS Team Facilitator: Kim Trask**  
**Telephone #: 607-988-5098**  
**E-Mail Address: [ktrask@unatego.stier.org](mailto:ktrask@unatego.stier.org)**

**Name:**

**Position:**

<u>David Richards</u>	<u>Superintendent</u>
<u>Kim Trask</u>	<u>MS Special Ed Teacher</u>
<u>Jeanne Butler</u>	<u>English 11</u>
<u>Laura Wade</u>	<u>High School Counselor</u>
<u>Darlene Wong</u>	<u>Elementary Teacher</u>
<u>Anne Nelson</u>	<u>8<sup>th</sup> Grade History</u>
<u>Tracey Robinson</u>	<u>Elementary Teacher</u>
<u>Marcy Anderson</u>	<u>Elementary Teacher</u>
<u>Richard Downey</u>	<u>Community Member</u>
<u>Cathi Nardi</u>	<u>Parent Member</u>
<u>Kathy Stockert</u>	<u>Parent Member</u>
<u>Michael Carson</u>	<u>Community Member</u>
<u>Katherine Mazourek</u>	<u>Elementary Principal</u>
<u>Julie Lambiaso</u>	<u>High School Principal</u>
<u>Patti Hoyt</u>	<u>Middle School Principal</u>
<u>Marki Clair O'Rourke</u>	<u>Director of Special Programs</u>

**Superintendent's Signature:** \_\_\_\_\_

**Date: August 2-3, 2017** \_\_\_\_\_

Adopted by the Board of Education on: \_\_\_\_\_

PLANS INCLUDED IN THIS CDEP

District Name: \_\_\_\_\_

**List of Plans Included in LINKS 15 Plan**

**These plans may be included in CDEP:**

<input checked="" type="checkbox"/>	Professional Development
<input type="checkbox"/>	Local Assistance Plan (LAP)
<input type="checkbox"/>	NCLB Sub Group(s) _____
<input checked="" type="checkbox"/>	Shared Decision Making (100.11)
<input checked="" type="checkbox"/>	Academic Intervention Services
<input type="checkbox"/>	Annual Professional Performance Review (APPR)
<input type="checkbox"/>	Mentoring

**Introduction:** (What is the purpose of this plan? What process was used to develop this plan? Who was involved? How is this plan linked to other initiatives in the district?)

The purpose of the LINKS document is to develop a comprehensive plan for improving student achievement. The staff involved in developing this plan met for two days with the DCMO BOCES staff to examine student achievement data, review and update the previous LINKS document, establish priority focus areas, and discuss root causes of gaps in Development, Mentoring, Local Assistance, and Comprehensive System of Personnel Development. Information from this plan will be used as the basis for updating the narrative of the Consolidated Application for Title funds, district budget planning, policy review and building-level implementation of the LINKS plan for the 2017-2018 school year.

**Description of District:** (What is the enrollment of the district? What other demographic factors should be included in a description of the district?)

The enrollment (Approximately 850) of the Otego-Unadilla Central School District fluctuates during the school year due to a transient population. This may occur because of the district lines fall within three counties. The district has one elementary school building (K-5) and a Middle School (6-8)/High School (9-12). The student population is composed primarily of white, non-Hispanic children with a slight increase in minority students. The high rate of students receiving free or reduced lunch (55%) has increased over the past several years. Both buildings have implemented school-wide Title plans.

**Student Outcome Data:** (What does the student outcome data tell us about the district? What are areas of strength? What are areas of concern? Where are the gaps?)

We are focusing on ensuring that all students exit Unatego with a diploma suitable for the individual. We also are focusing on exceeding the NYS norms for all tests at all grade levels.

**Statement of Priority Focus Area(s):** (What are the gaps between our data and the higher standards and the graduation requirements? What is/are our priority focus area(s)?)

To continually improve the level of instruction and learning throughout the District

**Goal: To continually improve the level of instruction and learning throughout the district in order for students to graduate, college and career ready**

**Objective: Increase teacher/leader effectiveness across Math, K-12**

**Strategy: Refine essential learning outcomes, horizontally and vertically, and develop common assessments K-8**

<b>Action Step:</b>	<b>Designation:</b> Who are the collaborative partners?	<b>Timeframe and Results:</b> By when/by what evidence will progress be noted?	<b>Progress Notes (Follow up meetings):</b> emerging needs, issues, next steps		
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>		
Investigate different platforms for housing curriculum/assessment work	Committee	Fall 2017	complete	in progress	not started
Teachers will revisit the standards to identify essential skills and knowledge	K-8 teachers and Nan	Fall 2017	complete	in progress	not started
Develop quarterly common assessments	K-3, 3-5, 6-8 teachers	Monthly meetings K-5 Quarterly meetings 6-8	complete	in progress	not started
Implement, review and analyze common assessments	K-3, 3-5, 6-8 teachers	Quarterly	complete	in progress	not started

**Goal: To continually improve the level of instruction and learning throughout the district in order for students to graduate, college and career ready**

**Objective: Increase teacher/leader effectiveness in literacy instruction across the curriculum, K-12**

**Strategy: Define/refine essential reading foundational skills, K-5.**

<b>Action Step:</b>	<b>Designation:</b> Who are the collaborative partners?	<b>Timeframe and Results:</b> By when/by what evidence will progress be noted?	<b>Progress Notes (Follow up meetings):</b> emerging needs, issues, next steps
<b>Action Step:</b> Investigate current practices and define best practices for teaching foundational reading skills	<b>Designation:</b> 3-5 Faculty, Lorie, Principal	<b>Timeframe and Results:</b> By December 2017	<b>Progress Notes:</b> complete in progress not started
<b>Action Step:</b> Using data, review, analyze and refine essential reading foundational skills and essential outcomes	<b>Designation:</b> K-5 Faculty, Principal	<b>Timeframe and Results:</b> June 2018	<b>Progress Notes:</b> complete in progress not started
<b>Action Step:</b> Design assessment tools to measure progress	<b>Designation:</b> K-5 Faculty, Principal	<b>Timeframe and Results:</b> June 2018	<b>Progress Notes:</b> complete in progress not started
<b>Action Step:</b> Identify common instructional strategies and resources	<b>Designation:</b> K-5 Faculty, Principal	<b>Timeframe and Results:</b> June 2018	<b>Progress Notes:</b> complete in progress not started
<b>Action Step:</b> Grades 2 and 3 will collaborate around Skills Strand lesson language so 3 <sup>rd</sup> grade teachers use common instructional language	<b>Designation:</b> 2-3 Faculty, Principal	<b>Timeframe and Results:</b> Fall 2017	<b>Progress Notes:</b> complete in progress not started
<b>Action Step:</b> Support K-8 teacher attendance at Pathways 2 and 3 workshops at BOCES	<b>Designation:</b> K-5, 6-8 Faculty, Principals	<b>Timeframe and Results:</b> Spring 2018	<b>Progress Notes:</b> complete in progress not started

**Goal: To continually improve the level of instruction and learning throughout the district in order for students to graduate college and career ready**

**Objective: Increase the number of students who are meeting the college and career readiness standards by 5% per year**

**Strategy: Improve student achievement in Math district wide**

<b>Action Step:</b>	<b>Designation:</b> Who are the collaborative partners?	<b>Timeframe and Results:</b> By when/by what evidence will progress be noted?	<b>Progress Notes (Follow up meetings):</b> emerging needs, issues, next steps
<b>Action Step:</b> Mind set and math presentations for grades 3, 6, and 9	<b>Designation:</b> BOCES	<b>Timeframe and Results:</b> Fall 2017	<b>Progress Notes:</b> complete in progress not started
<b>Action Step:</b> Continue Math Labs in 7 <sup>th</sup> and 8 <sup>th</sup> grades and investigate developing them at other levels	<b>Designation:</b> Cabinet	<b>Timeframe and Results:</b> 2017-2018 School Year	<b>Progress Notes:</b> complete in progress not started
<b>Action Step:</b> Continue afterschool academic assistance program with transportation door to door, K-12	<b>Designation:</b> Cabinet	<b>Timeframe and Results:</b> Start October 2017	<b>Progress Notes:</b> complete in progress not started



**Goal: To continually improve the level of instruction and learning throughout the district in order for students to graduate college and career ready**

**Objective: Minimize the effects of ACEs (Adverse Childhood Experiences) on student learning**

**Strategy: Cultivate a positive learning community**

<b>Action Step:</b>	<b>Designation:</b> Who are the collaborative partners?	<b>Timeframe and Results:</b> By when/by what evidence will progress be noted?	<b>Progress Notes (Follow up meetings):</b> emerging needs, issues, next steps
			<b>Progress Notes:</b>
Continue to educate staff about adverse childhood experiences (ACEs) and learning	Counselors, Principals	Fall 2017	complete in progress not started
			<b>Progress Notes:</b>
Designate lifelines for students, as needed	Building Principals	2017-18 School Year	complete in progress not started
			<b>Progress Notes:</b>
Continue PBIS for K-8	K-8 Staff	2017-18 School Year	complete in progress not started
			<b>Progress Notes:</b>
Gather and analyze data for attendance to determine patterns	LINKS team	Starting in October 2017	complete in progress not started

**Goal: To continually improve the level of instruction and learning throughout the district in order for students to graduate college and career ready**

**Objective: To create a culture of collective responsibility**

**Strategy: To develop collaboration teams**

<b>Action Step:</b>	<b>Designation:</b> Who are the collaborative partners?	<b>Timeframe and Results:</b> By when/by what evidence will progress be noted?	<b>Progress Notes (Follow up meetings):</b> emerging needs, issues, next steps
			<b>Progress Notes:</b>
<b>Action Step:</b> As a LINKS team, learn about collaboration teams	<b>Designation:</b> LINKS	<b>Timeframe and Results:</b> Fall 2017	complete in progress not started
<b>Action Step:</b> Interact with schools that have effective collaboration teams	<b>Designation:</b> LINKS	<b>Timeframe and Results:</b> By January 2018	complete in progress not started
<b>Action Step:</b> Identify strengths, gaps, and barriers/obstacles	<b>Designation:</b> LINKS	<b>Timeframe and Results:</b> Spring 2018	complete in progress not started
<b>Action Step:</b> Develop strategies to use strengths, fill gaps and overcome barriers/obstacles	<b>Designation:</b> LINKS	<b>Timeframe and Results:</b> Spring 2018	complete in progress not started
<b>Action Step:</b> Develop a collaboration plan to implement in the 2018-19 school year	<b>Designation:</b> LINKS	<b>Timeframe and Results:</b> June 2018	complete in progress not started



TO: Dr. David Richards, Superintendent  
FROM: Patricia Hoyt, Middle School Principal  
DATE: September 27, 2017  
SUBJECT: FACS – food

As we are not running any foods classes in the Family and Consumer Science classroom this year, I would like to surplus any leftover food from last year.

TO: Dr. David Richards, Superintendent

FROM: Patricia Hoyt, Middle School Principal 

DATE: September 29, 2017

RE: Academic Eligibility Program

I would like to recommend the following teachers to monitor the Academic Eligibility Program for Middle and High School:

Jessica Strauss

Karen Alvin

Anne Nelson

Lori Keyser

Sara Ingalls

Kim Trask

Deb Davis

Val Sobers

Ted Diorio

Toby Centerwall

Prudence Danforth

Shannon Adams

John Collins

Ryan Brosi

Linda Staiber

Laura Wade

Jeanne Butler

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal 

Date: September 27, 2017

Re: Recommendation

I am recommending the following appointments for the 2017-18 school year:

Scott Holdredge Technical Director/Scenic Artist,

Cheryl Nages Orchestrator Director and

Sandra Bonczkowski Musical Director

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: William Maynard

POSITION: Bus Driver

REPLACES: \_\_\_\_\_

EFFECTIVE DATE: Oct 12<sup>th</sup> 2017

EDUCATION LEVEL: MS

YEARS OF EXPERIENCE: \_\_\_\_\_

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ \_\_\_\_\_

CERTIFICATION: \_\_\_\_\_

COLLEGE: SI

REFERENCES CONTACTED:

1. Bill Diamond

2. Linda Maynard

COMMENTS: Pending Certification  
Retiring teacher

Brian Trask  
ADMINISTRATOR SIGNATURE

9/29/2017  
DATE