

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
MONDAY, OCTOBER 4, 2021
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**

1. ROUTINE MATTERS

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Exempt Session
- 1.4 Return to Open Session
- 1.5 Roll Call
- 1.6 Pledge
- 1.7 Approve regular board meeting minutes of September 20, 2021
- 1.8 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

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

4. ADMINISTRATIVE ACTION

- 4.1 Approve CSE Recommendations (10.4.21 G1)
- 4.2 Approve 2021-2022 LINKS Plan (10.4.21 G2)
- 4.3 Approve surplus of football equipment (10.4.21 G3)
- 4.4 Approve Corrective Action Plan (OSC Website Transparency Audit) (10.4.21 G4)
- 4.5 Approve Special District Meeting for Bus Proposition December 6, 2021 (10.4.21 G5)
- 4.6 Appoint Deb Nolan as a mentor for the 2021-2022 school year (10.4.21 C1)
- 4.7 Approve Marian Wilson’s permanent appointment (10.4.21 UC1)
- 4.8 Appoint Amy Anderson returning substitute bus driver for the 2021-2022 school year (10.4.21 UC2)
- 4.9 Appoint Kathy Stanton as a substitute food service helper for the 2021-2022 school year (10.4.21 UC3)
- 4.10 Appoint Lasca Mazzone as a substitute food service helper for the 2021-2022 school year (10.4.21 UC4)
- 4.11 Appoint Tisha Degner as a substitute food service helper for the 2021-2022 school year (10.4.21 UC5)
- 4.12 Appoint Madison Lapp as a substitute aide for the 2021-2022 school year (10.4.21 UC6)
- 4.13 Appoint William Almon as a substitute bus driver for the 2021-2022 school year (10.4.21 UC7)

Board Agenda 10.4.21

PG: 2

- 4.14 Appoint Danielle Whitaker cook-manager (10.4.21 UC8)**
- 4.15 Appoint Richard Cooley bus driver in training (10.4.21 UC9)**

5. PUBLIC COMMENT

6. ROUND TABLE DISCUSSION/QUESTIONS

7. EXECUTIVE SESSION (IF NECESSARY)

Upon a majority vote of its total membership, taken in open meeting pursuant to a motion identifying the general area of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- A. matters which may imperil the public safety if disclosed;**
- B. any matter which may disclose the identity of a law enforcement agent or informer;**
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;**
- D. discussions regarding proposed, pending or current litigation;**
- E. collective negotiations pursuant to article fourteen of the civil service law;**
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;**
- G. the preparation, grading or administration of examination; and**
- H. the proposed acquisition, sale or lease of real property or the proposed Acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;**
- I. any matter made confidential by federal or state law.**

8. ADJOURN

Board Agenda 10.4.21

PG: 3

4.1

10.4.21 G1

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

4.2

10.4.21 G2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the LINKS Plan for 2021-2022 as presented.

4.3

10.4.21 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the surplus of a piece of football equipment (two man blocking sled) as presented.

4.4

10.4.21 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Corrective Action Plan (OSC Website Transparency Audit) as presented.

4.5

10.4.21 G5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Special District Meeting Notice for the December 7, 2021 bus leasing proposition as presented.

NOTICE OF SPECIAL DISTRICT MEETING

**Otego-Unadilla Central School District,
Otsego and Delaware Counties, New York**

The Board of Education of Otego-Unadilla Central School District, Otsego and Delaware Counties, New York, **HEREBY GIVES NOTICE** that a Special District Meeting of the qualified voters of said School District will be held at the Middle/Senior High School in Otego, New York, in said School District, on the 6th day of December 2021, at 12:00 o'clock noon, prevailing time, for the purpose of voting by paper ballot upon the proposition hereinafter set forth, polls for the purpose of voting will be kept open between the hours of 12:00 o'clock noon and 8:00 o'clock pm, prevailing time.

RESOLVED that pursuant to Chapter 472 of the Session Laws of 1998, the Board of Education of the Otego-Unadilla Central School District is hereby authorized to lease and expend therefore, including costs incidental thereto and the financing thereof, an amount not to exceed the estimated maximum cost of ninety-five thousand dollars (\$95,000) per year, and for a term not to exceed five (5) years, the following motor vehicles: three (3) large school buses and one (1) medium school bus.

And, that such sum, or so much thereof as may be necessary, shall be raised by the levy of a tax collected in annual installments; and that in anticipation of such tax, obligations of the District shall be issued.

4.6

10.4.21 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Deb Nolan (trained mentor) as a mentor for Autumn Draper for the 2021-2022 school year as presented.

Board Agenda 10.4.21

PG: 4

4.7

10.4.21 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Marian Wilson's permanent appointment as a bus aide, effective October 8, 2021 as presented.

4.8

10.4.21 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amy Anderson as a returning substitute bus driver for the 2021-2022 school year, effective September 1, 2021 as presented.

4.9

10.4.21 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kathy Stanton as a substitute food service helper for the 2021-2022 school year, effective October 5, 2021 as presented.

4.10

10.4.21 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Lasca Mazzone as a substitute food service helper for the 2021-2022 school year, effective October 5, 2021 as presented.

4.11

10.4.21 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Tisha Degner as a substitute food service helper for the 2021-2022 school year, effective October 5, 2021 as presented.

4.12

10.4.21 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Madison Lapp as a substitute aide for the 2021-2022 school year, effective October 5, 2021 as presented.

4.13

10.4.21 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint William Almon as a substitute bus driver for the 2021-2022 school year, effective October 5, 2021 as presented.

4.14

10.4.21 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Danielle Whitaker to a 52-week probationary appointment as cook-manager, effective October 5, 2021, salary per contract as presented.

Board Agenda 10.4.21

PG: 5

4.15

10.4.21 UC9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Richard Cooley bus driver in training, effective October 5, 2021, at a rate of \$17.80 per/hr.

**LINKS 23
Integrated School Improvement Plan
Plan Range**

**Unatego School District
Current Plan Year: 2021-2022**

Planning Team Members

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

<u>Name:</u>	<u>Position:</u>
<u>David Richards</u>	<u>Superintendent</u>
<u>Kim Trask</u>	<u>Special Ed Teacher</u>
<u>Jeanne Butler</u>	<u>English 11</u>
<u>Anne Nelson</u>	<u>MS History Teacher</u>
<u>Tracey Robinson</u>	<u>Elementary Teacher</u>
<u>Katie James</u>	<u>Elementary Teacher</u>
<u>Amanda Kane</u>	<u>MS Counselor</u>
<u>Katherine Mazourek</u>	<u>Director of Special Programs</u>
<u>Julie Lambiaso</u>	<u>High School Principal</u>
<u>Tim Simonds</u>	<u>Middle School Principal</u>
<u>Mike Snider</u>	<u>Elementary Principal</u>

Superintendent's Signature: _____

Date: October 4, 2021

Adopted by the Board of Education on: _____

PLANS INCLUDED IN THIS CDEP

District Name: Unatego CSD

List of Plans Included in LINKS 23 Plan	
These plans may be included in CDEP:	
X	Professional Development
	Local Assistance Plan (LAP)
	NCLB Sub Group(s) _____
X	Shared Decision Making (100.11)
X	Academic Intervention Services
	Annual Professional Performance Review (APPR)
	Mentoring

Introduction:

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 2021-2022 school year.

Description of District:

The PreK-12 enrollment (Approximately 730) of the Otego-Unadilla Central School District fluctuates during the school year due to a transient population. This may occur because 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 and this year the District is once again providing no-cost breakfast and lunch to all students under CEP.

Student Outcome Data:

We are focusing on ensuring that all students exit Unatego with the highest level 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):

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

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

Objective: Increase student access to college and career information and experiences

Strategy: Use the Career Destinations Program to provide students with enriching experiences

Action Step:	Designation: Who are the collaborative partners?	Timeframe and Results: By when/by what evidence will progress be noted?	Progress Notes (Follow up meetings): emerging needs, issues, next steps
Action Step:	Designation:	Timeframe and Results:	Progress Notes:
Revise Community Service form to meet Service Learning requirements	CD Team	2021-2022 School Year	complete in progress not started
Action Step:	Designation:	Timeframe and Results:	Progress Notes:
All students in grades 9-12 will visit a worksite each school year	CD Team	2021-2022 School Year	complete in progress not started
Action Step:	Designation:	Timeframe and Results:	Progress Notes:
All students will complete an Employability profile before graduation	Career Destinations Coordinator	2021-2022 School Year	complete in progress not started
Action Step:	Designation:	Timeframe and Results:	Progress Notes:
Investigate internship/College Credit options for students at local businesses	CD Team	2021-2022 School Year	complete in progress not started
Action Step:	Designation:	Timeframe and Results:	Progress Notes:
Investigate Senior Seminar for students in grade 12 to prepare for their first year out of high school	CD Team	2021-2022 School Year	complete in progress not started

Goal: To continually improve the level of instruction, learning, and citizenship 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 skills, K-5.

Action Step:	Designation: Who are the collaborative partners?	Timeframe and Results: By when/by what evidence will progress be noted?	Progress Notes (Follow up meetings): emerging needs, issues, next steps
Action Step:	Designation:	Timeframe and Results:	Progress Notes:
Continue to investigate current practices and define best practices for teaching and remediating reading skills by analyzing classroom data and sharing professional development during staff/team meetings	K-5	2021-22 School Year	complete in progress not started
Action Step:	Designation:	Timeframe and Results:	Progress Notes:
Use data from MTSS meetings to review, analyze, and refine essential reading skills and essential outcomes	K-5	2021-22 School Year	complete in progress not started
Action Step:	Designation:	Timeframe and Results:	Progress Notes:
LETRS training for grades K-1 (Cohort 1)	K-1 Teachers	2021-2022 School Year	complete in progress not started

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

Objective: Increase the number of math students who are achieving proficiency on math assessments by 5%.

Strategy: Improve student achievement in Math district wide

Action Step:	Designation: Who are the collaborative partners?	Timeframe and Results: By when/by what evidence will progress be noted?	Progress Notes (Follow up meetings): emerging needs, issues, next steps
Action Step: Measure and report on the impact of IXL at the middle school level	Designation: MS Principal	Timeframe and Results: October, February and June 2021-2022 School Year	Progress Notes: complete in progress not started
Action Step: Continue after school academic assistance program with transportation door to door, Grades 2-12	Designation: Cabinet	Timeframe and Results: 2021-22 School Year	Progress Notes: complete in progress not started
Action Step: Implement FastBridge (FAST) assessments at the elementary school	Designation: K-5 Staff	Timeframe and Results: 2021-22 School Year	Progress Notes: complete in progress not started

Goal: Cultivate a "Culture of Care" that nurtures and sustains environments that are healthy, safe, and conducive to learning and working.

Objective: Increase participation in the implementation of SEL strategies with students and staff

Strategy: Cultivate a positive learning community

Action Step:	Designation: Who are the collaborative partners?	Timeframe and Results: By when/by what evidence will progress be noted?	Progress Notes (Follow up meetings): emerging needs, issues, next steps
Action Step: Identify and use effective strategies to address the effects of ACEs	Designation: Pre K-12 Staff	Timeframe and Results: 2021-2022 School Year	Progress Notes: complete in progress not started
Action Step: Collect data to ensure that students feel connected to school using developmentally appropriate strategies by building	Designation: Pre K-12 Staff	Timeframe and Results: 2021-2022 School Year	Progress Notes: complete in progress not started
Action Step: Implement SEL, including class meetings, and OLWEUS strategies	Designation: Pre K-5	Timeframe and Results: 2021-2022 School Year	Progress Notes: complete in progress not started
Action Step: Implement SEL in the classroom by designing a 10 week personal development course and broadening SEL standards throughout the school curriculum	Designation: Grade 6-8	Timeframe and Results: 2021-2022 School Year	Progress Notes: complete in progress not started
Action Step: Gather and analyze data for attendance to determine patterns	Designation: Administration and Student Services	Timeframe and Results: 2021-2021 School Year	Progress Notes: complete in progress not started
Action Step: Investigate speakers for staff and students on diversity	Designation: High School Staff and Students	Timeframe and Results: 2021-2022 School Year	Progress Notes: complete in progress not started
Action Step: Create a library of books on diversity and inclusion that staff can borrow	Designation: Principals	Timeframe and Results: 2021-2022 School Year	Progress Notes: complete in progress not started
Action Step: Weekly Tier 1 Community Building Circles in high school classrooms	Designation: RP Implementation Team and interested teachers	Timeframe and Results: 2021-2022 School Year	Progress Notes: complete in progress not started
Action Step: Tier 2 Circles to resolve high school issues and repair relationships	Designation: RP Implementation Team and interested teachers	Timeframe and Results: 2021-2022 School Year	Progress Notes: complete in progress not started
Action Step: Incorporate wellness into our professional development/lives	Designation: Professional development committee	Timeframe and Results: 2020-2021 School Year	Progress Notes: complete in progress not started

Unatego Central School

PO BOX 483
2641 STATE HIGHWAY 7
OTEGO, NEW YORK 13825-9795
www.unatego.org
FAX (607) 988 -1039

Dr. David S. Richards
Superintendent of Schools
(607) 988 -5038

Patricia Loker
Business Manager
(607) 988-5038

September 29, 2021

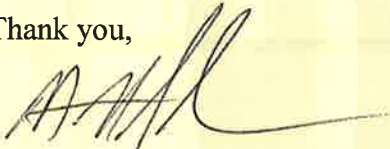
Dr. David Richards
Unatego Central School
2641 St. Hwy 7
Otego, NY 13825

Dear Dr. Richards,

I would like to surplus the following item that is no longer in use by the school district.
A 2 man blocking sled, the UYSA would like to have this item to use with the pee-wee
football program.

Please let me know if you have any questions.

Thank you,



Matthew J. Hafele

Unatego Central School District

Unatego, NY 13825

MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager *PL*

Date: September 30, 2021

Re: OSC Audit on Website Transparency approval of Corrective Action Plan

Attached is the Corrective Action Plan (CAP) that we prepared in response to the Comptroller's audit on our website transparency.

This CAP has already been uploaded to the NYSED portal and provided to the Comptroller's office.

However, we still need to upload the Board approval of the CAP.

I recommend that the Board of Education approve this Corrective Action Plan.

Audit Name: Otego-Unadilla Central School: School District Website

Report Date: January 2021

Key Findings: District officials maintained a website, but all required financial information was not posted, resulting in a lack of transparency. Information that was posted was limited in comprehensiveness. This prevents taxpayers and other interested parties from readily accessing and reviewing documents to make informed decisions. Officials did not post the:

- Final annual budget.
- Comprehensive appended property tax report card.
- Budget-to-actual results in an easily accessible location.
- Corrective action plan (CAP) in an easily accessible location and include a specific individual responsible for corrective actions per audit recommendations

Recommendations:

District officials should:

- Post the final annual budget, a comprehensive appended property tax report card and a multiyear financial plan to the District website.
- Provide further transparency by posting budget-to-actual results in a location easy to access.
- Post CAP to the website in a transparent location and specify who is responsible

Implementation Actions:

We have implemented these recommendations.

1. We have posted the final 2020-2021 School Year Budget on our website.
2. We have posted the Comprehensive Appended Property Tax Report Card on our website.
3. We have not posted a multi-year financial plan to the website because it has not been board approved. In the future when the multi-year financial plan is updated, it will be board approved and posted on the website at that time.
4. We are in the process of providing copies of budget to actual results in a location that will be easily accessible. We will continue to provide monthly updates on budget to actual results in the same location.
5. We have posted the 2019 Audit and Corrective Action Plan in an easily accessible location with information as to the specific individual responsible for corrective actions per audit recommendations.

Implementation Date: Effective January 2021

Person responsible for Implementation: Dr. David S. Richards, Superintendent of Schools

Sheila Nolan

From: Tim Simonds
Sent: Tuesday, September 21, 2021 3:27 PM
To: David Richards; Sheila Nolan
Cc: Julie Lambiaso
Subject: Good News!

Deb Nolan has agreed to mentor Autumn Draper. If any of you do find a copy of a mentor manual, that would be helpful.

Have a great night.

Tim Simonds
Middle School Principal/
District Data Coordinator
Unatego Central Schools

Unatego Central School

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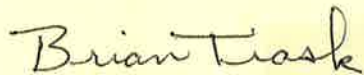
To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Transportation Director

Date: October 1, 2021

I am recommending Marian Wilson, permanent appointment as a bus aide, effective October 8, 2021.

Thank you,



Brian Trask
Transportation Director

Unatego Central School

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FAX (607) 988 -1039

Dr. David S. Richards
Superintendent of Schools
(607) 988 -5038

Patricia Loker
Business Manager
(607) 988-5038

October 1, 2021

Approve the following returning non-teaching substitute for the 2021-2022 school year:

Amy Anderson (Bus Driver)

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Kathy Stanton

POSITION: Substitute - Food Service

REPLACES: _____

EFFECTIVE DATE: A.S.A.P.

EDUCATION LEVEL: Ged

YEARS OF EXPERIENCE: 10

SALARY: STEP ___ LEVEL ___ \$ _____

CERTIFICATION: _____

COLLEGE: _____

- REFERENCES CONTACTED:
1. Bonnie Snyder - Price Chopper
 2. Brittany Youngs

COMMENTS: Works @ Price Chopper - present
Always on time. Gets along with
everyone. Good worker

Luei Hopps
ADMINISTRATOR SIGNATURE

9/28/21
DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Lasca Mazzone

POSITION: Substitute- Kitchen-FSH

REPLACES: N/A

EFFECTIVE DATE: 10/5/21

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: _____

SALARY: STEP _____ LEVEL _____ \$ _____

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. _____

2. _____

COMMENTS: Lasca is retired from the District
She's willing to sub in kitchen
- Works @ Treats & Eats at Sidney Golf Course.

Luci Hayes
ADMINISTRATOR SIGNATURE

9/30/21
DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Tisha Degner

POSITION: Substitute - Kitchen - FSH

REPLACES: N/A

EFFECTIVE DATE: 10/5/21

EDUCATION LEVEL: Graduate + ongoing college

YEARS OF EXPERIENCE: 20

SALARY: STEP _____ LEVEL _____ \$ _____

CERTIFICATION: Nme

COLLEGE: Ashworth College

REFERENCES CONTACTED:

1. Tammy Jones
2. Debbie Schneider

COMMENTS: Highly recommend for her work w/ disabled children @ Springbrook

Suei Hoff
ADMINISTRATOR SIGNATURE

9/30/21
DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Madison Lapp

POSITION: Elementary School - Substitute Aide

REPLACES: substitute position

EFFECTIVE DATE: October 5, 2021

EDUCATION LEVEL: Unatego CSD graduate

YEARS OF EXPERIENCE: 0

SALARY: STEP LEVEL \$ per District

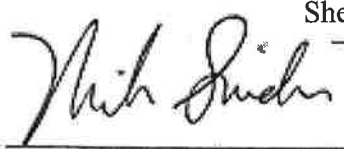
CERTIFICATION: none

COLLEGE: none

REFERENCES CONTACTED:

1. Kelly DeMorier
2. Crystal Nordberg

COMMENTS: Madison would be a great substitute aide. She works well
with kids. She is very reliable and dependable.
She would do a great job at the elementary school.



ADMINISTRATOR SIGNATURE

10-1-21

DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: William Almon

POSITION: Sub-Bus DRIVER

REPLACES: _____

EFFECTIVE DATE: 10/5/2021

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: _____

SALARY: STEP ___ LEVEL ___ \$ _____

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. Catharine Davis

2. Steve Robinson

COMMENTS: _____


Brian Trask
ADMINISTRATOR SIGNATURE

10/1/2021
DATE

To: Dr. David Richards, Board of Education
From: Luci Hopps Cook/Manager, DCMO BOCES
Re: Cook/Manager
Date: 9/30/2021

I would like to recommend Danielle Whitaker for the Cook/Manager position. Danielle works as a Food service helper now. She has been the substitute for the cook/manager position various times. I feel she is qualified to do this job. Effective as of October 5th, 2021.

Thank You,


Luci Hopps

Cook/Manager, DCMO BOCES

(607)988-5035

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Richard Cooley

POSITION: Bus Driver - Training

REPLACES: _____

EFFECTIVE DATE: 10/5/2021

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: _____

SALARY: STEP ___ LEVEL ___ \$ _____

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. Marilyn Bush
2. Brian Champlin

COMMENTS: Richard has his permit and
ready to start training

Brian Trask
ADMINISTRATOR SIGNATURE

9/30/2021
DATE