

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
MONDAY, OCTOBER 5, 2020  
EXEMPT SESSION  
TO DISCUSS CSE RECOMMENDATIONS  
BOARD OF EDUCATION MEETING  
6:30 P.M.  
CALLED TO ORDER  
7:00 P.M.  
UNATEGO MS/SR HIGH SCHOOL  
ROOM #93/ZOOM**

**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 21, 2020
- 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
- 3.4 Committee Reports - None

**4. ADMINISTRATIVE ACTION**

- 4.1 Approve Emergency Repair Project (10.5.20 G1)
- 4.2 Approve consult with the District’s architect (10.5.20 G2)
- 4.3 Approve CSE Recommendations (10.5.20 G3)
- 4.4 Approve 2020-2021 LINKS Plan (10.5.20 G4)
- 4.5 Approve the closing of inactive Student Accounts (10.5.20 G5)
- 4.6 Approve non-resident student for the 2020-2021 school year (10.5.20 G6)
- 4.7 Approve Surplus of vehicle and snow plow (10.5.20 G7)
- 4.8 Accept Deanna Effner resignation as bus aide (10.5.20 UC1)
- 4.9 Appoint Marion Wilson as bus aide (10.5.20 UC2)
- 4.10 Accept Lasca Mazzone resignation for the purpose to retire as a cleaner (10.5.20 UC 3)
- 4.11 Appoint Courtenay O’Hara substitute teacher for the 2020-21 school year (10.5.20 C1)

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 10.5.20  
PG: 3**

**4.1  
10.5.20 G1**

**RESOLVED: RESOLUTION DECLARING AND APPROPRIATION AN EMERGENCY REPAIR PROJECT**

**WHEREAS, the sandstone parapet on the elementary school building has suffered damage from the intrusion of water and ice into the sandstone, and**

**WHEREAS, chunks of sandstone have fallen from the parapet making pedestrians unsafe and rendering a portion of the parking area unusable, and**

**WHEREAS, the District's architect has opined that the degradation of the sandstone structure will continue unless action is taken to stabilize and preserve the parapet.**

**WHEREAS, pursuant to NYS General Municipal Law 103(4) the Board of Education of Unatego Central School District (the "District") in consideration of the opinion of architect Delta Engineers, Architects, & Surveyors regarding their recommendation for the immediate stabilization, preservation and repair of the parapet because building entry and exiting and use of portions of the parking area are impaired by the existing conditions constituting a safety issue; declares the work on the parapet an emergency project;**

**WHEREAS, the work shall include repair and reversible stabilization, and preservation of an historic structure until such time as it can be restored as near as possible to its original design, and**

**WHEREAS, the emergency project is essential for the protection of the health and safety of the students and staff and for the protection of the District's property; and**

**WHEREAS, the District is the lead agency with regard to the proposed project under the provisions of SEQRA.**

**NOW THEREFORE BE IT RESOLVED as follows:**

- 1. The District declares that the reconstruction of the front and rear entries is a SEQR Type II Action requiring no further review.**
- 2. The District hereby finds the repair and reversible stabilization and preservation of the parapet as essential for the protection of the health and safety of the students and staff and for protection of the District's property, requires immediate action which cannot await competitive bidding and hereby declares the project to be an ordinary contingent expense (hereinafter "Project") and authorizes an Emergency expenditure of an amount not to exceed \$120,000 to remedy the existing conditions.**

**Board Agenda 10.5.20**

**PG: 4**

- 3. The Superintendent and all officers and employees of the District are hereby authorized and directed to take all steps reasonably necessary or appropriate to complete the Project and to carry out the intent of this Resolution and to apply for any eligible state building aid or any fiscal relief of any kind from the State.**
- 4. The District shall repay the monies expended from the repair reserve fund in accordance with New York General Municipal Law 6-d.**
- 5. This Resolution shall take effect immediately.**

**4.2**

**10.5.20 G2**

**RESOLVED: The Board of Education hereby directs the Superintendent to consult with the District's architect to determine a plan of action for consideration in a future capital project to restore the elementary school parapet to its original historic design following the repair and stabilization of the structure.**

**4.3**

**10.5.20 G3**

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

**4.4**

**10.5.20 G4**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the LINKS Plan for 2020-2021 as presented.**

**4.5**

**10.5.20 G5**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve closing of inactive Student Accounts as presented.**

**4.6**

**10.5.20 G6**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Hunter O'Hara (1<sup>st</sup> Grade) as a non-resident student for the 2020-2021 school year as presented.**

**4.7**

**10.5.20 G7**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve surplus of Bus #96 (1995 Suburban) and a Western snow plow that is attached to the Suburban as presented.**

**Board Agenda 10.5.20**

**PG: 5**

**4.8**

**10.5.20 UC1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept the resignation of Deanna Effner as a bus aide, effective October 7, 2020 as presented.**

**4.9**

**10.5.20 UC2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Marion Wilson to a 52-week probationary appointment as bus aide, effective October 8, 2020 and ending October 8, 2021 at a rate of \$11.80 per/hr. as presented (replaces, Deanna Effner).**

**4.10**

**10.5.20 UC3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept the resignation of Lasca Mazzone for the purpose to retire as a cleaner, effective December 31, 2020 as presented.**

**4.11**

**10.5.20 C1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Courtenay O'Hara as a substitute teacher for the 2020-21 school year as presented.**

## **RESOLUTION DECLARING AND APPROPRIATION AN EMERGENCY REPAIR PROJECT**

**WHEREAS**, the sandstone parapet on the elementary school building has suffered damage from the intrusion of water and ice into the sandstone, and

**WHEREAS**, chunks of sandstone have fallen from the parapet making pedestrians unsafe and rendering a portion of the parking area unusable, and

**WHEREAS**, the District's architect has opined that the degradation of the sandstone structure will continue unless action is taken to stabilize and preserve the parapet.

**WHEREAS**, pursuant to NYS General Municipal Law 103(4) the Board of Education of Unatego Central School District (the "District") in consideration of the opinion of architect Delta Engineers, Architects, & Surveyors regarding their recommendation for the immediate stabilization, preservation and repair of the parapet because building entry and exiting and use of portions of the parking area are impaired by the existing conditions constituting a safety issue; declares the work on the parapet an emergency project;

**WHEREAS**, the work shall include repair and reversible stabilization, and preservation of an historic structure until such time as it can be restored as near as possible to its original design, and

**WHEREAS**, the emergency project is essential for the protection of the health and safety of the students and staff and for the protection of the District's property; and

**WHEREAS**, the District is the lead agency with regard to the proposed project under the provisions of SEQRA.

**NOW THEREFORE BE IT RESOLVED** as follows:

1. The District declares that the reconstruction of the front and rear entries is a SEQR Type II Action requiring no further review.
2. The District hereby finds the repair and reversible stabilization and preservation of the parapet as essential for the protection of the health and safety of the students and staff and for protection of the District's property, requires immediate action which cannot await competitive bidding and hereby declares the project to be an ordinary contingent expense (hereinafter "Project") and authorizes an Emergency expenditure of an amount not to exceed \$120,000 to remedy the existing conditions.
3. The Superintendent and all officers and employees of the District are hereby authorized and directed to take all steps reasonably necessary or appropriate to complete the Project and to carry out the intent of this Resolution and to apply for any eligible state building aid or any fiscal relief of any kind from the State.
4. The District shall repay the monies expended from the repair reserve fund in accordance with New York General Municipal Law 6-d.
5. This Resolution shall take effect immediately.

**LINKS 22  
Integrated School Improvement Plan  
Plan Range**

**Unatego School District  
Current Plan Year: 2020-2021**

**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:**

David Richards  
Kim Trask  
Jeanne Butler  
Anita Wheeler  
Anne Nelson  
Tracey Robinson  
Marcy Anderson  
Kathy Stockert  
Michael Carson  
Katherine Mazourek  
Julie Lambiaso  
Patti Hoyt  
Mike Snider

**Position:**

Superintendent  
MS Special Ed Teacher  
English 11  
High School Math  
MS History Teacher  
Elementary Teacher  
Elementary Teacher  
Parent Member  
Community Member  
Director of Special Programs  
High School Principal  
Middle School Principal  
Elementary Principal

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

**Date: August 25, 2020** \_\_\_\_\_

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

**PLANS INCLUDED IN THIS CDEP**

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

<b>List of Plans Included in LINKS 22 Plan</b>	
<b>These plans may be included in CDEP:</b>	
<b>X</b>	Professional Development
	Local Assistance Plan (LAP)
	NCLB Sub Group(s) _____
<b>X</b>	Shared Decision Making (100.11)
<b>X</b>	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 2020-2021 school year.

**Description of District:**

The 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 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):**

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**

<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>
Revamp Community Service form to become Service Learning	School Counselors	2020-2021 School Year	complete    in progress    not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
All students in grades 9-12 will visit a worksite each school year	CD Team	2020-2021 School Year	complete    in progress    not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
All students will complete an Employability profile before graduation	Career Destinations Coordinator	2020-2021 School Year	complete    in progress    not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Investigate internship/College Credit options for students at local businesses	CD Team	2020-2021 School Year	complete    in progress    not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Investigate Senior Seminar for students in grade 12 to prepare for their first year out of high school	CD Team	2020-2021 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.**

<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>
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	2020-21 School Year	complete    in progress    not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Use data to review, analyze, and refine essential reading skills and essential outcomes	K-5	2020-21 School Year	complete    in progress    not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
LETRS training for grades K-1 (Cohort 1)	K-1 Teachers	2021-2022 School Year	complete    in progress    not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Unpack the Next Gen standards	K-5 Teachers	2020-21 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 state math assessments by 5%.**

**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> Unpack Next Gen Math Standards	<b>Designation:</b> K-5 Teachers	<b>Timeframe and Results:</b> 2020-2021 School Year	<b>Progress Notes:</b> complete in progress not started
<b>Action Step:</b> Continue after school academic assistance program with transportation door to door, Grades 2-12	<b>Designation:</b> Cabinet	<b>Timeframe and Results:</b> 2020-2021 School Year	<b>Progress Notes:</b> complete in progress not started

**Goal: Cultivate an organizational culture that nurtures and sustains environments that are healthy, safe, and conducive to learning and working.**

**Objective: Use trauma-informed strategies to address 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>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Identify and use effective strategies to address the effects of ACEs	K-12 Staff	2020-2021 School Year	complete in progress not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Designate lifelines for students, as needed	Building Principals	2020-2021 School Year	complete in progress not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Implement OLWEUS and use components of PBIS K-5 as well as continue PBIS, 6-8, implementing mindfulness strategies in classrooms	K-5  6-8	2020-2021 School Year	complete in progress not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Gather and analyze data for attendance to determine patterns	Administration and Student Services	2020-2021 School Year	complete in progress not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Investigate speakers for staff and students on diversity	High School Staff	2020-2021 School Year	complete in progress not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Voluntary book study with staff, starting with the book "Just Mercy"	High School Staff	2020-2021 School Year	complete in progress not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Weekly Tier 1 Community Building Circles in high school classrooms	RP Implementation Team and interested teachers	2020-2021 School Year	complete in progress not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Tier 2 Circles to resolve high school issues and repair relationships	RP Implementation Team and interested teachers	2020-2021 School Year	complete in progress not started
<b>Action Step:</b>	<b>Designation:</b>	<b>Timeframe and Results:</b>	<b>Progress Notes:</b>
Deepen community engagement through meaningful exchanges of ideas and information	Unatego Employees	2020-2021 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: Address the needs that arise due to the COVID-19 pandemic**

**Strategy: Support the social emotional and instructional needs of students and staff**

<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> Professional development- technology (zoom, google classroom, seesaw)	<b>Designation:</b> K-12 Staff and Administration	<b>Timeframe and Results:</b> 2020-2021 School Year	<b>Progress Notes:</b> complete    in progress    not started
<b>Action Step:</b> Professional development- instructional (best practices and essential learning outcomes while social distancing)	<b>Designation:</b> K-12 Staff and Administration	<b>Timeframe and Results:</b> 2020-2021 School Year	<b>Progress Notes:</b> complete    in progress    not started
<b>Action Step:</b> Systematic plan to determine and address the social emotional well being of staff and students	<b>Designation:</b> K-12 Staff and Administration	<b>Timeframe and Results:</b> 2020-2021 School Year	<b>Progress Notes:</b> complete    in progress    not started

September 26, 2020

Unatego Junior-Senior High School  
Attn: Board of Education  
2641 State Highway 7  
Otego, NY 13825

Dear Board of Education Members:

In accordance to procedures set forth by the Board of Education in 2003 and required by our auditors, I am notifying you that five student organizations (Class of 2019, MS Language Club, Safety Patrol, Spanish Club, and Unatego Elementary Student Council) have been declared discontinued or inactive as of June 30, 2020.

- 1) **Class of 2019** used their funds to pay Abby Costello back for the INSPIRE Award at graduation leaving a balance of \$0. The account was closed on June 14, 2019.
- 2) **Safety Patrol** and **Unatego Elementary Student Council** were moved to Schedule C when the Unatego Teachers Association approved the new contract. These two organizations are no longer overseen by Student Accounts and instead are part of Trust & Agency. This change occurred at the beginning of the 2019-2020 school year. The remaining funds from each club were donated to the Unatego Elementary PTO prior to the end of the school year as documented in meeting minutes (from both organizations) and were closed (Safety Patrol was closed on June 10, 2019 and Unatego Elementary School was closed on June 25, 2019).
- 3) **MS Language Club** and **Spanish Club** were merged on September 1, 2019 when the Unatego Teachers Association approved the new contract. MS Language Club was closed, and the remaining balance was transferred to Spanish Club which was being advised by Laura Gamez-Romero.
- 4) **Spanish Club** (under advisor Laura Gamez-Romero) was financially inactive during the 2019-2020 school year and now has been declared inactive in accordance to Board of Education policy. The remaining balance of \$88.92 was transferred to Student Council Project Fund on June 30, 2020.

Sincerely,  
*Lori-Ann Harvey*  
Lori-Ann Harvey  
Student Accounts Advisor

# 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

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October 1, 2020

Dear Board of Education:

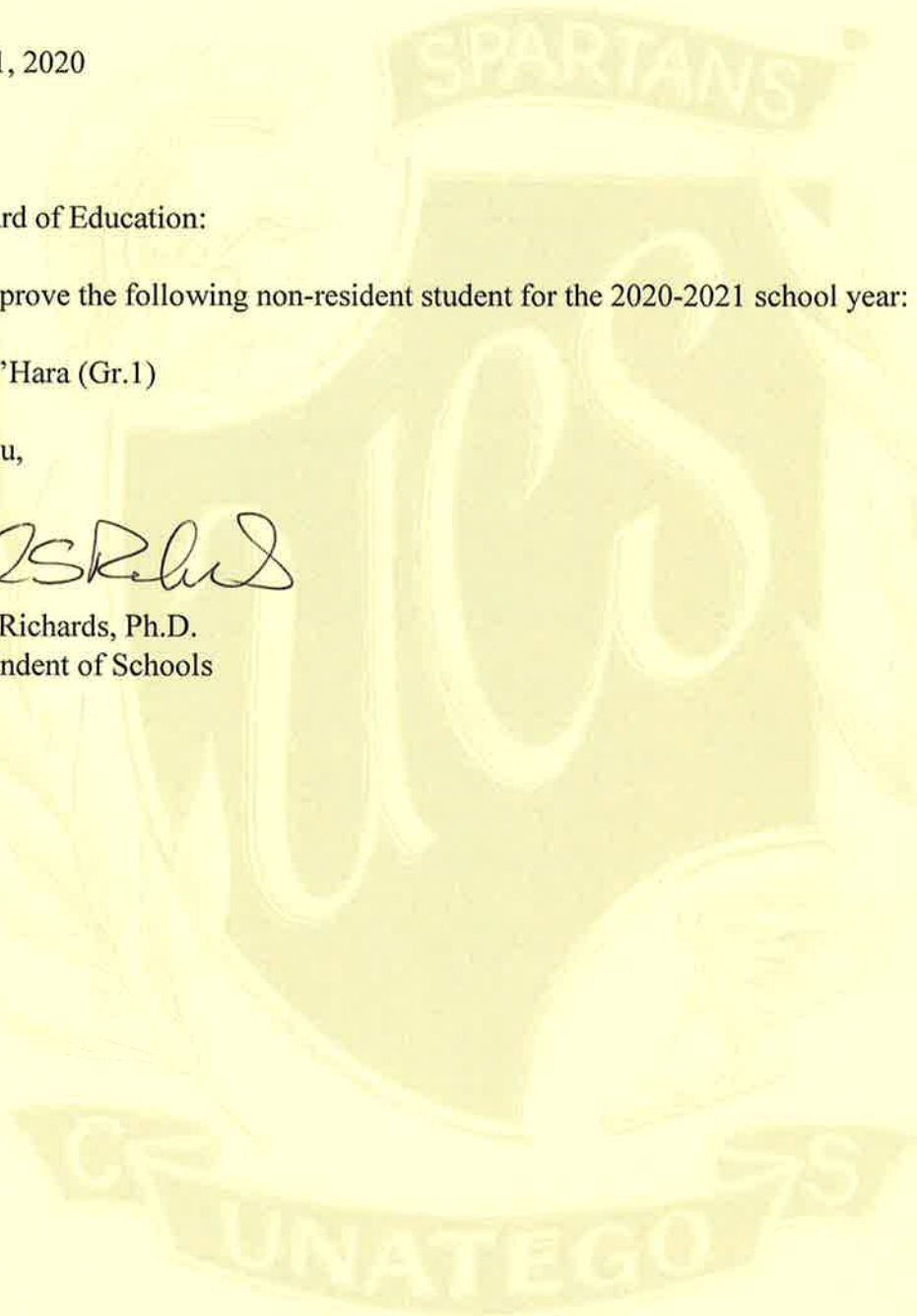
Please approve the following non-resident student for the 2020-2021 school year:

Hunter O'Hara (Gr.1)

Thank you,



David S. Richards, Ph.D.  
Superintendent of Schools





UNATEGO CENTRAL SCHOOL

2641 State Highway 7

PO Box 483

Otego, New York 13825-9795

www.unatego.org

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

Patricia Loker  
Business Manager  
(607) 988-5038

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October 1, 2020

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

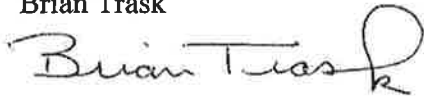
Bus # 96 – 1995 Suburban

VIN# - 1GNGK26F8SJ458177

Western Plow – Attached to the 1995 Suburban

This Suburban was used for transporting students for several years and has been used to plow the parking lot for the last 12+ year.

Brian Trask



Director of Transportation

## Sheila Nolan

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**From:** Brian Trask  
**Sent:** Wednesday, September 23, 2020 9:26 AM  
**To:** David Richards; Patti Loker; Sheila Nolan  
**Subject:** FW: Resignation

Looks like we will need to hire an aide.

**Brian Trask**  
Unatego CSD

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**From:** Deanna Effner  
**Sent:** Wednesday, September 23, 2020 9:08 AM  
**To:** Brian Trask <btrask@unatego.stier.org>  
**Subject:** Resignation

Brian,

It is with sincere regret that I must inform you that I am resigning as a bus aide as of today, 9/23/2020. My last day of work will be 10/7/2020. I have been offered a position with more pay, benefits and opportunities to grow. I would like to thank you for giving me the opportunity to work for Unatego Central School for the last year.

Thank you,

Deanna Effner.

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Marion Wilson

POSITION: Bus-Aide

REPLACES: Deanna Effner

EFFECTIVE DATE: Oct. 8 2020

EDUCATION LEVEL: \_\_\_\_\_

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

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ 11.80

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

COLLEGE: \_\_\_\_\_

REFERENCES CONTACTED:

1. \_\_\_\_\_

2. \_\_\_\_\_

COMMENTS: Marion was employed here as a bus aide prior.

Brian Trask  
ADMINISTRATOR SIGNATURE

9/29/20  
DATE

RECEIVED  
OCT 01 2020

Thursday, October 1, 2020

BY: .....

Dr. Richard's and the Unatego District,

I would like to take this time to notify the district that this letter is written with my intent to retire from my position as a cleaner, effective December 31, 2020.

I would also like to take this time to say thank you for giving me the opportunity and pleasure to work with such a special family that we call Unatego. I will miss the many friends I have made through the years.

I would also like to let you know I would be interested in becoming a sub.

Thank you,

Lasca Mazzone

A handwritten signature in cursive script that reads "Lasca Mazzone". The signature is written in black ink and is positioned below the printed name.

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: COURTENAY O'HARA

POSITION: Sub. teacher

REPLACES: N/A

EFFECTIVE DATE: 10/5/2020

EDUCATION LEVEL: B.S. CRIMINAL JUSTICE/PSYCH.

YEARS OF EXPERIENCE: 8

SALARY: STEP \_\_\_ LEVEL \_\_\_ \$ as per certified rate

CERTIFICATION: NYS INITIAL CERT. 1-6 1/2 B-2

COLLEGE: OLD DOMINION

REFERENCES CONTACTED:

1. KATHERINE MAZUREK
2. KAREN TELARICO

COMMENTS: PREVIOUSLY TENURED TEACHER AT UNATEGO - POSITION ELIMINATED



ADMINISTRATOR SIGNATURE

9/24/2020  
DATE