

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
TENTATIVE
MONDAY, OCTOBER 7, 2019
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**

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 23, 2019
- 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 (10.7.19 G1)
- 4.2 Approve 2019-2020 LINKS Plan (10.7.19 G2)
- 4.3 Appoint Joan French as substitute clerical worker for the 2019-2020 school year (10.7.19 UC1)
- 4.4 Approve Brian Knapp permanent appointment as Bus Driver-Mechanic (10.7.19 UC2)
- 4.5 Approve Ross Rogers permanent appointment as Bus Driver (10.7.19 UC3)
- 4.6 Approve Marylin Bush permanent appointment as Aide (10.7.19 UC4)
- 4.7 Approve Bret Leonard and Curtis Leonard bus drivers in training (10.7.19 UC5)
- 4.8 Approve the change of the effective start date of .8 FTE School Psychologist Jennifer Potrzeba (10.7.19 C1)
- 4.9 Appoint Lyndsie Harper substitute nurse for the 2019-2020 school year (10.7.19 C2)
- 4.10 Appoint Dorothy Rudolph substitute teacher (10.7.19 C3)
- 4.11 Appoint Sue Patrick substitute teacher (10.7.19 C4)
- 4.12 Appoint teachers to monitor the Academic Eligibility Program for the 2019-2020 school year (10.7.19 C5)

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 10.7.19

PG: 3

4.1

10.7.19 G1

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

4.2

10.7.19 G2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the LINKS Plan for 2019-2020 as presented.

4.3

10.7.19 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Joan French as substitute clerical worker for the 2019-2020 school year, effective October 3, 2019 as presented.

4.4

10.7.19 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the permanent appointment of Brian Knapp, bus driver-mechanic, effective August 26, 2019 as presented.

4.5

10.7.19 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the permanent appointment of Ross Rogers, bus driver, effective June 3, 2019 as presented.

4.6

10.7.19 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the permanent appointment of Marylin Bush, aide, effective October 9, 2019 as presented.

4.7

10.7.19 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Bret Leonard and Curtis Leonard bus drivers in training at a rate of \$14.00 per/hr as presented.

4.8

10.7.19 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the change of the effective start date of .8 FTE School Psychologist Jennifer Potrzeba from October 9, 2019 to October 1, 2019.

4.9

10.7.19 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Lyndsie Harper as substitute nurse for the 2019-2020 school year as presented.

4.10

10.7.19 C3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Dorothy Rudolph substitute teacher (5th grade ELA) to replace Karen Telarico-medical leave until further notice, effective on or about October 24, 2019 as presented.

4.11

10.7.19 C4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Sue Patrick substitute teacher (5th grade Math) to replace Darlene Wong-medical leave until further notice, effective on or about October 28, 2019 as presented.

4.12

10.7.19 C5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint the following teachers to monitor the Academic Eligibility Program for the 2019-2020 school year as presented (Middle/High School).

**LINKS 21
Integrated School Improvement Plan**

**Unatego School District
Current Plan Year: 2019-2020**

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>MS Special Ed Teacher</u>
<u>Jeanne Butler</u>	<u>English 11</u>
<u>Anita Wheeler</u>	<u>High School Math</u>
<u>Darlene Wong</u>	<u>Elementary Teacher</u>
<u>Anne Nelson</u>	<u>MS History Teacher</u>
<u>Tracey Robinson</u>	<u>Elementary Teacher</u>
<u>Marcy Anderson</u>	<u>Elementary Teacher</u>
<u>Kathy Stockert</u>	<u>Parent Member</u>
<u>Michael Carson</u>	<u>Community Member</u>
<u>Katherine Mazourek</u>	<u>Director of Special Programs</u>
<u>Julie Lambiaso</u>	<u>High School Principal</u>
<u>Patti Hoyt</u>	<u>Middle School Principal</u>
<u>Mike Snider</u>	<u>Elementary Principal</u>

Superintendent's Signature: _____

Date: August 6-7 2019 _____

Adopted by the Board of Education on: _____

PLANS INCLUDED IN THIS CDEP

District Name: _____

List of Plans Included in LINKS 21 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:

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 2019-2020 school year.

Description of District:

The enrollment (Approximately 715) 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 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

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: Revamp Community Service form to become Service Learning	Designation: School Counselors	Timeframe and Results: 2019-2020 School Year	Progress Notes: complete in progress not started
Action Step: All students in grades 9-12 will visit a worksite each school year	Designation: CD Team	Timeframe and Results: 2019-2020 School Year	Progress Notes: complete in progress not started
Action Step: All students will complete an Employability profile before graduation	Designation: Career Destinations Coordinator	Timeframe and Results: 2019-2020 School Year	Progress Notes: complete in progress not started
Action Step: Investigate internship/College Credit options for students at local businesses	Designation: CD Team	Timeframe and Results: 2019-2020 School Year	Progress Notes: complete in progress not started
Action Step: Investigate Senior Seminar for students in grade 12 to prepare for their first year out of high school	Designation: CD Team	Timeframe and Results: 2019-2020 School Year	Progress Notes: 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: 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	Designation: K-5	Timeframe and Results: 2019-20 School Year	Progress Notes: complete in progress not started
Action Step: Use data to review, analyze, and refine essential reading skills and essential outcomes	Designation: K-5	Timeframe and Results: 2019-20 School Year	Progress Notes: complete in progress not started
Action Step: LETRS training for grades K-1 (Tier 1)	Designation: K-1 Teachers	Timeframe and Results: 2019-20 School Year	Progress Notes: complete in progress not started
Action Step: Unpack the Next Gen standards	Designation: K-5 Teachers	Timeframe and Results: 2019-20 School Year	Progress Notes: 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

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:
Unpack Next Gen Math Standards	K-5 Teachers	2019-2020 School Year	complete in progress not started
Action Step:	Designation:	Timeframe and Results:	Progress Notes:
Continue afterschool academic assistance program with transportation door to door, Grades 2-12	Cabinet	2019-2020 School Year	complete in progress not started
Action Step:	Designation:	Timeframe and Results:	Progress Notes:
Data Analysis/Item Analysis with Nan	Grades 3-12 Math Teachers	Fall 2019	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

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: K-12 Staff	Timeframe and Results: 2019-2020 School Year	Progress Notes: complete in progress not started
Action Step: Designate lifelines for students, as needed	Designation: Building Principals	Timeframe and Results: 2019-2020 School Year	Progress Notes: complete in progress not started
Action Step: Continue PBIS, K-8	Designation: K-8	Timeframe and Results: 2019-2020 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: 2019-2020 School Year	Progress Notes: complete in progress not started
Action Step: Introduce Restorative Practices to high school staff and educate about the process	Designation: RP Implementation Team	Timeframe and Results: Fall 2019	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: Fall 2019	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: January 2020	Progress Notes: complete in progress not started
Action Step: Deepen community engagement through meaningful exchanges of ideas and information	Designation: Unatego Employees	Timeframe and Results: 2019-2020 School Year	Progress Notes: complete in progress not started

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Joan French

POSITION: sub clerical worker

REPLACES: N/A

EFFECTIVE DATE: 10/3/19

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: 44

SALARY: STEP _____ LEVEL _____ \$ as per sub clerical rate


CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. N/A -
2. _____

COMMENTS: _____

 10/3/19
ADMINISTRATOR SIGNATURE DATE

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

To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Transportation Director

Date: September 30, 2019

I am recommending Brian Knapp, permanent appointment as Bus Driver-Mechanic, effective August 26, 2019.

Brian Trask

UNATEGO CENTRAL SCHOOL

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2641 STATE HIGHWAY 7
UNATEGO, NEW YORK 13825-9795
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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

To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Transportation Director

Date: October 1, 2019

I am recommending Ross Rogers, permanent appointment as Bus Driver, effective June 3, 2019.

Brian Trask

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Marylin Bush

POSITION: aide (8:30 - 2:15 pm)

REPLACES: Deb Klein

EFFECTIVE DATE: October 9, 2019

EDUCATION LEVEL: 2 yrs community college

YEARS OF EXPERIENCE: 0


SALARY: STEP LEVEL \$ per contract

CERTIFICATION: law enforcement

COLLEGE: West Hill CC, Coalinga, CA

- REFERENCES CONTACTED:
1. Brian Trask
 2. Katherine Mazourek

COMMENTS: Marylin is doing an outstanding job as an aide. This
is a recommendation for a permanent appointment to replace
her probationary appointment.


ADMINISTRATOR SIGNATURE

10-04-19
DATE

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

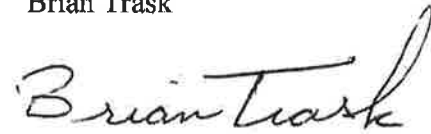
Patricia Loker
Business Manager
(607) 988-5038

October 4, 2019

I am recommending, that these drivers are appointed as drivers in training.

Bret Leonard
Curtis Leonard

Brian Trask



Director of Transportation

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Lynckie Harper

POSITION: Sub. school nurse

REPLACES: N/A

EFFECTIVE DATE: 10/3/19

EDUCATION LEVEL: BSN

YEARS OF EXPERIENCE: 1

SALARY: STEP LEVEL \$18.00/hour

CERTIFICATION: RN

COLLEGE: ST. JOHN FISHER

REFERENCES CONTACTED:

1. Ashley Molisani, School Nurse, Lyons CSD
2. HEATHER SISK, ST. JOHN FISHER

COMMENTS: INTERVIEWED WELL. CAREER goal
is to be a school nurse.
Good experience & references


ADMINISTRATOR SIGNATURE

10-3-19
DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Dorothy Rudolph

POSITION: substitute - 5th grade ELA

REPLACES: Karen Telarico - medical leave

EFFECTIVE DATE: October 24 - or earlier if Karen T goes out earlier

EDUCATION LEVEL: Masters in Education

YEARS OF EXPERIENCE: 30+

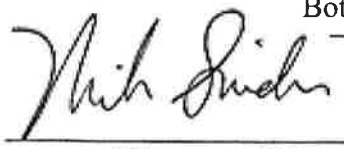
SALARY: STEP ___ LEVEL ___ \$ ___ per contract

CERTIFICATION: Grades 1-6, ESL, Speech, Administration

COLLEGE: Southampton College, Massachusetts College of Liberal Arts

- REFERENCES CONTACTED:**
1. Deb Kurtz, retired - BOCES ESL and speech coordinator
 2. Pat Scott, retired Administrator

COMMENTS: Great person and great with kids. She can work in any classroom.
Has a great personality - known her for over 15 years.
Both references recommend her without reservation.



ADMINISTRATOR SIGNATURE

10-01-2019

DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Sue Patrick _____

POSITION: substitute - 5th grade Math _____

REPLACES: Darlene Wong - medical leave _____

EFFECTIVE DATE: October 28, 2019 - unless Darlene goes out earlier _____

EDUCATION LEVEL: Master's Degree _____

YEARS OF EXPERIENCE: 30+ _____

SALARY: STEP ____ LEVEL ____ \$ _____ per contract

CERTIFICATION: Elementary Education - retired _____

COLLEGE: _____

REFERENCES CONTACTED:

1. _____

2. _____

COMMENTS: Sue Patrick has been a substitute in the Unatego District
for many years. She is a highly requested sub.



ADMINISTRATOR SIGNATURE

10-01-19

DATE

TO: Dr. David Richards, Superintendent

FROM: Patricia Hoyt, Middle School Principal

DATE: October 2, 2019

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

Deb Nolan

Lori Harvey

Sara Ingalls

Shannon Adams

Ryan Brosi

Jeanne Butler

Jen Mileski