

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
MONDAY, NOVEMBER 1, 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 October 18, 2021
- 1.8 Adopt Agenda

**2. PUBLIC COMMENT**

**3. PRESENTATIONS**

- 3.1 Guidance Presentation -
- 3.2 Administrator's Report –
- 3.3 Superintendent's Report – Dr. David S. Richards

**4. ADMINISTRATIVE ACTION**

- 4.1 Approve CSE Recommendations (11.1.21 G1)
- 4.2 Approve Corrective Action Plan (Audited Financial Statements and Audited Extra Classroom Financial Statements) (11.1.21 G2)
- 4.3 Appoint Violet Bettiol and Elizabeth Goodrich tellers for the December 6, 2021 Bus Vote (11.1.21 UC1)
- 4.4 Appoint Kimberly Medlar substitute teacher/LTA/aide for the 2021-2022 school year (11.1.21 UC2)
- 4.5 Appoint John Williams substitute teacher/LTA/aide for the 2021-2022 school year (11.1.21 UC3)
- 4.6 Appoint William Foster bus driver (11.1.21 UC4)
- 4.7 Approve event workers for the 2021-2022 winter sports season (11.1.21 UC5)
- 4.8 Appoint Tisha Degner part-time food service helper/dishwasher (11.1.21 UC6)
- 4.9 Approve Gina Boliski modified volleyball coach for winter sports season (11.1.21 UC7)
- 4.10 Appoint McKenzie Rutherford part-time lunch and recess aide (11.1.21 UC8)
- 4.11 Accept Stephanie Haven's resignation as an aide (11.1.21 UC9)
- 4.12 Appoint Carrie DeJoy substitute teacher/LTA for the 2021-2022 school year (11.1.21 UC10)

**Board Agenda 11.1.21**

**PG: 2**

- 4.13 Appoint David Nichols substitute bus driver/cleaner for the 2021-2022 school year (11.1.21 UC11)**
- 4.14 Appoint Curtis Leonard substitute bus driver for the 2021-2022 school year (11.1.21 UC12)**
- 4.15 Appoint Jennifer Giacomelli substitute teacher/aide/LTA for the 2021-2022 school year (11.1.21 C1)**
- 4.16 Approve Extra-Curricular appointments for the 2021-2022 school year (11.1.21 C2)**

**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 11.1.21**

**PG: 3**

**4.1**

**11.1.21 G1**

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

**4.2**

**11.1.21 G2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Corrective Action Plan as presented (Audited Financial Statements and Audited Extra Classroom Financial Statements).**

**4.3**

**11.1.21 UC1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Violet Bettiol and Elizabeth Goodrich, as tellers, for the Bus Vote on December 6, 2021, at \$100.00 each.**

**4.4**

**11.1.21 UC2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kimberly Medlar substitute teacher/LTA/aide for the 2021-2022 school year, effective October 21, 2021 as presented.**

**4.5**

**11.1.21 UC3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint John Williams substitute teacher/LTA/aide for the 2021-2022 school year, effective October 22, 2021 as presented.**

**4.6**

**11.1.21 UC4**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint William Foster bus driver, to a 52-week probationary appointment, at a rate of \$17.80 per/hr., effective October 21, 2021 as presented (replaces Vic LaPointe).**

**4.7**

**11.1.21 UC5**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve event workers for the 2021-2022 Winter Sports season as presented.**

**4.8**

**11.1.21 UC6**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Tisha Degner to a 52-week probationary appointment as a part-time food service helper/dishwasher, at a rate of \$13.00 per/hr., effective November 2, 2021 as presented (replaces, Brittany Youngs).**

**Board Agenda 11.1.21**

**PG: 4**

**4.9**

**11.1.21 UC7**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Gina Boliski modified volleyball coach for the Winter Sports season as presented.

**4.10**

**11.1.21 UC8**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint McKenzie Rutherford to a 52-week probationary appointment as a part-time lunch and recess aide, at a rate of \$13.00 per/hr., effective October 25, 2021 as presented.

**4.11**

**11.1.21 UC9**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Stephanie Haven's resignation as an aide, effective November 1, 2021 as presented.

**4.12**

**11.1.21 UC10**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Carrie DeJoy substitute aide/LTA for the 2021-2022 school year as presented.

**4.13**

**11.1.21 UC11**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint David Nichols substitute bus driver/cleaner for the 2021-2022 school year, effective November 2, 2021 as presented.

**4.14**

**11.1.21 UC12**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Curtis Leonard substitute bus driver for the 2021-2022 school year, effective November 2, 2021 as presented.

**4.15**

**11.1.21 C1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jennifer Giacomelli substitute teacher/aide/LTA for the 2021-2022 school year as presented.

**4.16**

**11.1.21 C2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Extra-Curricular appointments for the 2021-2022 school year as presented.

# Unatego Central School District

Unatego, NY 13825

## MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager



Date: October 19, 2021

Re: 06/30/21 Audited Financial Statements Corrective Action Plans

Attached are the following corrective action plans for the 2020-2021 financial statements:

Corrective Action Plan for the 6/30/21 Audited Financial Statements

Corrective Action Plan for the 6/30/21 Audited Extra Classroom Financial Statements

I recommend that the Board of Education approve these plans.

Unatego Central School District

Corrective Action Plan

June 30, 2021 Audited Financial Statements

**Unassigned Fund Balance**

**Auditor Recommendation:** We recommend that Management should implement a plan to reduce the amount to within the 4% limit.

**District Action:** The Superintendent, Business Manager and Board of Education will work together to determine the most appropriate usage and reduction of the unassigned fund balance going forward, taking into consideration the current economic climate and the long term financial stability of the district.

**Person Responsible:** Business Manager

**Anticipated Completion Date:** June 30, 2022

Unatego Central School District

Corrective Action Plan

June 30, 2021 Audited Extra Classroom Financial Statements

**Cash Receipts**

**Auditor Recommendation:** We recommend that internal accounting control and control over un-deposited cash collections be strengthened. This can be done if receipts for cash collections are issued upon the point of sale and if a pre-audit of receipts were available for each major event.

**District Action:** The District will continue to work to strengthen controls over cash collections prior to entry by the Central Treasurer.

**Person Responsible:** Business Manager

**Anticipated Completion Date:** Ongoing

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: KIMBERLY MEDLAR

POSITION: SUB. TEACHER/LTA/AIDE

REPLACES: NA

EFFECTIVE DATE: 10/21/21

EDUCATION LEVEL: 2 years college

YEARS OF EXPERIENCE: 7

SALARY: STEP \_\_\_ LEVEL \_\_\_ \$ AS per SUB RATE

CERTIFICATION: NONE

COLLEGE: UNIV. of PHOENIX

REFERENCES CONTACTED:

1. MARY PEDERSON, RET. TEACHER
2. KERRI FRAILEY, TEACHER AIDE

COMMENTS: GOOD experience. Successfully  
SUBBED IN DISTRICT FROM 2008  
to 2011.



ADMINISTRATOR SIGNATURE

10/20/21  
DATE



UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: John Williams

POSITION: Substitute Teacher, CTA, Aide

REPLACES: N/A

EFFECTIVE DATE: \_\_\_\_\_

EDUCATION LEVEL: Bachelor of Science

YEARS OF EXPERIENCE: 0

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

CERTIFICATION: N/A

COLLEGE: SUNY Cortland

REFERENCES CONTACTED:

1. Julie Lambiaso

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

COMMENTS: John is a graduate of Unatego.  
He is responsible and will be  
a good addition.

Julie Lambiaso  
ADMINISTRATOR SIGNATURE

10/21/21  
DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: William Foster

POSITION: Bus Driver

REPLACES: Vic LaPointe

EFFECTIVE DATE: 10/21/21

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

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

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

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

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

REFERENCES CONTACTED:

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

COMMENTS: William has been in training and recently passed the DMV Road Test.

Brian Trask  
ADMINISTRATOR SIGNATURE

10/21/21  
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

October 25, 2021

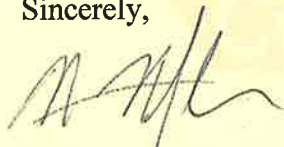
Dr. David Richards  
Unatego Central School  
2641 St. Hwy 7  
Otego, NY 13825

Dear Dr. Richards,

I would like to recommend the following people as event workers for the 2021-22 Winter Sports Season.

Joe Halbert  
Sally Halbert  
Matt Hafele  
Kelli Hafele  
RJ Platt  
Rich Rosener  
Jenni Barnes  
Sherry Maruszewski  
Karen Alvin  
Amber Birdsall  
Gina Boliski  
John Collins  
Brenda Birdsall  
Kaleigh Barber  
Anita Grays  
Kelly Demorier

Sincerely,

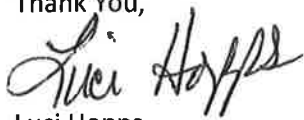


Matt Hafele  
Athletic Director

To: Dr. David Richards, Board of Education  
From: Luci Hopps Cook/Manager, DCMO BOCES  
Re: Cook/Manager  
Date: 10/14/2021

I would like to recommend Tisha Degner for the Food Service Helper Dishwasher position. Tisha works as a Food Service Substitute now. Effective as of November 2nd, 2021.

Thank You,

A handwritten signature in black ink that reads "Luci Hopps". The signature is written in a cursive style with a small "s" above the "i" in "Hopps".

Luci Hopps

Cook/Manager, DCMO BOCES

(607)988-5035

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Tisha Degner

POSITION: Dishwasher - Food Service Helper

REPLACES: Brittany Youngs

EFFECTIVE DATE: Nov. 2, 2021

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

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

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

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

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

REFERENCES CONTACTED:

1. Springbrook - Jose Lema
2. \_\_\_\_\_

COMMENTS: Great with people.

Luci Hays  
ADMINISTRATOR SIGNATURE

10/26/21  
DATE

# Unatego Central School

PO BOX 483  
2641 STATE HIGHWAY 7  
OTEGO, NEW YORK 13825-9795  
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Dr. David S. Richards  
Superintendent of Schools  
(607) 988 -5038

Patricia Loker  
Business Manager  
(607) 988-5038

---

October 25, 2021

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

Dear Dr. Richards,

I would like to recommend the following people as coaches for the following sports seasons.

**Winter-**

Gina Boliski-Modified Volleyball (Step 3)

Thank you,



Matthew J. Hafele

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** McKenzie Rutherford

**POSITION:** 3-hour lunch and recess aide

**REPLACES:** new

**EFFECTIVE DATE:** October 25, 2021

**EDUCATION LEVEL:** Unatego CSD

**YEARS OF EXPERIENCE:** 0

**SALARY:** STEP \_\_\_\_ LEVEL \_\_\_\_ \$ \_\_\_\_ per Aide contract


**CERTIFICATION:** none

**COLLEGE:** SUNY Broome CC - Health Science - taking courses

**REFERENCES CONTACTED:**

1. Carrie DeJoy
2. Amy Turner

**COMMENTS:** Very responsible and works well with kids. She helped with the Summer Care program. She is great with kids and is very trustworthy. Highly recommend.

  
ADMINISTRATOR SIGNATURE

10-27-21  
DATE

**Sheila Nolan**

---

**From:** Julie Lambiaso  
**Sent:** Wednesday, October 27, 2021 4:00 PM  
**To:** David Richards; Sheila Nolan  
**Subject:** FW: Resignation

RECEIVED  
OCT 27 2021

BY: .....

Whom it may concern,  
I'd like to formally submit my resignation from the full time aide position at the high school.  
Thank you,  
Stephanie Havens



**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Carrie DeJoy

**POSITION:** Substitute Teacher and LTA

**REPLACES:** new

**EFFECTIVE DATE:** November 2, 2021

**EDUCATION LEVEL:** SUNY Oneonta, 1 year of coursework

**YEARS OF EXPERIENCE:** 0

**SALARY:** STEP      LEVEL      \$      as per the UTA contract

**CERTIFICATION:** none


**COLLEGE:**     

**REFERENCES CONTACTED:**

1. Mike Snider

2.     

**COMMENTS:** Carrie runs the elementary afterschool program and a summer  
program. She has a wealth of experience working with students  
and would be an excellent substitute Teacher or LTA.



**ADMINISTRATOR SIGNATURE**

10-27-21

**DATE**

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: David Nichols

POSITION: Sub Cleaner + Sub Driver

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

EFFECTIVE DATE: 11/2/2021

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

YEARS OF EXPERIENCE: 30+

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

CERTIFICATION: CDL B P

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

REFERENCES CONTACTED:

1. Jacob Johnson

2. Brian Cutting

COMMENTS: David comes very highly recommended.

Brian Trask  
ADMINISTRATOR SIGNATURE

10/29/21  
DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Curtis Leonard

POSITION: Sub Bus Driver

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

EFFECTIVE DATE: 11/2/2021

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

YEARS OF EXPERIENCE: 1 1/2

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

CERTIFICATION: CDL B P, S

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

REFERENCES CONTACTED:

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

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

COMMENTS: Curtis was a previous driver here.  
Curtis is a good driver

Brian Trask  
ADMINISTRATOR SIGNATURE

10/29/21  
DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Jennifer Giacomelli

POSITION: SUB AIDE, TEACHER, LTA

REPLACES: N/A

EFFECTIVE DATE: 11/1/21

EDUCATION LEVEL: 2 year degree AAS

YEARS OF EXPERIENCE: 7

SALARY: STEP      LEVEL      \$ as per sub rates


CERTIFICATION: ~~None~~ LTA level I

COLLEGE: Herkimer County Community College

REFERENCES CONTACTED:

1. Tom Brindley, Supt. Oneonta CSD
2. Bill Doritie, Supt. Laurens CSD

COMMENTS: Highly recommended by previous employers.



ADMINISTRATOR SIGNATURE

10/28/21  
DATE

**Unatego Central School District**  
***Student Organizations***  
**2021-2022**

Student Accounts Advisor: Lori-Ann Harvey

**1. Class of 2022 (12<sup>th</sup>):**

Advisor: Abby Costello & Julie Himes  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2020.*  
President: Rheagan James  
Vice Pres.: Madison Himes  
Secretary: Alexa Lucia  
Treasurer: Hannah Brandow

**2. Class of 2023 (11<sup>th</sup>):**

Advisor: Noelle Holdredge  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2021.*  
President:  
Vice Pres.:  
Secretary:  
Treasurer:

**3. Class of 2024 (10<sup>th</sup>):**

Advisor: Leanne Nydam  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2022.*  
President: Bailey McCoy  
Vice Pres.: Braeden Johnson  
Secretary: Hailey VanBlarcom  
Treasurer: Martha Dolan

**4. Class of 2025 (9<sup>th</sup>):**

Advisor:  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2023.*  
President:  
Vice Pres:  
Secretary:  
Treasurer:

**5. Cue & Curtain (9-12):**

Advisor: Sandy Bonczkowski

Purpose: *To promote the dramatic arts. To give all students a chance to work as part of a group to present a show.*

Presidents:

Vice Pres:

Secretary:

Treasurer:

**6. Future Business Leaders of America (FBLA) (9-12):**

Advisor: Terri Jackson

Purpose: *To provide, as an integral part of the instructional program, additional opportunities for secondary students in business and/or business related fields, to develop vocational and career supportive competencies and to promote civic personal responsibilities.*

President: Patricia Higgins

Vice Pres: Layla Clapper

Secretary: Eliza Hamm

Treasurer: Alexander Ranc

**7. High School Yearbook (Unategan) (9-12):**

Advisor: Jennifer Mileski and Noelle Holdredge

Purpose: *To accurately record the history of the Unatego Junior--Senior High School.*

President:

Vice Pres:

Secretary:

Treasurer:

**8. Interact Club (9-12):**

Advisor:

Purpose: *To develop leadership skills and personal integrity. To demonstrate helpfulness and respect for others. To understand the value of individual responsibility and hard work. To advance international understanding and goodwill.*

President:

Vice Pres:

Secretary:

Treasurer:

**9. Middle School Student Council (6-8):**

Advisor: Cheryl Nages  
Purpose: *To serve as the governing body for the students of the Unatego Middle School.*  
President: Xander Johnson  
Vice Pres: Quinn Ranc  
Secretary: Madelyn Prisk  
Treasurer: Natalia Barnes

**10. Middle School (Drama) Theater Club (6-8):**

Advisor: Cheryl Nages  
Purpose: *Students will be involved in all facets of performing a play including acting, designing, building a set and advertising the show.*  
President:  
Vice Pres:  
Secretary:  
Treasurer:

**11. Middle School Yearbook (6-8):**

Advisor: Kim Trask  
Purpose: *To accurately record the history of the Unatego Middle School.*  
Editor:  
Photo Editor:  
Secretary:  
Treasurer:

**12. National Junior Honor Society (9-10):**

Advisor: Deb Nolan  
Purpose: *To encourage high standards in scholarship, leadership, citizenship, character, and service at Unatego.*  
President: Lauren Scott  
Vice Pres: Zachary Corbett  
Secretary: Bailey McCoy  
Treasurer: Braeden Johnson

**13. National Senior Honor Society (11-12):**

Advisors: Kim Trask  
Purpose: *To promote academics, leadership, service, and citizenship.*  
President: Annabelle Rommer  
Vice Pres: Tatum Codington  
Secretary: Jessica Partridge  
Treasurer: Patricia Higgins

**14. Ski Club (6-12):**

Advisor: Karen Alvin & Linda Staiber  
Purpose: *To promote personal health and fitness by providing members with the opportunity to participate in these winter life sports so that they may develop both their skills and their understanding of the sports.*  
President: Xander Hilton  
Vice Pres: Lilyanna Barnes  
Secretary: Tatiana Koryzma  
Treasurer: Reece Wilson

**15. Spanish (Español) Club (7-12): (Not Active This Year)**

Advisor:  
Purpose: *To promote the language and culture of people from around the world.*  
President:  
Vice Pres:  
Secretary:  
Treasurer:

**16. Senior Band (6-12):**

Advisor: Cheryl Nages  
Purpose: *To further the musical development of band students through daily rehearsals, lessons and pep, jazz and marching band.*  
President: Ryan Hovick  
Vice Pres: Ava Hilton  
Secretary: Hailey VanBlarcom  
Treasurer: Sarah Ostrander

**17. Student Council (9-12):**

Advisor: Jeanne Butler  
Purpose: *To serve as the governing body for the students at Unatego.*  
President: Patricia Higgins  
Vice Pres: Madison Himes  
Secretary: Jessica Patridge  
Treasurer: McKenna Gilbertson



**18. Students Against Destructive Decisions (SADD) (6-12):**

Advisors: Daisy Brewer

Purpose: *To educate about the deadly effects of operating a vehicle while under the influence of any drug; to campaign against substance abuse, including binge drinking; and to educate students about date rape.*

President:

Vice Pres:

Secretary:

Treasurer:



# Unatego Elementary School

Mike Snider  
Principal

265 Main Street  
Unadilla, NY 13849

Rebecca Theophel  
School Counselor

Brenda Birdsall  
Administrative Assistant

Tel: 607-369-6200  
Fax: 607-369-6222

Shannon Leizear  
School Nurse

## MEMO

TO: Dr. Richards  
FROM: Mike Snider  
DATE: October 29, 2021  
RE: Recommendation for Elementary Safety Patrol

I would like to recommend the following teacher as advisor for the Elementary Safety Patrol:

Michele Wilson

Please let me know if you need any additional information.



# Unatego Elementary School

Mike Snider  
Principal

265 Main Street  
Unadilla, NY 13849

Rebecca Theophel  
School Counselor

Brenda Birdsall  
Administrative Assistant

Tel: 607-369-6200  
Fax: 607-369-6222

Shannon Leizear  
School Nurse

## MEMO

TO: Dr. Richards  
FROM: Mike Snider  
DATE: October 29, 2021  
RE: Recommendation for Elementary Student Council

I would like to recommend the following teacher as advisor for the Elementary Student Council:

Kim Platt

Please let me know if you need any additional information.