

UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
MONDAY, NOVEMBER 2, 2020
BOARD OF EDUCATION MEETING
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 Pledge**
- 1.4 Approve regular board meeting minutes of October 19, 2020**
- 1.5 Adopt Agenda**

2. PUBLIC COMMENT

3. PRESENTATIONS

- 3.1 Administrator's Report -**
- 3.2 Superintendent's Report – Dr. David S. Richards**

4. ADMINISTRATIVE ACTION

- 4.1 Budget Calendar (Information only)**
- 4.2 Approve Corrective Action Plan (Audited Financial Statements and Audited Extra Classroom Financial Statements) (11.2.20 G1)**
- 4.3 Approve Extra-Curricular appointments for the 2020-2021 school year (11.2.20 C1)**
- 4.4 Appoint Madison Miller as a long-term substitute teacher (11.2.20 C2)**
- 4.5 Appoint Violet Bettiol and Elizabeth Goodrich tellers for the December 7, 2020 Bus Vote (11.2.20 UC1)**
- 4.6 Approve Bret Leonard permanent appointment as Bus Driver (11.2.20 UC2)**
- 4.7 Approve Curtis Leonard permanent appointment as Bus Driver (11.2.20 UC3)**
- 4.8 Appoint Brianna Burton substitute teacher/aide/LTA/food service worker/cleaner for the 2020-2021 school year (11.2.20 UC4)**
- 4.9 Appoint Amy Knapp as a substitute bus aide for the 2020-2021 school year (11.2.20 UC5)**

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 11.2.20

PG: 3

4.2

11.2.20 G1

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

11.2.20 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Extra-Curricular appointments for the 2020-2021 school year as presented.

4.4

11.2.20 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Madison Miller as a long-term substitute special education teacher to replace Valerie Sobers, until further notice, effective October 26, 2020 as presented.

4.5

11.2.20 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 7, 2020, at \$100.00 each.

4.6

11.2.20 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the permanent appointment of Bret Leonard, bus driver, effective November 6, 2020 as presented.

4.7

11.2.20 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the permanent appointment of Curtis Leonard, bus driver, effective November 6, 2020 as presented.

4.8

11.2.20 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Brianna Burton as a substitute teacher/aide/LTA/food service worker/cleaner for the 2020-21 school year, effective November 3, 2020 as presented.

4.9

11.2.20 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amy Knapp as a substitute bus aide for the 2020-21 school year, effective November 3, 2020 as presented.

2021-2022 BUDGET CALENDAR FOR UNATEGO CENTRAL SCHOOL DISTRICT

DATE

FUNCTION

Dec 2020-Jan 2021

Supply Requisitions from staff entered on Budget Pro & sent to Principals

January 2021

Meetings w/ Superintendent, Business Manager, Principals, Department Heads to review department budgets

February 22, 2021

Budget workshop with BOE and Budget Committee for 1 hour prior to evening board meeting (6 p.m.), to review 1st half of budget

March 1, 2021

Submit tax levy limit calculation to Office of State Comptroller, Tax & Finance & SED

March 15, 2021

Budget workshop with BOE and Budget Committee for 1 hour prior to evening board meeting (6 p.m.), to review 2nd half of budget

April 2, 2021

Submit legal notice of school budget hearing and budget vote

April 19, 2021

Budget Adoption

Deadline for submission of petitions for propositions to be placed on ballot

School Board Candidate Nominating Petition due in District Office by 5:00pm

Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote.

April 27, 2021

BOCES Administrative budget vote

April 24, 2021

Final date for budget adoption by the BOE

April 26, 2021

Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 26, 2021

May 2021

Budget Notice must be mailed to eligible voters after the budget hearing – no later than six days prior to the vote

May 3, 2021

Annual Budget Hearing

May 12, 2021

Deadline for mailing "Budget Notice"

May 18, 2021

Statewide budget vote and board election

Unatego Central School District

Unatego, NY 13825

To: Dr. Richards

From: Patti Loker, School Business Manager

PAL

Date: October 21, 2020

Re: Approval of Corrective Action Plan

Attached is the Corrective Action Plan for the 6/30/20 Extraclassroom Activity Fund financial statements.

There was no Corrective Action Plan required for the District's basic financial statements.

I recommend that the Board of Education approve the corrective action plan.

Unatego Central School District

Corrective Action Plan

June 30, 2020 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

TO: Dr. Richards, Superintendent

FROM: Patricia Hoyt, MS Principal



DATE: October 20, 2020

RE: Club Advisors

I would like to recommend the following club advisor for 2020-2021

Middle School Yearbook – Kim Trask

Middle School Student Council – Cheryl Nages

Middle School Drama – Cheryl Nages

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal



Date: October 28, 2020

Re: Advisor Appointments

I am recommending the following class advisors:

Class of 2022 Julie Himes

Class of 2023 Noelle Holdredge

Class of 2024 Leanne Nydam

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Madison Miller

POSITION: long-term substitute

REPLACES: Valerie Sobers

EFFECTIVE DATE: 10-26-20

EDUCATION LEVEL: BA - Hartwick College

YEARS OF EXPERIENCE: 0

SALARY: STEP 1 LEVEL \$ Prorated


CERTIFICATION: Mathematics 7-12

COLLEGE: Hartwick College

REFERENCES CONTACTED:

1. Sara Ingalls
2. Sue DeLello

COMMENTS: long-term sub on a waiver from NYSED - for 2020-2021.
Maddie has been an amazing addition
to the spec. ed program. Hardworking
and upbeat!


ADMINISTRATOR SIGNATURE

10/23/2020
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: October 21, 2020

I am recommending Bret Leonard, permanent appointment as Bus Driver, effective November 6, 2020.

Thank you.

Brian Trask

Unatego Central School

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Patricia Loker
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To: Dr. David Richards, Superintendent of Schools

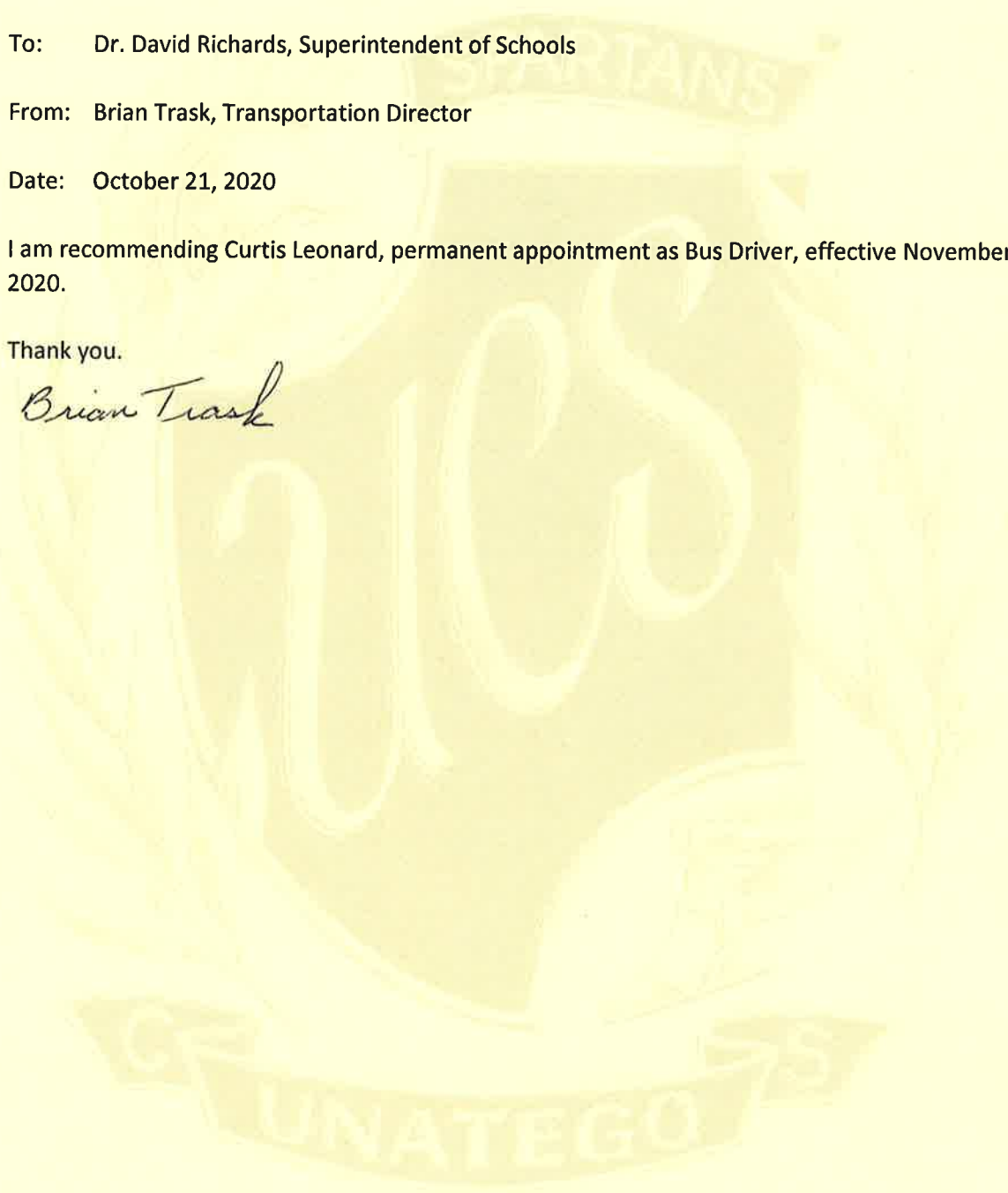
From: Brian Trask, Transportation Director

Date: October 21, 2020

I am recommending Curtis Leonard, permanent appointment as Bus Driver, effective November 6, 2020.

Thank you.

Brian Trask



UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: BRIANNA BURTON

POSITION: sub - teacher, AIDE, LTA, CAF, CLEANER

REPLACES: N/A

EFFECTIVE DATE: 11/3/2020

EDUCATION LEVEL: L.P.N.

YEARS OF EXPERIENCE: 1

SALARY: STEP LEVEL \$ as per board established
sub. rates

CERTIFICATION: LPN

COLLEGE: ONC BOCES SCHOOL OF PRACTICAL NURSING

REFERENCES CONTACTED:

1. Sheila Nolan
2. Shelly Havers

COMMENTS: already BOARD approved
as sub school nurse

[Signature]
ADMINISTRATOR SIGNATURE

10/22/2020
DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Amy Knapp

POSITION: sub bus aide

REPLACES: _____

EFFECTIVE DATE: Nov 3, 2020

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: _____

SALARY: STEP _____ LEVEL _____ \$ _____

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. Angie Hall
2. Jackie Bryden

COMMENTS: _____

Brian Trask
ADMINISTRATOR SIGNATURE

10/27/20
DATE