

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
MONDAY, NOVEMBER 4, 2019  
BOARD OF EDUCATION MEETING  
CALLED TO ORDER  
7:00 P.M.  
UNATEGO MS/SR HIGH SCHOOL  
CAFETERIA**

**1. ROUTINE MATTERS**

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Pledge
- 1.4 Approve regular board meeting minutes of October 21, 2019
- 1.5 Approve the special board meeting minutes of October 28, 2019
- 1.6 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) (11.4.19 G1)
- 4.3 Accept proposal (11.4.19 G2)
- 4.4 Approve Extra-Curricular appointments for the 2019-2020 school year (11.4.19 C1)
- 4.5 Approve after school homework help program teachers and LTA's for the 2019-2020 school year (11.4.19 C2)
- 4.6 Approve event workers for the 2019-2020 Winter Sports season (11.4.19 C3)
- 4.7 Approve (1) coach and (3) volunteer coaches for 2019-2020 Winter Sports season (11.4.19 C4)
- 4.8 Approve Kim Cerar permanent appointment as teacher aide (11.4.19 UC1)
- 4.9 Appoint Bret Leonard bus driver pending certification (11.4.19 UC2)
- 4.10 Appoint Curtis Leonard bus driver pending certification (11.4.19 UC3)

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 11.4.19**

**PG: 3**

**4.2**

**11.4.19 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**

**11.4.19 G2**

**RESOLVED:** Upon the recommendation of the Superintendent, on motion of \_\_\_\_\_, seconded by \_\_\_\_\_, it is RESOLVED, the Board of Education having considered the proposals submitted to the request for proposals and the presentations made to the Board by the proposers' representatives in public session and after due deliberation, debate and consideration of public comment received in response to the proposals, [Name of Proposer] is hereby awarded the right to purchase the former Otego Elementary School together with that portion of the lands around it designated by the Board of Education as part of the conveyance in the amount of \$ \_\_\_\_\_ in order to renovate and repurpose the building in accordance with the terms of the proposal.

**4.4**

**11.4.19 C1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve extra-curricular appointments for the 2019-2020 school year as presented.

**4.5**

**11.4.19 C2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve after school homework help program teachers and LTA's for the 2019-2020 school year as presented.

**4.6**

**11.4.19 C3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve event workers for the 2019-2020 Winter Sports season as presented.

**4.7**

**11.4.19 C4**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve (1) coach and (3) volunteer coaches for the 2019-2020 Winter Sports season as presented.

**4.8**

**11.4.19 UC1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the permanent appointment of Kim Cerar, teacher aide, effective October 29, 2019 as presented.

**4.9**

**11.4.19 UC2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Bret Leonard bus driver, pending certification, to a 52-week probationary appointment, at a rate of \$14.00 per/hr. and fingerprinting and criminal history review, effective November 6, 2019 as presented.

**4.10**

**11.4.19 UC3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Curtis Leonard bus driver, pending certification, to a 52-week probationary appointment, at a rate of \$14.00 per/hr. and fingerprinting and criminal history review, effective November 6, 2019 as presented.

## 2020-2021 BUDGET CALENDAR FOR UNATEGO CENTRAL SCHOOL DISTRICT

<u>DATE</u>	<u>FUNCTION</u>
<b>Dec 2019-Jan 2020</b>	Supply Requisitions from staff entered on Budget Pro & sent to Principals
<b>January 2020</b>	Meetings w/ Superintendent, Business Manager, Principals, Department Heads to review department budgets
<b>February 24, 2020</b>	Budget workshop with BOE and Budget Committee for 1 hour prior to evening board meeting (6 p.m.), to review 1 <sup>st</sup> half of budget
<b>March 1, 2020</b>	Submit tax levy limit calculation to Office of State Comptroller, Tax & Finance & SED
<b>March 23, 2020</b>	Budget workshop with BOE and Budget Committee for 1 hour prior to evening board meeting (6 p.m.), to review 2 <sup>nd</sup> half of budget
<b>April 3, 2020</b>	Submit legal notice of school budget hearing and budget vote
<b>April 20, 2020</b>	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.
<b>April 20, 2020</b>	BOCES Administrative budget vote
<b>April 24, 2020</b>	Final date for budget adoption by the BOE
<b>April 27, 2020</b>	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 27, 2020
<b>May 2020</b>	Budget hearings at Unatego Elementary and High School (Date and Time TBA)
<b>May 2020</b>	Budget Notice must be mailed to eligible voters after the budget hearing – no later than six days prior to the vote
<b>May 4, 2020</b>	Annual Budget Hearing
<b>May 13, 2020</b>	Deadline for mailing “Budget Notice”
<b>May 19, 2020</b>	<b>Statewide budget vote and board election</b>

# Unatego Central School District

Unatego, NY 13825

To: Dr. Richards

From: Patti Loker, School Business Manager 

Date: October 23, 2019

Re: Corrective Action Plan

Attached are the proposed corrective action plans, based on the June 30, 2019 audited financial statements.

I recommend that the Board of Education approve the plans.

Thank you.

Unatego Central School District

Corrective Action Plan

June 30, 2019 Audited Financial Statements

**Internal Controls: Payroll**

Auditor Recommendation: We recommend that at the beginning of the fiscal year or for any subsequent changes, the District should notify employees of their rates and have them sign the form and return to the Business Office. This form should then be filed and retained in the employee file. In addition, we recommend that the Payroll Comparison reports should have a signature or initials of the individual that performed the review.

District Action: The District will be working with BOCES to produce the salary agreement letters for staff. The Treasurer initials the Payroll Comparison reports after review. The Superintendent will also sign off on the Payroll Comparison report as part of the payroll certification.

Anticipated Completion Date: December 31, 2019

**Budget Transfers for Interfund Transactions**

Auditor Recommendation: We recommend that the District in the future should not exceed the voter approved amount for interfund transfers. In addition, the District should be careful not to process a budget transfer from contingent versus non contingent budget lines.

District Action: The District has budgeted the appropriate transfer to the School Lunch fund as part of the 2019-2020 budget.

Anticipated Completion Date: Completed

Unatego Central School District

Corrective Action Plan

June 30, 2019 Audited Extra Classroom Financial Statements

**Missing Information**

**Auditor Recommendation:** We recommend that the District maintain their documents in a safe location where they cannot be destroyed, as well as creating an electronic backup of all data.

**District Action:** The District will no longer send the extra classroom information to BOCES for the auditors to perform the audit test work. All test work will need to be completed at the District. Also, the District is working on a method of electronic backup.

**Anticipated Completion Date:** June 30, 2020

**Inactive Clubs**

**Auditor Recommendation:** We recommend that an annual review should be done for clubs that are inactive. The money in these clubs should be transferred into the main student body if deemed inactive by the Board. If the inactive club does not want to be closed, they should submit a memo noting that they plan for future activity and would like to remain open.

**District Action:** The District will annually review the activity for all clubs to determine any should be deemed inactive. If so, additional review will occur to determine future activity.

**Anticipated Completion Date:** June 30, 2020

**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.

**Anticipated Completion Date:** Ongoing



**Extraclassroom Fund Receipts**

Auditor Recommendation: We recommend that receipts should be issued to students when money is turned over to the Central Treasurer.

District Action: The District will continue to work to develop procedures to issue a receipt to students when money is received.

Anticipated Completion Date: Ongoing

Upon the recommendation of the Superintendent, on motion of \_\_\_\_, seconded by \_\_\_\_\_, it is

RESOLVED, the Board of Education having considered the proposals submitted to the request for proposals and the presentations made to the Board by the proposers' representatives in public session and after due deliberation, debate and consideration of public comment received in response to the proposals, **[Name of Proposer]** is hereby awarded the right to purchase the former Otego Elementary School together with that portion of the lands around it designated by the Board of Education as part of the conveyance in the amount of \$\_\_\_\_\_ in order to renovate and repurpose the building in accordance with the terms of the proposal.

TO: Dr. David Richards, Superintendent  
FROM: Patricia Hoyt, Middle School Principal *ph*  
DATE: October 24, 2019  
SUBJECT: Technical Director and Theater Scenic Artist

I would like to recommend Noelle Holdredge as Technical Director and Theater Scenic Artist for the Middle School Drama production.

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal



Date: October 30, 2019

Re: I am recommending the following extra-curricular appointments:

Technical Director	Noelle Holdredge
Theater Scenic Artist	Noelle Holdredge
Pit Coordinator	Cheryl Nages
Vocal Ensemble	Sandy Bonczkowski
Variety Show Director	Laura Wade



# Unatego Elementary School

Mike Snider  
Principal

265 Main Street  
Unadilla, NY 13849

Kelley Biro  
School Counselor

Brenda Birdsall  
Administrative Assistant

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

Jessica Mott  
School Nurse

## MEMO

TO: Dr. Richards  
FROM: Mike Snider  
DATE: November 1, 2019  
RE: Recommendation for Elementary Safety Patrol

I would like to recommend the following teachers as advisors for the Elementary Safety Patrol:

Tammy Menz  
Darlene Wong

Please let me know if you need any additional information.



# Unatego Elementary School

Mike Snider  
Principal

265 Main Street  
Unadilla, NY 13849

Kelley Biro  
School Counselor

Brenda Birdsall  
Administrative Assistant

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

Jessica Mott  
School Nurse

## MEMO

TO: Dr. Richards  
FROM: Mike Snider  
DATE: November 1, 2019  
RE: Recommendation for Elementary Student Council

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

Kim Platt

Please let me know if you need any additional information.



# Unatego Elementary School

Mike Snider  
Principal

265 Main Street  
Unadilla, NY 13849

Kelley Biro  
School Counselor

Brenda Birdsall  
Administrative Assistant

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

Jessica Mott  
School Nurse

## MEMO

TO: Dr. Richards  
FROM: Mike Snider  
DATE: October 30, 2019  
RE: Recommendations for Elementary Afterschool Homework Help Program

The following teachers or LTAs will be working in the elementary afterschool homework help program.

### 2<sup>nd</sup> Grade

Sally Halbert  
Susan Hendricks

### 3<sup>rd</sup> Grade

Marcy Anderson  
Jamie Rowe

### 4<sup>th</sup> Grade and 5<sup>th</sup> Grade

Joe Halbert  
Nancy Dalton, LTA  
Melissa Joyce, LTA

The following teacher will be working as a substitute teacher in the elementary afterschool homework help program.

Michele Wilson

October 31, 2019

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 2019-20 Winter Sports Seasons.

Bert Beames  
Vicki Beames  
Bill Donnelly  
Judy Pitel  
Joe Halbert  
Sally Halbert  
Matt Hafele  
Kelli Hafele  
RJ Platt  
Rich Rosener  
Jenni Barnes  
Marcy Anderson  
Katie James  
Jamie Rowe  
Nancy Dalton  
Sherry Maruszewski  
Karen Alvin  
John Collins  
Shelly Havens  
Amber Birdsall  
Christina Butcher  
Maureen Haehnel  
Gina Boliski  
Nicole Davis

Sincerely,

Matt Hafele  
Athletic Director



October 31, 2019

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

Rich Rosener Modified Boys Basketball Step 5  
Chelsie Dalton JV Girls Basketball Volunteer Asst  
Bryan Birdsall V Girls Basketball Volunteer Asst  
Andrew Barber Boys Basketball Volunteer Asst.

Thank you,

Matthew J. Hafele

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal



Date: October 30, 2019

Re: Permanent Appointment

I am recommending a permanent appointment for Kim Cerar.

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Bret Leonard

POSITION: Bus Driver

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

EFFECTIVE DATE: 11/6/2019

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

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

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ 14.00

CERTIFICATION: CDL B PS License

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

**REFERENCES CONTACTED:**

1. JR Hurlburt

2. Scott Alger

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Brian Trask  
ADMINISTRATOR SIGNATURE

10/31/19  
DATE

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Curtis Leonard

POSITION: Bus Driver

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

EFFECTIVE DATE: 11/6/2019

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

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

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ 14.00

CERTIFICATION: CDL B PS License

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

**REFERENCES CONTACTED:**

1. Dave Hurlburt

2. JR Hurlburt

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brian Trask  
ADMINISTRATOR SIGNATURE

10/31/19  
DATE