

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
TENTATIVE  
MONDAY, DECEMBER 4, 2017  
EXECUTIVE SESSION  
6:30 P.M.  
TO DISCUSS CSE RECOMMENDATIONS  
BOARD OF EDUCATION MEETING  
CALL TO ORDER  
7:00 P.M.  
UNATEGO MIDDLE/SR HIGH SCHOOL  
ROOM #93**

**1. ROUTINE MATTERS**

- 1.1 Call to order**
- 1.2 Roll Call**
- 1.3 Pledge**
- 1.4 Approve regular board meeting minutes of November 20, 2017**
- 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 Policy 5410R Competitive Bidding and Offering (second reading)**
- 4.2 Policy 5411R Procurement of Goods and Services (second reading)  
Policy 7220 Graduation Requirement/Early Graduation/Accelerated Programs  
(second reading) (revision)**
- 4.3 Policy 8311 Video/DVD Viewing Policy (second reading) (revision)**
- 4.4 Approve CSE recommendations (12.4.17 G1)**
- 4.5 Approve Special District Meeting for Bus Proposition January 24, 2018 (12.4.17 G2)**
- 4.6 Approve Extra-Curricular appointments for the 2017-2018 school year (12.4.17 C1)**
- 4.7 Appoint Christin Schmitz substitute food service helper (12.4.17 UC1)**

**5. PUBLIC COMMENT**

**6. ROUND TABLE DISCUSSION/QUESTIONS**

**7. EXECUTIVE SESSION (IF NECESSARY)**

**8. ADJOURN**

**Board Agenda 12.4.17**

**PG: 2**

**4.4**

**12.4.17 G1**

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

**4.5**

**12.4.17 G2**

**The Board of Education of Otego-Unadilla-Central School District, Otsego and Delaware Counties, New York, HEREBY GIVES NOTICE that a Special District Meeting of the qualified voters of said School District will be held at the Middle/Senior High School building in Otego, New York in said school district, on the 24<sup>th</sup> day of January 2018 at 12:00 o'clock noon, for the purpose of voting by paper ballot upon the proposition hereinafter set forth. Voting will be open between the hours of 12:00 o'clock noon and 8:00 o'clock p.m.**

**RESOLVED that, pursuant to Chapter 472 of the Session Laws of 1998, the Board of Education of the Otego-Unadilla Central School District is hereby authorized to lease and expend therefore, including costs incidental thereto and the financing thereof, an amount not to exceed the estimated maximum cost of Eighty thousand (\$80,000), and for a term not to exceed five (5) years, the following motor vehicles: two (2) large passenger school buses and two (2) small passenger school bus.**

**And, that such sum, or so much thereof as may be necessary, shall be raised by the levy of a tax collected in annual installments; and that in anticipation of such tax, obligations of the District shall be issued.**

**4.6**

**12.4.17 C1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Extra-Curricular appointments for the 2017-2018 school year as presented.

**4.7**

**12.4.17 UC1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Christin Schmitz substitute food service helper for the 2017-2018 school year pending fingerprinting and criminal history review as presented.

**SUBJECT: COMPETITIVE BIDDING AND OFFERING****Procedures for Determining Whether Procurements are Subject to Bidding or Offering**

Whether the procurement of goods and services is subject to competitive bidding or offering is determined by the following criteria:

- 1) The Board will award all purchase contracts for supplies, materials, and equipment involving expenditures in excess of \$20,000 and all contracts for public works in excess of \$35,000 to the lowest responsible bidder after advertising for public sealed bids. However, the District may, in its discretion, award purchase contracts on the basis of "best value."
- 2) The Board will treat contracts for commodities, services, or technology as "purchase contracts" within the meaning of the Article 5-A of the General Municipal Law. Contracts concerning items or projects involving labor or both labor and materials will generally be treated as "contracts for public works."
- 3) In determining the necessity for competitive bidding, the aggregate amount to be expended during the fiscal year on an item or those of a similar nature (a "reasonable commodity grouping") must be considered.
- 4) In determining whether the dollar requirements have been reached, allowances for any trade-in related to the purchase must be treated as an expenditure; the estimated gross cost of the item is controlling. Net cost is relevant only to the determination of the low bid.

**Opening of Sealed Bids and Offers**

Sealed bids and offers will be received, time-stamped, recorded, and kept in a safe place until the appointed day and time when they are publicly opened and read.

Bids and offers will be checked and analyzed for compliance with specifications and law. The District reserves the right to reject any and all bids and offers for valid cause, or to waive technical defects, qualifications, irregularities and omissions if, in its judgment, the action serves the best interests of the District. Also reserved is the right to reject bids and offers and to purchase items on State Contract if those items can be obtained on the same terms, conditions, specifications, and at a lower price.

**Exceptions to Competitive Bidding or Offering**General

When procurement is accomplished through the following sources, or through other legally permissible means, the competitive bidding or offering procedure requirements listed above are not required.

(Continued)

**SUBJECT: COMPETITIVE BIDDING AND OFFERING (Cont'd.)**

- 1) Under state contract;
- 2) Under a county contract;
- 3) From state correctional institutions;
- 4) From state agencies for the blind and severely disabled;
- 5) Directly from producers or growers of eggs, livestock, fish and dairy products (other than milk), juice, grains or fresh fruits and vegetables;
- 6) Directly from licensed milk processors employing less than 40 people;
- 7) Emergencies;
- 8) Sole source, professional services, true leases, and insurance;
- 9) Second-hand equipment from another government agency;
- 10) By "piggybacking" on contracts let by the United States or any agency thereof, any state, and any county, political subdivision, or district of any state.

**\*Apparel and Sports Equipment Purchases**

In purchasing apparel and sports equipment, the Board will only accept bids from "responsible bidders." A determination that a bidder on a contract for the purchase of apparel or sports equipment is not a "responsible bidder" will be based upon either or both of the following considerations:

- 1) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- 2) The bidder's failure to provide information sufficient for the Board to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

**Determining Consistency with General Municipal Law Section 103**

The District is permitted to purchase certain goods and services through the use of contracts let by the United States or any U.S. agency, any state, and any county, political subdivision, or district of any state, provided these contracts have been made available for use by other governmental entities and have been let to the lowest responsible bidder or on the basis of "best value" in a manner consistent with General Municipal Law Section 103.

*\*District Option*

(Continued)

**SUBJECT: COMPETITIVE BIDDING AND OFFERING (Cont'd.)**

A contract will be considered let if:

- 1) There was a public solicitation for bids or offers;
- 2) Sufficient procedures, such as the submission of sealed bids or offers, were used to secure and preserve the integrity and confidentiality of the process;
- 3) Specifications, or similar documents providing a common standard for bidders or offerers to compete fairly, were prepared in advance of the submission of bids or offers;
- 4) The contract was awarded to the lowest responsible bidder or on the basis of "best value."

**When No Bid Is Received**

When the procedures are followed and no bid is received, the Board of Education shall, by resolution, set forth another method to follow to obtain a quote. The procedures shall then be followed. If the required number of quotes are solicited, but cannot be obtained, the District may award to the lowest offerer. Proper and thorough documentation on bid/quote attempts will be recorded and maintained.

**Purchase Orders**

The Purchasing Agent will be authorized to issue pre-numbered purchase orders for all goods and services where a budgetary appropriation has been made. When formal bidding or offering procedures are required, the purchase order will be issued after the Board award of the contract and will refer to the bid or offer submitted and the specifications, and will bear the price or prices indicated by the vendor or contractor in the bid or offer.

Blanket purchase orders issued yearly will be used where appropriate.

Purchase orders will indicate the address for delivery. All goods received must be accepted by an authorized District employee who must certify that the goods were received in good condition, before payment can be approved.

No payment for goods or services will be made unless an itemized invoice showing the name of the person or firm to whom payment is due is present; a receiving copy of the purchase order bearing the signature of an authorized school employee is present; and the invoice has been issued in response to an approved purchase order.

(Continued)

**Annual Review**

From time to time, comments concerning the District's bidding and purchasing policies and procedures will be solicited from District employees involved in the procurement process.

The Board will annually review its bidding and purchasing policies and procedures. The School Business Official will be responsible for conducting an annual review of these policies and for an evaluation of the internal control structure (regulations and any procedures) established to ensure compliance with the procurement policy.

First Reading: November 20, 2017

Second Reading: December 4, 2017

Third Reading:

Adopted:

**SUBJECT: PROCUREMENT OF GOODS AND SERVICES****Purpose**

Goods and services which are not required by law to be procured through competitive bidding must be procured in a manner so as to assure the prudent and economical use of public funds, in the best interest of the taxpayers to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the District has adopted internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law Section 103 or any other general, special, or local law.

**Responsibilities**

The District's purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the Purchasing Agent, who has been designated by the Board.

**\*Guidelines for Purchasing Services, Supplies, and Equipment when Competitive Bidding is Not Required by Law**

<u>Estimated Amount of Purchase</u>	<u>Procedure/Requirements</u>	<u>Responsibility</u>
Less than \$1,000	No verbal or written quotations required.	Originator to determine that the price is fair and reasonable
\$1,001 - \$5,000	Three informal written quotations (internal form).	Obtained by the originator. The originator will indicate on the purchase requisition form the basis for the determination that the suggested vendor be used.
\$5,001 - \$20,000	Three formal requests for proposals or quotations issued by the District.	Obtained by the School Business Official.

(Continued)

**SUBJECT: PROCUREMENT OF GOODS AND SERVICES (Cont'd.)****\*Guidelines for Public Works Projects when Competitive Bidding is Not Required by Law**

<u>Estimated Amount of Purchase</u>	<u>Procedure/Requirements</u>	<u>Responsibility</u>
Less than \$2,000	No quotation required.	Originator must substantiate the need and choice of contractor.
\$2,001 - \$10,000	Three informal written quotations (internal form).	Obtained by the School Business Official.
\$10,001 - \$35,000	Three formal requests for proposals or quotations issued by the District.	Obtained by the School Business Official.

**Documentation**

The District will ensure that each purchase and/or procurement is adequately documented. This documentation will include, but not be limited to, information sufficient to demonstrate that the purchase or procurement was made in compliance with the guidelines set forth above, and the basis for the determination that competitive bidding is not required.

In the event a contract is awarded to a vendor other than the lowest responsible dollar offeror, the District will retain documentation setting forth the reasons this award furthers the purposes of this regulation.

**Sealed Proposals**

In the event they are required, sealed proposals will be received, time-stamped, recorded, and kept in a safe place until the appointed day and time when they are publicly opened and read.

Proposals will be checked and analyzed for compliance with specifications and law. The District reserves the right to reject any and all proposals for valid cause, or to waive technical defects, qualifications, irregularities, and omissions if, in its judgment, this action serves the best interests of the District. Also reserved is the right to reject proposals and to purchase items on state contract if those items can be obtained on the same terms, conditions, specifications, and at a lower price.

(Continued)



**SUBJECT: PROCUREMENT OF GOODS AND SERVICES (Cont'd.)****Purchase Orders**

The Purchasing Agent will be authorized to issue pre-numbered purchase orders for all goods and services where a budgetary appropriation has been made. Purchase orders will be issued after the award of the contract, will refer to the relevant specifications, and will bear the price or prices indicated by the vendor.

Blanket purchase orders issued yearly will be used where appropriate.

Purchase orders will indicate the address for delivery. All goods received must be accepted by an authorized District employee who must certify that the goods were received in good condition, before payment can be approved.

No payment for goods or services will be made unless an itemized invoice showing the name of the person or firm to whom payment is due is present; a receiving copy of the purchase order bearing the signature of an authorized school employee is present; and the invoice has been issued in response to an approved purchase order.

**Special Circumstances****State Contracts**

For supplies and equipment available under state contract, which are below the state contract price, no further quotes are required provided the product is the same brand and model number and below the \$20,000 bid threshold.

**Requests for Proposals**

The District may use a request for proposal process for securing services, supplies, or equipment when the process is permitted by law, is not inconsistent with District policy, and is in the best interests of the District. This process will include, but not be limited to:

- 1) The development of specifications designed to ensure the successful proposer's ability to perform the proposed contract;
- 2) Appropriate advertisement or solicitation of proposals;
- 3) A review and evaluation of each proposal submitted;
- 4) Board approval of any contract or contracts awarded to one or more successful proposers;  
and

(Continued)

**SUBJECT: PROCUREMENT OF GOODS AND SERVICES (Cont'd.)**

- 5) Any other requirement specified in state or federal law or regulation, or District policy or regulation.

**Independent Auditors**

In accordance with law, no engagement with an independent auditor will be for a term longer than five consecutive years. The District may, however, permit an independent auditor engaged under an existing contract for those services to submit a proposal for services in response to a request for competitive proposals or be awarded a contract to provide services under a request for proposal process.

**\*Apparel and Sports Equipment Purchases**

The District will not purchase any apparel or sports equipment manufactured in a sweatshop. A decision to reject a vendor's proposal may be based upon either or both of the following considerations:

- 1) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- 2) The vendor's failure to provide information sufficient for the Board to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

**\*Environmentally Sensitive Cleaning and Maintenance Products**

The District will identify and procure environmentally sensitive cleaning and maintenance products available in the form, function, and utility generally used. The District will follow any and all applicable guidelines, specifications, and sample lists when purchasing such products for use in its facilities. The District will notify their personnel of the availability of guidelines, specifications, and sample product lists.

**Annual Review**

From time to time, comments concerning the policies and procedures will be solicited from employees of the District involved in the procurement process.

The Board will annually review these policies and procedures. The School Business Official will be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

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**SUBJECT: PROCUREMENT OF GOODS AND SERVICES (Cont'd.)**

**Unintentional Failure to Comply**

Any unintentional failure to fully comply with these provisions will not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

First Reading: November 20, 2017

Second Reading: December 4, 2017

Third Reading:

Adopted:

Students

**SUBJECT: GRADUATION REQUIREMENTS/EARLY GRADUATION/ACCELERATED PROGRAMS**

In order to graduate from Otego-Unadilla Central School District, a student must complete or may exceed the requirements set forth in Part 100 of the Commissioner's Regulations. The Board of Education reserves the right to establish requirements for graduation which exceed the minimum standards as defined by the New York State Regents. All students must be in compliance with Commissioner's Regulations for graduation in achieving a minimum of a Regents diploma unless otherwise indicated.

Otego-Unadilla Central School District believes that community service is important in the education of our students. Therefore students must accumulate forty (40) hours of community service to graduate. Documented service hours will begin in ninth grade. Exceptions for Parenting and Community Service may be made by the High School Principal in extenuating circumstances only.

**Regents Diploma with Honors**

The District may award a Regents diploma with honors to students who receive an average of ninety percent (90%) on all Regents examinations required for the honors diploma. These exams include comprehensive English, mathematics, science, US History and Government, Global History and Geography and languages other than English (LOTE). This "honors" diploma may also be given to a student who has substituted no more than two (2) alternative assessments for a Regents examination as approved by Commissioner's Regulations Section 100.2(f). However, the student's actual score on the substituted alternative assessment will not be factored into the ninety percent (90%) calculation.

**Regents Diplomas with Advanced Designation with Honors**

The District may award a Regents diploma with advanced designation with honors. A student needs to have an average score of ninety percent (90%) on all Regents examinations required for the advanced diploma. These Regents examinations are: comprehensive English, two (or three) mathematics, two sciences (one in physical science/the other in life science), US History and Government, Global History and Geography and languages other than English (LOTE).

**Appeal of Regents Examination Score Option**

School Districts must provide unlimited opportunities for all students (students with and without disabilities) to retake required Regents examinations to improve their scores so that the student may graduate with a Regents diploma. A student with or without a disability who fails, after at least two (2) attempts, to attain a score of 65 or above on a required Regents examination for graduation must be given an opportunity to appeal such score in accordance with the provisions of Section 100.5(d)(7)(i) of the Regulations of the Commissioner of Education. No student may appeal his/her score on more than two (2) of the five (5) required Regents examinations. A student whose appeal is accepted for one

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Students

**SUBJECT: GRADUATION REQUIREMENTS/EARLY GRADUATION/ACCELERATED PROGRAMS (Cont'd.)**

(1) required Regents examination, and who has attained a passing score of 65 or above on each of the four (4) remaining required Regents examinations, and who has attained a passing score of 65 or above on each of the three (3) remaining required Regents examinations, earns a local diploma.

**Early Graduation**

Upon request from the student's parent/guardian, a student shall be eligible for early graduation in fewer than eight (8) semesters upon completion of all requirements for graduation, excluding physical education, as mandated by Commissioner's Regulations. A student shall not be required to continue enrollment for the sole purpose of completing physical education requirements.

**Accelerated Programs**Eighth Grade Acceleration for Diploma Credits

Individual eighth grade students only may be afforded the opportunity to take high school courses in mathematics and in at least one of the following areas: English, social studies, languages other than English, art, music, career and technical education subjects, or science courses. The Superintendent or his/her designee is responsible for determining that an eighth grade student is eligible to take high school courses. The District shall utilize a set of criteria to determine each student's readiness for acceleration. Students who are accelerated for diploma credit must have been provided instruction designed to facilitate their attainment of, by the end of Grade 7, the State intermediate learning standards in each subject area in which they are accelerated.

Advanced Placement

Advanced Placement (AP) examinations are administered by the College Board with strict guidelines as to their implementation. A national, standardized, arduous examination is administered by the College Board in May of each year for a great variety of courses in various subject areas. In addition to entering a universe of knowledge that might otherwise remain unexplored in high school, Advance Placement examinations afford students the opportunity to earn credit or advanced standing in most of the nation's colleges and universities. The District shall utilize a set of criteria to determine a student's readiness for enrollment in the Advanced Placement classes.

**Online Coursework**

Section 100.5(d) of NYCRR amends the Commissioner's Regulations to allow school districts and BOCES to offer students the ability to complete general education and diploma requirements for a specific subject through online instruction or blended coursework that combines online and classroom-based instruction.

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Students

**SUBJECT: GRADUATION REQUIREMENTS/EARLY GRADUATION/ACCELERATED PROGRAMS (Cont'd.)**

To receive credit students shall successfully complete an online or blended course and demonstrate mastery of the learning outcomes for the subject by passing the Regents exam and/or other assessment in the subject area.

**Commencement**

No student shall participate in the commencement exercise unless he/she has successfully completed all graduation requirements. The Guidance Office shall communicate directly and regularly with parents and seniors who may be in danger of not successfully completing their graduation requirements as soon as possible after the danger is realized. Graduation is considered to be a privilege rather than a right; therefore, no student who has been suspended through the end of the year shall participate in the commencement exercise. Special education students participating in commencement exercises after meeting their IEP goals/objectives and receiving an IEP diploma may continue their education in the District's High School.

All awards and scholarships will be awarded to a student of the School District and shall not be limited by town or village. During commencement exercises, the amount of the award, if less than five hundred dollars (\$500) shall not be noted in the program or mentioned.

The commencement exercises can include identification of and speech from the class salutatorian and valedictorian.

The valedictorian and salutatorian will be chosen at the end of the third quarter of the senior year based on their academic ranking within their ninth grade cohort. The valedictorian and salutatorian must have been a student enrolled at Unatego Jr./Sr. High School for at least five (5) semesters and will be chosen from those graduating with an Advanced Regents diploma. Course work must include but not limited to the following:

- a) Three (3) years of Math
- b) Three (3) years of Science
- c) Three (3) years of LOTE and/or Occupational Education and/or Music
- d) At least four (4) AP courses and/or college level courses as approved by the High School Principal

The Board of Education shall conduct appropriate commencement exercises.

8 NYCRR Sections 100.1(i), 100.2(f), 100.4(d) and 100.5

NOTE: Refer also to Policy #7222 -- Credential Options for Students with Disabilities

First Reading: November 20, 2017

Second Reading: December 4, 2017

Third Reading:

Adopted:

**SUBJECT: VIDEO/DVD VIEWING POLICY**

All video, DVDs, etc. that are shown in the Otego-Unadilla School District must have educational value.

Films that are to be shown in the classroom or to District students shall have the following restrictions:

“G” rating—no restrictions.

“PG” and “PG-13” rating—must have Building Principal approval.

“R” rating—must have Building Principal and Parent notification/approval.

Unrated—Building Principal approval and Parent notification at Principal’s discretion

Parents will have the right to opt out their students from these showings without penalty to the student.

First Reading: November 20, 2107

Second Reading: December 4, 2017

Third Reading:

Adopted:



**Unatego Central School District**  
***Student Organizations***  
**2017-2018**

Student Accounts Advisor: Lori-Ann Harvey

**1. Class of 2018 (12<sup>th</sup>):**

Advisor: Abby Costello & Jeanne Butler  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2016.*  
President: Fibi Mohammed-Shawal  
Vice Pres.: Megan Short  
Secretary: Wyatt Liddle  
Treasurer: Tristen Maraglio

**2. Class of 2019 (11<sup>th</sup>):**

Advisor: John Collins  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2017.*  
President: Morgan Newman  
Vice Pres.: Jack Andrews  
Secretary: Kiarra Roe  
Treasurer: Ethan Lowe

**3. Class of 2020 (10<sup>th</sup>):**

Advisor: Sara Ingalls  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2018.*  
President: Paige McCoy  
Vice Pres.: Raven Henry  
Secretary: Mallory Frazier  
Treasurer: Brooke Cerar

**4. Class of 2021 (9<sup>th</sup>):**

Advisor: TBA  
Purpose: *To use the democratic process to make decisions that will benefit the Class of 2019.*  
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.*  
President: Fibi Mohammed-Shawal  
Vice Pres: Madison Rivera  
Secretary: Nadia Sears  
Treasurer: Kaitlyn Rivera

**6. Elementary Student Council (K-5):**

Advisor: Kim Platt  
Purpose: *To serve as the governing body for the students at Unatego Elementary School*  
President: Kayden Jarvis  
Vice Pres: Brayden Nichols  
Secretary: Xander Johnson  
Treasurer: Madisyn Birdsall

**7. 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: Kaitlyn Rivera  
Vice Pres: Gavin Flavell  
Secretary: Raven Henry  
Treasurer: Alex Jenouri

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

Advisor: Amanda Kane and Noelle Holdredge  
Purpose: *To accurately record the history of the Unatego Junior--Senior High School.*  
President: Alyssa Cerar  
Vice Pres: Brittany Cerar  
Secretary: Brooke Cerar  
Treasurer: Piper Boliski

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

Advisor: Laura Wade-Butcher  
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: Austin Stockert  
Vice Pres: Megan Short  
Secretary: Haleigh Burton  
Treasurer: Gabrielle Borowa

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

Advisor: Beth-Anne Wiswell  
Purpose: *To promote the language and culture of people from around the world.*  
President: Emily Brandt  
Vice Pres: Corinne Ashley  
Secretary: Daniel McCann  
Treasurer: Henry Barnes

**11. 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: Brooke Thayer  
Vice Pres: Xander Ranc  
Secretary: Hannah Brandow  
Treasurer: Leah Carman

**12. Middle School 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: Brooke Thayer  
Vice Pres: Madison Himes  
Secretary: Hannah Brandow  
Treasurer: Sarah Ostrander

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

Advisor: Kim Trask  
Purpose: *To accurately record the history of the Unatego Middle School.*  
Editor: Brooke Thayer  
Photo. Editor: Leah Carman  
Secretary: Hannah Brandow  
Treasurer: Mason Dunn

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

Advisor: Deb Davis  
Purpose: *To encourage high standards in scholarship, leadership, citizenship, character, and service at Unatego.*  
President: Paige McCoy  
Vice Pres: Megann Andrew  
Secretary: Alyssa Blanco  
Treasurer: Gabby Borawa

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

Advisors: Kim Trask  
Purpose: *To promote academics, leadership, service, and citizenship.*  
President: Wyatt Liddle  
Vice Pres: Martha Modinger  
Secretary: Morgan Newman  
Treasurer: Alex Jenouri

**16. Safety Patrol (5<sup>th</sup> grade):**

Advisors: Tammy Menz and Darlene Wong  
Purpose:  
President:  
Vice Pres:  
Secretary:  
Treasurer:

**17. 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: Jack Andrews  
Co-Pres.: Aiden Cutting  
Secretary: Henry Barnes  
Treasurer: Gabriel Cutting

**18. Spanish (Español) Club (9-12):**

Advisor: Laura Gamez-Romero  
Purpose: *To promote the language and culture of people from around the world.*  
President: Alyssa Cerar  
Vice Pres: Madison Rivera  
Secretary: Brittany Cerar  
Treasurer: Leah Hamm

**19. 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: Callum Scott  
Vice Pres: Megan Short  
Secretary: Laurel Belcourt  
Treasurer: Bryan Pikaard

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

Advisor: Jeanne Butler  
Purpose: *To serve as the governing body for the students at Unatego.*  
President: Alyssa Cerar  
Vice Pres: Madison Rivera  
Secretary: Morgan Newman  
Treasurer: Cassidy Fetterman

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

Advisors: Sherry Maruszewski  
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: Megan Short  
Vice Pres: Austin Stockert  
Secretary: Deggie Urzua  
Treasurer: Kaitlyn Rivera

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: CHRISTIN SCHMITZ

POSITION: SUB CAFETERIA

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

EFFECTIVE DATE: 12/4/17

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

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

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

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

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

REFERENCES CONTACTED:

1. KRISTEN SOUSA

2. APPLE BEE

COMMENTS: I MICHAEL, FOOD SERVICE MANAGER,

RECOMMEND CHRISTIN SCHMITZ

AS A SUB FOR CAFETERIA

  
\_\_\_\_\_  
ADMINISTRATOR SIGNATURE

11/30/17  
\_\_\_\_\_  
DATE