

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
MONDAY, JANUARY 10, 2022  
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 December 20, 2021**
- 1.8 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 Approve CSE Recommendations (1.10.22 G1)**
- 4.2 Approve the revised Corrective Action Plan (Extra Classroom Financial Statements) (1.10.22 G2)**
- 4.3 Appoint Kim Gascon elementary after school Robotics Advisor (1.10.22 C1)**
- 4.4 Appoint Melissa Joyce elementary after school Robotics Assistant Advisor (1.10.22 C2)**
- 4.5 Appoint Kelly Post math teacher for the after school extra help program (1.10.22 C3)**
- 4.6 Appoint Nancy Hinkley Special Education Teacher (1.10.22 C4)**
- 4.7 Accept Jennifer Giacomelli's resignation as Aide (1.10.22 UC1)**

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 1.10.22**

**PG: 3**

**4.1**

**1.10.22 G1**

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

**4.2**

**1.10.22 G2**

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

**4.3**

**1.10.22 C1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kim Gascon elementary after school Robotics Advisor as presented.**

**4.4**

**1.10.22 C2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Melissa Joyce elementary after school Robotics Assistant Advisor as presented.**

**4.5**

**1.10.22 C3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kelly Post as math teacher for the after school extra help program as presented.**

**4.6**

**1.10.22 C4**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Nancy Hinkley, to a three-year probationary appointment in the tenure area of General Special Education Teacher effective date January 17, 2022, and ending January 16, 2025, pro-rated Masters+45 Step 18 salary as presented (replaces Susan Delello).**

**This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least two (2) of the three (3) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.**

**4.7**

**1.10.22 UC1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Jennifer Giacomelli's resignation as an Aide, effective December 10, 2021, as presented.**

# MEMO

To: Dr. Richards

From: Patti Loker, Business Manager

Date: December 21, 2021

Re: Revised Corrective Action Plan

Attached is a revised Correction Action Plan for the Extra Classroom financial statements.

NYSED will no longer accept an anticipated completion date of “ongoing”, so I changed it to June 30, 2022.

I recommend that the Board of Education approved the revised Corrective Action Plan.

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:** 6/30/2022



# 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 and BOE  
FROM: Mike Snider  
DATE: January 3, 2022  
RE: Elementary Robotics Advisor

I would like to recommend Kim Gascon as the advisor for the Elementary After School Robotics program, which begins in January 2022.

Thanks.



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School Nurse

## MEMO

TO: Dr. Richards and BOE  
FROM: Mike Snider  
DATE: January 4, 2022  
RE: Elementary Robotics Assistant Advisor

I would like to recommend Melissa Joyce as an assistant advisor for the Elementary After School Robotics program, which begins in January 2022. Her hourly rate is based on the LTA contract.

Kim Gascon is the primary advisor. This year, we are expanding the robotics after school program to include more students and to include 5<sup>th</sup> graders, who missed the opportunity last year. With the increase in students, having an advisor and an assistant advisor will help us work with the additional students.

Thanks.



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## MEMO

TO: Dr. Richards and BOE  
FROM: Mike Snider  
DATE: January 4, 2022  
RE: 5<sup>th</sup> Grade After School Math – Extra Help Teacher

I would like to recommend Kelly Post as an after school extra help teacher on Tuesdays and Thursdays beginning in January 2022. Her hourly rate is based on the Teacher contract. The after school help program will run from 2:55 to 4:00 pm on Tuesdays and Thursdays.

Thanks.



UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Nancy Hinkley

POSITION: Special Education Teacher

REPLACES: Susan DeLello

EFFECTIVE DATE: January 17, 2022

EDUCATION LEVEL: Certificate of Advanced Study

YEARS OF EXPERIENCE: 30+

SALARY: STEP 18 LEVEL M<sup>+45</sup> \$ 73,494 Pro-rated

CERTIFICATION: N, K-6, Special Education K-12, Social Studies 7-12  
School District Administrator

COLLEGE: Edinboro University, SUNY Oneonta, SUNY Cortland,  
SUNY Binghamton

REFERENCES CONTACTED:

1. John Capello

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

COMMENTS: Nancy has had a successful career in  
many areas of Education. She has been  
subbing and would like to return to  
teaching full time.

Julie Lombardo  
ADMINISTRATOR SIGNATURE

1/4/22  
DATE

**Sheila Nolan**

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**From:** niciz136@stny.rr.com  
**Sent:** Thursday, December 23, 2021 12:44 PM  
**To:** Sheila Nolan  
**Subject:** Jennifer Giacomelli

RECEIVED  
DEC 23 2021

BY: .....

**[EXTERNAL EMAIL]** This email has been received from an external source. Please use extra caution before opening attachments or following links.

At this time I am sorry to submit my resignation. COVID cases are rising and I simply don't feel comfortable working in high school. On two separate occasions, I worked with a student and the next day they were out with COVID. Most students adhere to the mask wearing. However, there are a select group of boys and one particular girl, when asked to put their mask up simply look the other way. Unatego is a great school district. The staff were wonderful to work with. Have a safe and wonderful year.