

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
TENTATIVE
MONDAY, JANUARY 7, 2019
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 December 17, 2018
- 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 Approve CSE recommendations (1.7.19 G1)
- 4.2 Approve Corrective Action Plan (Audited Financial Statements and Audited Extra Classroom Financial Statements) (1.7.19 G2)
- 4.3 Approve Budget Transfers (1.7.19 G3)
- 4.4 Approve Transportation RFP (1.7.19 G4)
- 4.5 Approve Superintendent's salary for the 2018-2019 school year (1.7.19 C1)
- 4.6 Approve Superintendent's Secretary's salary for the 2018-2019 school year (1.7.19 UC1)
- 4.7 Approve School Business Manager's salary for the 2018-2019 school year (1.7.19 UC2)
- 4.8 Approve 12-month Supervisor salary for the 2018-2019 school year (1.7.19 UC3)
- 4.9 Approve termination of Tara Nichols Food Service Helper (1.7.19 UC4)
- 4.10 Approve (2) coaches and (1) volunteer assistant coach for the 2018-2019 Winter Sports season (1.7.19 C2)
- 4.11 Accept Roy VanDermark letter of retirement as school bus driver (1.7.19 UC6)
- 4.12 Accept resignation from Christal Wright as Keyboard Specialist (1.7.19 UC7)
- 4.13 Accept resignation from Lewis A. Keyser as VBB coach (1.7.19 C3)

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 1.7.19

PG: 3

4.1

1.7.19 G1

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

4.2

1.7.19 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

1.7.19 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Budget Transfers as presented.

4.4

1.7.19 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby award the Transportation RFP to Rolling V Bus Corporation as presented.

4.5

1.7.19 C1

RESOLVED: Upon the recommendation of the Board of Education hereby does approve salary, as allowed in the 2018-2019 school budget, a 2.3% salary increase for the Superintendent for the 2018-2019 school year (retroactive to July 1, 2018).

4.6

1.7.19 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve salary, as allowed in the 2018-2019 school budget, a 2.3% salary increase for the Superintendent's Secretary for the 2018-2019 school year (retroactive to July 1, 2018).

4.7

1.7.19 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve salary, as allowed in the 2018-2019 school budget, a 2.3% salary increase for the School Business Manager for the 2018-2019 school year (retroactive to July 1, 2018).

4.8

1.7.19 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve salary, as allowed in the 2018-2019 school budget, a 2.3% salary increase for the 12-Month Supervisor for the 2018-2019 school year (retroactive to July 1, 2018).

Board Agenda 1.7.19
PG: 4

4.9

1.7.19 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve termination of Tara Nichols as Food Service Helper effective January 7, 2019.

4.10

1.7.19 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve (2) coaches and (1) volunteer assistant coach for 2018-2019 Winter Sports season as presented.

4.11

1.7.19 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Roy VanDermark's letter of retirement as school bus driver effective June 27, 2019.

4.12

1.7.19 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Christal Wright's resignation as Keyboard Specialist effective February 1, 2019.

4.13

1.7.19 C3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Lewis A. Keyser's resignation as Varsity Boys' Basketball Coach effective immediately.

Unatego Central School District

Unatego, NY 13825

MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager 

Date: December 21, 2018

Re: Corrective Action Plan

Attached is the proposed corrective action plan, based on the June 30, 2018 audited financial statements.

I recommend that the Board of Education approve the plan.

Unatego Central School District

Corrective Action Plan

June 30, 2018 Audited Financial Statements

Summary Warrant Report Approval

Auditor Recommendation: We recommend that the Treasurer ensure that they review, sign off and date each warrant report prior to checks being mailed to ensure the accuracy of the disbursements.

District Action: The Treasurer will review, sign off and date each of the warrant reports prior to the mailing of the disbursement checks.

Anticipated Completion Date: June 30, 2019

Payroll Rate Change

Auditor Recommendation: We recommend that a second review is completed after all increases have been placed into the computer by the Treasurer or another individual separate of the entering process. We also strongly encourage the review of a payroll change report periodically by the Treasurer.

District Action: The Treasurer will do a second review of salary increases, after they are entered into nVision. A periodic review of the payroll change reports will also be done. Also, DCMO BOCES Central Business Office will run a report in the payroll module, after all rates are updated, and compare it to the report from the Negotiations module to insure that rates match.

Anticipated Completion Date: June 30, 2019

Federal Uniform Guidance Policies and Procedures

Auditor Recommendation: The District should document policies and procedures in accordance with the new Uniform Guidance. This should include monitoring procedures to ensure that internal controls over compliance are working effectively.

District Action: The District will establish policy and procedures to comply with the new Uniform Guidance.

Anticipated Completion Date: June 30, 2019

User Access to Financial Software

Auditor Recommendation: We recommend that management periodically review user access rights reports and make any necessary changes. In addition, formal review of user access and permissions should be signed off by an independent person and the documentation should be retained. Also, we recommend that the District implement a more defined process of tracking information that is submitted to the administrator of the software for processing any changes.

District Action: The District, in conjunction with BOCES, has reviewed all of the current users and their corresponding access rights, and changes were made as needed. The District, working with BOCES, has developed a form, which is completed each time an addition or change in rights is requested.

Anticipated Completion Date: ongoing

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 or Business Manager initials the Payroll Comparison reports after review.

Anticipated Completion Date: June 30, 2019

Procurement Policy

Auditor Recommendation: We recommend that the District adopt a policy that is in compliance with GML 104(b) requirement and proper quotes are obtained for any goods or service purchases that are not subject to competitive bidding requirements.

District Action: The District has adopted new policies #5410R Competitive Bidding and Offering and #5411R Procurement of Goods and Services.

Anticipated Completion Date: Completed

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 will avoid making interfund transfers that are not included in the original voter approved budget. The District will also refrain from contingent/non contingent transfers.

Anticipated Completion Date: Ongoing

Unatego Central School District

Corrective Action Plan

June 30, 2018 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.

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: June 30, 2019

Unatego Central School District

Unatego, NY 13825

To: Dr. Richards

From: Patti Loker, School Business Manager *PAL*

Date: December 28, 2018

Re: Transportation RFP

Earlier this month, we issued a request for proposal for transportation services. We currently have an emergency 30-day contract with Rolling V Bus Corporation for this run.

Only one company responded to the RFP: Rolling V Bus Corporation (who currently transports the student).

I recommend that the Board award the transportation contract to Rolling V Bus Corporation.

471601
(SED CODE)

The State Education Department
Transportation Unit, Room 475 EBA
Albany, New York 12234

C _____
Contract Number
(SED will fill in)

TRANSPORTATION CONTRACT

(Do not use for Addendums or Extensions - See Note on Reverse)

Path Loker <small>Contact Person</small>		Tele (607) 988-5038 Fax (607) 988-1039
Unatego Central School District <small>School District/BOCES</small>		
2641 State Highway 7, PO Box 483 <small>Street or P.O. Box</small>		
Otego <small>City</small>	NY <small>State</small>	13825 <small>Zip Code</small>

- Check if applicable:
- Special Education Pupils - Transportation required as a related service.
 - Contract will begin part way through the school year and cost \$20,000 or less.
 - One-month emergency contract -31 Calendar Days.
 - Contract for bus maintenance only.
 - District will supply contractor with fuel.
- Specifications include:
- Provision for attendants, escorts or monitors.
 - Clause for increasing or decreasing service.

This AGREEMENT made this 7th day of January, 2019 by and between

Unatego Central School District, County of Otsego, N.Y.

party of the first part and Rolling V Bus Corporation, party of the second part.

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation for children of said district for the period of service to begin

January 2, 2019 and to end June 30, 2019.

NOW, THEREFORE, the said party of the first part hereby agrees to pay to the said party of the second part the sum of \$ _____ or \$ \$406.85/tpd if on a per-bus, per-diem, per-mile or

other unit cost basis for providing such transportation on a suitable conveyance.

Total Anticipated Annual Cost \$ 20,342.50.

If awarded through a request for proposals, date of request of such proposals 12/20/18 (see note on reverse)

IN WITNESS WHEREOF, The parties have set their hands the day and year above written.

(Signature of Trustee or President of Board of Education) Unatego CSD; PO Box 483, Otego, NY 13825
(Party of the First Part) (Post Office Address)

(Signature of Contractor) Rolling V Bus Corp, PO Box 110, So. Fallsburg, NY 12779
(Party of the Second Part) (Post Office Address)

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education law and Section 156.12 of Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3625(1) of the Education Law.

Approval Date: _____ Filed by: _____
(Date of Superintendent's Approval) (Signature of Superintendent or Designee)

SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT. RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS.

The party of the second part covenants with the party of the first part that in consideration of the payments hereinbefore stated and of the covenants and agreements set forth that said school children will be conveyed safely, that said duties and obligations in relation thereto pursuant to this contract will be faithfully performed, at all times exercising proper supervision over said children and that said party of the second part will abide by all reasonable rules and regulations and that the driver will be at least 21 years of age and duly licensed and that said driver will be currently approved by the chief school administrator. And the party of the second part further covenants and agrees that the vehicle shall come to a full stop before crossing the tracks of any railroad and before crossing any State highway and that it shall at all times comply with the rules and regulations of the Department of Transportation applying to such vehicles.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be signed by the trustee or president of the board of education and the contractor. This contract or any right, title or interest therein may not be assigned by the party of the second part without the previous consent in writing of the party of the first part. This contract shall be void and of no effect unless the party of the second part shall comply with all applicable provisions of the Workman's Compensation Law in respect to employees engaged in the performance of this contract. The party of the second party will comply with the Labor Law.

"The contractor hereby consents to an audit of any and all financial records relating to this contract by the Department of Audit and Control." "The contractor further agrees to provide to the board of education, trustee(s), or the Commissioner of Education, upon request, any information relating to this contract including financial data."

State aid will be computed on account of this contract in accordance with the total sum specified. Any expenditure in excess of this total sum will not be considered in computing State aid. For school districts eligible for transportation aid, no aid shall be allowed for a period greater than 120 days prior to the filing of the contract in accordance with Section 3625 of the State Education Law.

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID** date of bid opening _____ Complete **BID TABULATION** below:

1. _____ (Name)	_____ (Amount of Bid)	3. _____ (Name)	_____ (Amount of Bid)
2. _____ (Name)	_____ (Amount of Bid)	4. _____ (Name)	_____ (Amount of Bid)

Was contract awarded to the lowest responsible bidder? Yes No If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons on a separate sheet and attach to this contract. If no bids are received, it is necessary for the district to re-advertise.

Attach Affidavits of Publication which you can secure from the newspapers. Also, attach one printed copy of each Notice to Bidder which appeared in the papers. If detailed specifications were used, kindly forward a copy.

MULTI-YEAR CONTRACT: A separate line item shall be included in the Annual Budget and Budget Brochures. Also a footnote to that line item shall indicate: " _____ year (first, second, etc.) of a _____ - year (two, three, etc.) contract, the total cost of which is \$ _____" (total cost of multi-year contract).

REQUEST FOR PROPOSALS: If contract was awarded through a request for proposals (RFP), submit evidence of the date of the request, the forms and instructions used in making the request, the contract specifications, all proposals received, the criteria used in evaluating the proposals, the weights assigned to each criterion, and the scores used to assess each category of the criteria, in accordance with the provisions of Section 156.12 of Commissioner of Education Regulations.

EXTENSIONS AND ADDENDUMS: An Extension of Contract (Form CE) must be filed for all extensions. Please notify the Department by letter of any additions to a contract after it has been filed with the Department. Such additions can only be made where authorized by the contract specifications.

January 4, 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.

Travis Woods- Varsity Boys Basketball

Rob Birdsall-JV Boys Basketball

Andrew Barber-Volunteer Assistant Boys Basketball

Thank you,

Matthew J. Hafele

January 2, 2018

Unatego Central School District
Dr David S. Richards
Brian Trask
School Board of Education

Superintendent of Schools
Director of Transportation

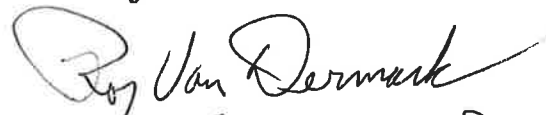
I am writing to inform you that after 17 years as a professional bus school driver for the Unatego School District, I have decided to retire.

At the end of the school year, June 26, 2019, will be my last day of employment.

I have enjoyed the 17 years working for the school district, and I would like to take this time to thank everyone.

Sincerely yours,

Roy Van Dermark



January 2, 2018

January 2, 2019

Dr. David Richards
Superintendent of Schools
Unatego Central School District
2641 State Highway 7
Otego, NY 13825

Dear Dr. Richards;

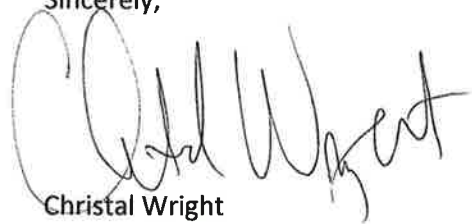
I am writing to inform you that I will be resigning from my position effective February 1, 2019.

Thank you for all of the experiences and opportunities that you have granted me during my time here. I am very grateful to have had the opportunity to work with an exceptional team of talented individuals who have made my experience at the school amazing.

Please inform me if there is anything that I can do to help during this transition.

All the best to you and the school.

Sincerely,

A handwritten signature in black ink, appearing to read "Christal Wright". The signature is written in a cursive style with a large initial "C".

Christal Wright

Cc: PH, JL