

**UNATEGO CENTRAL SCHOOL DISTRICT**  
**MONDAY, FEBRUARY 10, 2020**  
**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 January 27, 2020**
- 1.8 Adopt Agenda**

**2. PUBLIC COMMENT**

**3. PRESENTATIONS**

- 3.1 Administrator's Report**
- 3.2 Superintendent's Report – Dr. David S. Richard**
- 3.3 Committee Reports**

**ADMINISTRATIVE ACTION**

- 4.1 Policy #5573 Internal Audit Function (first reading)**
- 4.2 Policy #5575 Claims Auditor (first reading)**
- 4.3 Policy #7441 Student Voter Registration and Pre-Registration (first reading)**
- 4.4 Approve CSE recommendations (2.10.20 G1)**
- 4.5 Approve Surplus of ovens (2.10.20 G2)**
- 4.6 Approve the updated policy #4211 Unatego Central School District Organizational Chart (2.10.20 G3)**
- 4.7 Accept Robert Sassano's resignation for the purpose to retire as Middle School teacher (2.10.20 C1)**
- 4.8 Appoint the spring coaches for the 2019-20 sports season (2.10.20 C2)**
- 4.9 Approve afterschool homework help program LTA for the 2019-2020 school year (2.10.20 C3)**
- 4.10 Approve Piper Umbra as a long-term substitute aide (2.10.20 UC1)**
- 4.11 Approve Dorene Ireland as a substitute teacher aide/LTA for the 2019-2020 school year (2.10.20 UC2)**
- 4.12 Approve Heather Cole as a substitute bus aide/food service helper for the 2019-2020 school year (2.10.20 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 2.10.20**

**PG: 3**

**4.4**

**2.10.20 G1**

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

**4.5**

**2.10.20 G2**

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

**4.6**

**2.10.20 G3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the updated BP#4211 Unatego Central School District Organizational Chart as presented.**

**4.7**

**2.10.20 C1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Robert Sassano's resignation for the purpose to retire as middle school teacher, effective June 30, 2020 as presented.**

**4.8**

**2.10.20 C2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint the coaches for the 2019-20 spring sports season as presented.**

**4.9**

**2.10.20 C3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Sherri Sutton-LTA for the afterschool homework help program for the 2019-2020 school year as presented.**

**4.10**

**2.10.20 UC1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Piper Umbra long-term substitute aide to replace Teresa LaPointe-Resignation, until the end of the school year, effective February 11, 2020 as presented.**

**4.11**

**2.10.20 UC2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Dorene Ireland as a substitute teacher aide/LTA for the 2019-2020 school year as presented.**

4.12

2.10.20 UC3

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Heather Cole as a substitute bus aide/food service helper for the 2019-2020 school year as presented.

**SUBJECT: INTERNAL AUDIT FUNCTION**

The District is exempt from performing the internal audit function because it:

- a) Employs fewer than eight teachers;
- b) Had actual fund expenditures totaling less than five million dollars in the previous school year; or
- c) Had actual enrollment of less than 1,500 students in the previous school year.

The District annually certifies to the Commissioner that it meets one or more of the above criteria for an exemption.

If the District determines in a given year that there is a need to have an internal audit completed, the following criteria will be followed:

The District has established an internal audit function which includes:

- a) Development of a risk assessment of District operations including, but not limited to, a review of financial policies, procedures, and practices;
- b) An annual review and update of such risk assessment;
- c) Annual testing and evaluation of one or more of the District's internal controls, taking into account risk, control weaknesses, size, and complexity of operations;
- d) Preparation of reports, at least annually or more frequently as the Board may direct, which analyze significant risk assessment findings, recommend changes for strengthening controls and reducing identified risks, and specify timeframes for implementation of these recommendations.

The District is permitted to utilize existing District personnel to fulfill the internal audit function, but these individuals will not have any responsibility for other business operations of the District while performing internal audit functions. The District will also be permitted to use inter-municipal cooperative agreements, shared services to the extent authorized by Education Law Section 1950, or independent contractors to fulfill the internal audit function as long as the personnel or entities performing this function comply with any Regulations issued by the Commissioner of Education and meet professional auditing standards for independence between the auditor and the District.

(Continued)

**SUBJECT: INTERNAL AUDIT FUNCTION (Cont'd.)**

Personnel or entities serving as the Internal Auditor and performing the internal audit function will report directly to the Board. The audit committee will assist in the oversight of the internal audit function on behalf of the Board.

Education Law §§ 1950, 2116-b, and 2116-c  
8 NYCRR § 170.12

First Reading: February 10, 2020

**SUBJECT: CLAIMS AUDITOR**

The Board will appoint a claims auditor who shall hold the position subject to the discretion of the Board. No person shall be eligible for appointment to the office of claims auditor who shall be:

1. A member of the Board;
2. The Clerk or Treasurer of the Board;
3. The Official of the District responsible for business management;
4. The Purchasing Agent
5. Clerical personnel directly involved in accounting and purchasing functions

The Board of Education may delegate the auditing of claims to an individual through the use of:

1. A school district or BOCES employee who is not prohibited from being the claims auditor;
2. An inter-municipal cooperative agreement;
3. Shared services to the extent authorized by Education Law section 1950; or
4. Independent contractors, provided that the individual or organization serving as independent contractor meets the standards for independence between the auditor and the district as set forth in this subparagraph. For purposes of this subparagraph, an individual or organization shall be considered independent if such individual or organization:
  - a) Has no other responsibilities related to the business operations of the school district, as applicable;
  - b) Has no interest in any other contract with, and does not provide any goods or services to the school district; and
  - c) Is not a close or an immediate family member of anyone who has responsibilities related to business operations of the school district, or has an interest in any other contracts with the school district. For purposes of this subparagraph, a "close family member" shall be defined as a parent, sibling or nondependent child, an "immediate family member" shall be defined as a spouse, spouse equivalent, or dependent (whether or not related).

Valid claims against the District shall be paid by the Treasurer only upon the approval of the claims auditor. The claims auditor shall be responsible for formally examining, allowing or rejecting all accounts, charges, claims or demands against the School District. The auditing process shall determine:

1. That the proposed payment is for valid and legal purpose;
2. That the obligation was incurred by an authorized District official;

3. That the items for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
4. That the obligation does not exceed the available appropriation; and
5. That the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order or contract upon which it is based.

The claims auditor will certify all claims as ready for payment directly to the Treasurer. All claims shall be presented to and approved by the claims auditor prior to payment.

First Reading: February 10, 2020



# POLICY

2020

7441

Students

## **SUBJECT: STUDENT VOTER REGISTRATION AND PRE-REGISTRATION**

The District recognizes the importance of voting and civic engagement. As such, the District seeks to encourage student voter registration and pre-registration. A person who is at least sixteen years of age and who is otherwise qualified to register to vote may pre-register to vote, and will then be automatically registered to vote upon reaching the age of eligibility as provided by law.

The District promotes student voter registration and pre-registration through the following means:

- a) Collaborating with county boards of elections to conduct voter registration and pre-registration in the District's high school(s) and have forms available to all eligible students; and
- b) Encouraging voter registration and pre-registration at various student events throughout the year such as Open House and other events.
- c) Encourage voter registration and pre-registration in High School Social Studies classes, including Participation in Government for seniors.

The completion and submission of voter registration or pre-registration forms will not be a course requirement or graded assignment for District students.

Election Law § 5-507

First Reading: February 10, 2020

# MEMO

To: Sheila Nolan, Records Management Officer

From: Patti Loker, Business Manager *PAL*

Date: January 28, 2020

Re: Surplus ovens

I am recommending that District surplus the following items:

Asset #20150288 – Vulcan Convection Oven, purchased in 1998

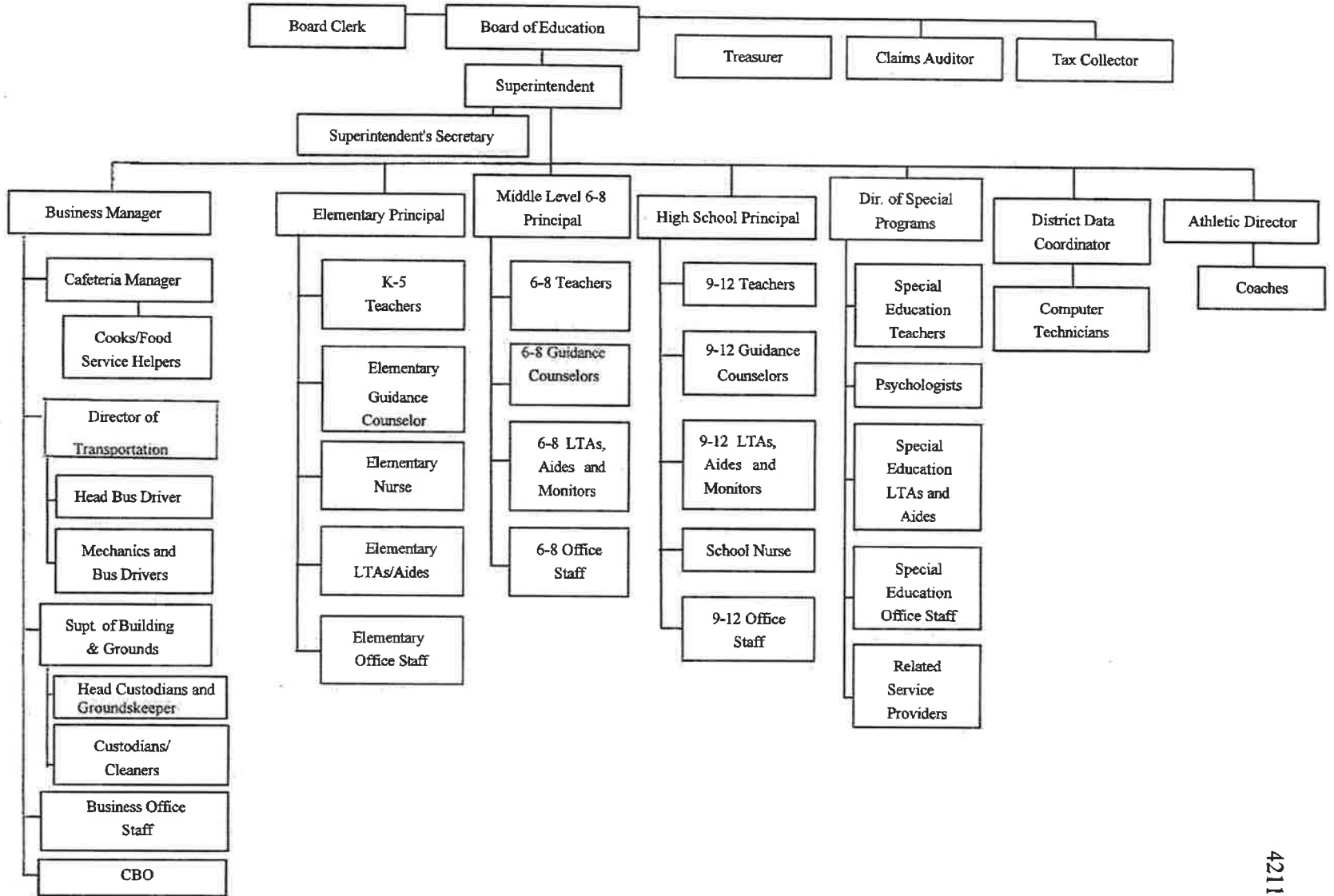
Asset #004961 – US Range Convection Oven, purchased in 1998

These ovens no longer work, and they have been replaced.

Thank you.

Adopted: 1/25/16  
 Re-adopted: February 10, 2020

## OTEGO-UNADILLA CENTRAL SCHOOL DISTRICT ORGANIZATIONAL CHART



RECEIVED  
JAN 29 2020

January 29, 2020

BY: .....

Dr. David S. Richards Superintendent  
Unatego Board of Education  
Unatego Central School District  
2641 State Highway Route 7  
Otego, New York 13825

Dear Dr. Richards and members of the Board of Education,

After over thirty years of teaching, I will be retiring at the end of the 2019-2020 school year. Therefore, I hereby terminate my teaching position in the Unatego Central School District effective the end of business June 30, 2020.

I want to thank you for the opportunities I have had in my 10 years of service to the district, and I wish you all well as you move forward in shaping the lives and futures of our students.

Sincerely yours,



Robert Sassano

# 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

February 6, 2020

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:

## Spring

Frank Microni Varsity Baseball (Step 6)  
RJ Platt JV Baseball or Modified Baseball (Step 6)  
Rich Rosener Modified Baseball (Step 6)  
Christina Butcher V Softball (Step 6)  
Amber Emerson JV Softball (Step 3)  
Jennifer Barnes Mod Softball (Step 3)  
Mike Hamilton V Track And Field (Step 6)  
Scott Hornung Asst. V Track and Field (Step 6)  
Matt Hafele Modified Track and Field (Step 6)  
Spike Paranya Volunteer Asst. Track and Field  
Kati DeMulder Volunteer Asst. Softball  
Shawn Clow Volunteer Asst. Baseball

Thank you,



Matthew J. Hafele



# 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: February 6, 2020  
RE: Recommendation for Elementary Afterschool Homework Help Program

I recommend Sherri Sutton for the elementary afterschool homework help program. She is an LTA.

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

Recommendation for Sherri Sutton (Baumes) to work Tuesdays and Thursdays for the remainder of the time we run the program.

She was already approved as a sub for the afterschool program but this would change her status.

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Piper Umbra

POSITION: Long-term Sub Aide

REPLACES: Terry LaPointe

EFFECTIVE DATE: ASAP

EDUCATION LEVEL: 2-yr degree

YEARS OF EXPERIENCE: 2

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

CERTIFICATION: Ø

COLLEGE: Herkimer CC

REFERENCES CONTACTED:

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

COMMENTS: Piper has been filling in for Terry since October and doing a great job.

Patricia Key  
ADMINISTRATOR SIGNATURE

2-3-20  
DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: DORENE IRELAND

POSITION: SUB TEACHER'S AIDE & SUB LTA

REPLACES: N/A

EFFECTIVE DATE: 2/11/2020

EDUCATION LEVEL: BA in MASS Communications

YEARS OF EXPERIENCE: NONE

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ As per sub AIDE/LTA rate

CERTIFICATION: NONE

COLLEGE: SUNY OSWEGO

REFERENCES CONTACTED:

1. CACIE MADISON, Nashville TN IMPROV Co.
2. Missy Harris, Half-LIGHT THEATRE, J.C., NY

COMMENTS: GOOD experience working w/children in several areas. References note she is well-organized and is involved in several area charities and not-for-profits.

[Signature]  
ADMINISTRATOR SIGNATURE

2/3/2020  
DATE



UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Heather Cole

POSITION: Sub bus & cafe aid

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

EFFECTIVE DATE: Pending fingerprinting

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

YEARS OF EXPERIENCE: 0

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ Sub Contract

CERTIFICATION: Ø

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

REFERENCES CONTACTED:

- Will (Joe) Clark
- Dave Decker

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

Brian Trask  
ADMINISTRATOR SIGNATURE

2/6/20  
DATE