

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
MONDAY, FEBRUARY 6, 2023
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 special district meeting minutes of January 23, 2023
- 1.8 Approve regular board meeting minutes of January 23, 2023
- 1.9 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

- 3.1 Administrators' Reports –
- 3.2 Superintendent's Report – Dr. David S. Richards

4. ADMINISTRATIVE ACTION

- 4.1 Policy #7150 Remote Instruction (First reading)
- 4.2 Approve CSE Recommendations (2.6.23 G1)
- 4.3 Approve Installment Purchase Agreement (IPA) (2.6.23 G2)
- 4.4 Appoint Heather Ryder Keyboard Specialist (2.6.23 UC1)
- 4.5 Appoint Kaleigh Barber Keyboard Specialist (2.6.23 UC2)
- 4.6 Appoint Jamie-Lyn Amatuccio Keyboard Specialist (2.6.23 UC3)
- 4.7 Accept Tamarah Brooks resignation as an aide (2.6.23 UC4)
- 4.8 Appoint Michael Young permanent appointment as a cleaner (2.6.23 UC5)
- 4.9 Appoint Sadaf Bhatti's as a middle school aide (2.6.23 UC6)
- 4.10 Appoint Amanda Smith as a substitute aide for the 2022-2023 school year (2.6.23 UC7)
- 4.11 Approve the termination of Jordan Deyo as a special needs aide (2.6.23 UC8)
- 4.12 Appoint Emily Cavanagh as a substitute teacher for the 2022-2023 school year (2.6.23 UC9)
- 4.13 Appoint Christy Davniero as a substitute teacher for the 2022-2023 school year (2.6.23 UC10)
- 4.14 Appoint Hannah Giambertone as a substitute teacher for the 2022-2023 school year (2.6.23 UC11)
- 4.15 Appoint Alexandra McCrudden as a substitute teacher for the 2022-2023 school year (2.6.23 UC12)
- 4.16 Appoint Jacob Pine as a substitute teacher for the 2022-2023 school year (2.6.23 UC13)

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- 4.17 Appoint Jacqueline Marsh as a Speech Pathologist (2.6.23 C1)**
- 4.18 Accept Amanda Kane's resignation as middle school counselor (2.6.23 C2)**
- 4.19 Appoint Jackie Smith elementary after-school Math Magicians enrichment program (2.6.23 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 2.6.23

PG: 3

4.2

2.6.23 G1

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

4.3

2.6.23 G2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Installment Purchase Agreement (IPA) with Broome-Tioga BOCES as presented.

4.4

2.6.23 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Heather Ryder, keyboard specialist, to a 52-week probationary appointment, effective January 20, 2023, to January 19, 2024, at a salary rate of \$28,364.

4.5

2.6.23 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kaleigh Barber, keyboard specialist, to a 52-week probationary appointment, effective January 20, 2023, to January 19, 2024, at a salary rate of \$18,531.

4.6

2.6.23 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jamie-Lyn Amatuccio, keyboard specialist, to a 52-week probationary appointment, effective January 20, 2023, to January 19, 2024, at a salary rate of \$29,754.

4.7

2.6.23 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Tamarah Brooks resignation as an elementary aide, effective January 27, 2023, as presented.

4.8

2.6.23 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Michael Youngs's permanent appointment as a cleaner, effective January 24, 2023, as presented.

4.9

2.6.23 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Sadaf Bhatti's 52-week probationary appointment as a middle school aide, effective February 7, 2023, ending February 6, 2024, as presented.

4.10

2.6.23 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amanda Smith as a substitute aide for the 2022-2023 school year, effective January 30, 2023, as presented.

Board Agenda 2.6.23

PG: 4

4.11

2.6.23 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the termination of Jordan Deyo's probationary appointment as an elementary special needs aide, effective February 8, 2023, as presented.

4.12

2.6.23 UC9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Emily Cavanagh as a substitute teacher for the 2022-2023 school year as presented.

4.13

2.6.23 UC10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Christy Davniero as a substitute teacher for the 2022-2023 school year as presented.

4.14

2.6.23 UC11

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Hannah Giambertone as a substitute teacher for the 2022-2023 school year as presented.

4.15

2.6.23 UC12

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Alexandra McCrudden as a substitute teacher for the 2022-2023 school year as presented.

4.16

2.6.23 UC13

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jacob Pine as a substitute teacher for the 2022-2023 school year as presented.

4.17

2.6.23 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jacqueline Marsh as a Speech Pathologist for compensatory services, at a rate of \$55.00 per/hr., effective January 27, 2023, as presented.

4.18

2.6.23 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Amanda Kane's resignation as middle school counselor, effective February 24, 2023, as presented.

4.19

2.6.23 C3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jacki Smith elementary after-school Math Magicians enrichment program as presented.

SUBJECT: REMOTE INSTRUCTION

Overview

The District may offer remote or distance instruction to students at certain times including, but not limited to, independent study, enrichment courses, and in the event of an emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

In the event the District remains in session and provides remote instruction when it would otherwise close due to an emergency condition, the remote instruction provided by the District will be consistent with the District's emergency remote instruction plan, located in the District-wide school safety plan.

When making decisions about remote instruction, the District will consult with students, parents, teachers, administrators, community members, and other stakeholders as appropriate. When implementing remote instruction, the District will ensure that it is complying with applicable teaching and learning requirements.

Definitions

- a) "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.
- b) "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.
- c) "Remote instruction" means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.
 - 1. Remote instruction will encompass synchronous instruction provided through digital video-based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.
 - 2. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.
- d) "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

(Continued)

SUBJECT: REMOTE INSTRUCTION (Cont'd.)**Formats and Methods of Remote Instruction**

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and technological resources of both the District and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners.

Remote Instruction During an Emergency ConditionEmergency Remote Instruction Plan

The District-wide school safety plan will include plans for the provision of remote instruction during any emergency school closure. The emergency remote instruction plan will include:

- a) Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction and policies and procedures to ensure students receiving remote instruction under emergency conditions will access Internet connectivity. The Superintendent will survey students and parents and persons in parental relation to obtain information on student access to computing devices and access to Internet connectivity to inform the emergency remote instruction plan;
- b) Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;
- c) A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate;
- d) A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and
- e) If the District receives foundation aid, the estimated number of instructional hours the District intends to claim for state aid purposes for each day spent in remote instruction due to emergency conditions.

(Continued)

SUBJECT: REMOTE INSTRUCTION (Cont'd.)Reporting of Computer and Connectivity Survey Results

No later than June 30 of each school year, the Superintendent will report to the Commissioner of Education the results of the survey on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner.

Minimum Instructional Hours

Remote instruction provided on days when the District would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of state aid. The Superintendent will certify to the New York State Education Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled school day and that the District was in session and provided remote instruction on that day and indicate how many instructional hours were provided on that day and certify that remote instruction was provided in accordance with the District's emergency remote instruction plan.

Remote Instruction Support

As necessary, the District will provide instruction on using remote instruction technology and IT support for students, teachers, and families. The District will also work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote instruction experience.

Compliance with District Policies, Procedures, and the Code of Conduct

Teachers and students are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the District's policies and procedures on non-discrimination and anti-harassment, acceptable use, and copyright. Students will also be required to abide by the rules contained within the *Code of Conduct* at all times while engaged in remote instruction. Violations of the *Code of Conduct* and/or engaging in prohibited conduct may result in disciplinary action as warranted.

Privacy and Security of Student and Teacher Data

The District will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and District policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, deidentifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.

(Continued)

POLICY

2022

7150
4 of 4

Students

SUBJECT: REMOTE INSTRUCTION (Cont'd.)

8 NYCRR Sections 100.1, 100.5, 155.17, and 175.5

NOTE: Refer also to Policies #5681 -- School Safety Plans
#7220 -- Graduation Options/Early Graduation/Accelerated Programs

First Reading: February 6, 2023

**RESOLUTION COMMITTING TO THE PURCHASE OF
TECHNOLOGY EQUIPMENT FOR THE
SOUTH CENTRAL REGIONAL INFORMATION CENTER SERVICE FROM THE BROOME-TIOGA
BOCES**

WHEREAS the South Central Regional Information Center Service (610) requires additional technology equipment to the currently available equipment;

WHEREAS the Unatego Central School District wishes to finance the cost over five (5) years with a multi-year installment purchase; the Broome-Tioga BOCES is hereby authorized to expend annually, on behalf of the Unatego Central School District, in conjunction with the South Central Regional Information Center Service, funds to acquire the following equipment.

QTY	DESCRIPTION	
1	CANON IR ADVANCE DX 4825i	
4	CANON IR ADVANCE DX 6860i	
1	CANON IR ADVANCE DX C5840i w/card reader	
2	CANON IR ADVANCE DX C5840i	
1	CANON IR ADVANCE DX C5840i w/Staple Finisher-AB1	
	TOTAL PURCHASE PRICE	\$103,980.00
	ESTIMATED FINANCING COSTS	15,159.85
	TOTAL COSTS	<u>\$119,139.85</u>

ESTIMATED INSTALLMENT PAYMENT SCHEDULE

2022-2023	Year 1	\$23,827.97
2023-2024	Year 2	\$23,827.97
2024-2025	Year 3	\$23,827.97
2025-2026	Year 4	\$23,827.97
2026-2027	Year 5	\$23,827.97
	TOTAL:	<u>\$119,139.85</u>

The payment schedule above is based on the estimated interest rate of 7.0%. The annual payment amount may fluctuate depending on the final rate assigned 3-7 days prior to the funding date. The interest rate will not exceed 7.5% and the payment amount will not exceed \$24,044.70.

Signature of Board President

Date

Signature of Board Clerk

Sheila Nolan

To: Mike Snider
Subject: RE: Tamarah Brooks resignation email enclosed

RECEIVED
JAN 25 2023

BY:

From: Mike Snider <MSnider@Unatego.stier.org>
Sent: Wednesday, January 25, 2023 9:11 AM
To: David Richards <drichards@unatego.stier.org>; Patti Loker <PLoker@unatego.stier.org>; Amber Birdsall <ABirdsall@unatego.stier.org>; Sheila Nolan <SNolan@unatego.stier.org>
Subject: Tamarah Brooks resignation email enclosed

Dear Mr. Snider,

I truly regret to inform you that this is my official resignation as an Aide at Unatego Elementary. This is my one week notice [today, Jan. 21] making my final work day, Friday January 27th.

Thank you.
Sincerely, Tamarah Brooks

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

To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Buildings & Grounds Supervisor

Date: February 3, 2023

I am recommending Michael Young, permanent appointment as a cleaner, effective January 24, 2023.

Thank you,



Brian Trask
Buildings & Grounds Supervisor

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Sadaf Bhatti

POSITION: School Aide

REPLACES: Kim McElroy

EFFECTIVE DATE: 2/7/23

EDUCATION LEVEL: M.B.A.

YEARS OF EXPERIENCE: 34

SALARY: STEP ¹ LEVEL ¹ \$ 14.20/hour

CERTIFICATION: None

COLLEGE: University of Sindh, Jamsboro, Pakistan

REFERENCES CONTACTED:

1. Sana Siddiqi, Home School Coordinator (516)603-5113
2. Jenifer Del Rio, Employment and Training Counselor

COMMENTS: Excellent communication skills.
Ms. Bhatti really understands children and how to effectively work with them.


ADMINISTRATOR SIGNATURE

1-20-2023
DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Amanda Smith

POSITION: Sub Aide

REPLACES: N/A

EFFECTIVE DATE: 1-30-23

EDUCATION LEVEL: LPN

YEARS OF EXPERIENCE: 2 +

SALARY: STEP ___ LEVEL ___ \$ 14.20/hr.

CERTIFICATION: LICENSED PRACTICAL NURSE

COLLEGE: _____

REFERENCES CONTACTED:

1. She has worked under contract
2. for 2 years here.

COMMENTS: ASSISTED SCHOOL NURSES. Dependable
and thorough.

[Signature]
ADMINISTRATOR SIGNATURE

2/2/23
DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Emily Cavanagh

POSITION: substitute teacher

REPLACES: new position

EFFECTIVE DATE: February 7, 2023

EDUCATION LEVEL: Student Teacher, SUNY Oneonta - Completing program

YEARS OF EXPERIENCE: 0

SALARY: STEP LEVEL \$ per UTA contract


CERTIFICATION: pending upon completion of coursework

COLLEGE: SUNY Oneonta

REFERENCES CONTACTED:

1. Mike Snider
2. Kelli Hafele

COMMENTS: Emily is a current student teacher. She is doing a great job so far and works well with her teacher and students.


ADMINISTRATOR SIGNATURE

2-3-2023
DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Christy Davniero

POSITION: substitute teacher

REPLACES: new position

EFFECTIVE DATE: February 7, 2023

EDUCATION LEVEL: Student Teacher, SUNY Oneonta - Completing program

YEARS OF EXPERIENCE: 0

SALARY: STEP LEVEL \$ per UTA contract


CERTIFICATION: pending upon completion of coursework

COLLEGE: SUNY Oneonta

REFERENCES CONTACTED:

1. Mike Snider
2. Katie James

COMMENTS: Christy is a current student teacher. She has been working in
1st Grade and has shown good maturity in the role.


ADMINISTRATOR SIGNATURE

2-3-2023

DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Hannah Giambertene _____

POSITION: substitute teacher _____

REPLACES: new position _____

EFFECTIVE DATE: February 7, 2023 _____

EDUCATION LEVEL: Student Teacher, SUNY Oneonta - Completing program _____

YEARS OF EXPERIENCE: 0 _____

SALARY: STEP ____ LEVEL ____ \$ _____ per UTA contract

CERTIFICATION: pending upon completion of coursework _____

COLLEGE: SUNY Oneonta _____

REFERENCES CONTACTED:

1. Mike Snider _____
2. Kelly Post _____

COMMENTS: Hannah is a current student teacher. She has been working in
5th grade and has shown good maturity in the role.

ADMINISTRATOR SIGNATURE

2-3-2023

DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Alexandra McCrudden

POSITION: substitute teacher

REPLACES: new position

EFFECTIVE DATE: February 7, 2023

EDUCATION LEVEL: Student Teacher, SUNY Oneonta - Completing program

YEARS OF EXPERIENCE: 0

SALARY: STEP LEVEL \$ per UTA contract

CERTIFICATION: pending upon completion of coursework

COLLEGE: SUNY Oneonta

REFERENCES CONTACTED:

1. Mike Snider
2. Sally Halbert

COMMENTS: Alexandra is a current student teacher. She has been working
2nd grade and has shown good maturity in the role.


ADMINISTRATOR SIGNATURE

2-3-2023

DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Jacob Pine

POSITION: substitute teacher

REPLACES: new position

EFFECTIVE DATE: February 7, 2023

EDUCATION LEVEL: Student Teacher, SUNY Oneonta - Completing program

YEARS OF EXPERIENCE: 0

SALARY: STEP LEVEL \$ per UTA contract


CERTIFICATION: pending upon completion of coursework

COLLEGE: SUNY Oneonta

REFERENCES CONTACTED:

1. Mike Snider
2. Michelle Wilson

COMMENTS: Jacob is a current student teacher. He has been working in
5th grade and has shown good maturity in the role.


ADMINISTRATOR SIGNATURE

2-3-2023

DATE

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Jacqueline Marsh

POSITION: Speech Pathologist

REPLACES: N/A – Compensatory Services

EFFECTIVE DATE: 1/27/23

EDUCATION LEVEL: MSE

YEARS OF EXPERIENCE: 20+ years

SALARY: \$55/hour

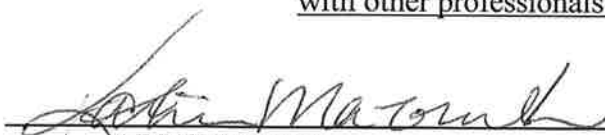
CERTIFICATION: NYS Speech and Language Pathology

COLLEGE: College of St. Rose

REFERENCES CONTACTED:

1. Heather Wilcox

COMMENTS: Ms. Marsh is currently employed with the GMU as a speech therapist. She is one of the best pathologist when working with small children with disabilities and will go the extra mile to work with other professionals to ensure success.


ADMINISTRATOR SIGNATURE

 1/27/23
DATE

January 31, 2023

RECEIVED
JAN 31 2023

BY:

Unatego Central School District
2641 State Highway 7
Otego, NY 13825

Dear Dr. Richards,

Please accept this letter as a formal notice of my resignation from the position of Middle School Counselor. I appreciate the opportunities provided to me during my time here. I have enjoyed working at Unatego and will miss the students, staff, and community.

My last day at Unatego will be Friday, February 24, 2023. Until that time, I will continue to meet the responsibilities of my duties to the fullest extent.

Sincerely,

Amanda Kane

Amanda Kane



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
Cc: Sheila Nolan
FROM: Mike Snider
DATE: February 3, 2023
RE: Recommendations for Afterschool program – Jacki Smith

I would like to recommend the following staff member for an elementary afterschool program. This program will run on Tuesdays and Thursdays and will require 4:00 PM bus transportation for some students.

1. 4th Grade Math Magicians

Jacki Smith

This is a math-focused afterschool program for 4th grade students.

It is similar to the 5th grade program we are running after school.