

UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
MONDAY, JUNE 6, 2022
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 Pledge
- 1.4 Approve regular Board Meeting Minutes of May 16, 2022
- 1.5 Approve the Annual District Meeting Minutes May 17, 2022
- 1.6 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 Set date and time for Annual Organizational Meeting (6.6.22 G1)
- 4.2 Approve non-resident students for the 2022-2023 school year (6.6.22 G2)
- 4.3 Approve intermunicipal agreement between Unatego Central School District and Madison-Oneida BOCES (6.6.22 G3)
- 4.4 Appoint summer food service workers for the 2022 summer feeding program at the Unatego Community Church, Unatego Elementary and Unatego MS/HS (6.6.22 UC1)
- 4.5 Appoint substitute summer food service workers for the 2022 summer feeding program (6.6.22 UC2)
- 4.6 Approve Superintendent's Secretary and District Clerk salary for the 2022-2023 school year (6.6.22 UC3)
- 4.7 Approve District Treasurer's salary for the 2022-2023 school year (6.6.22 UC4)
- 4.8 Approve Superintendent's Contract for 2021-2026 (6.6.22 UC5)
- 4.9 Appoint summer custodial workers (6.6.22 UC6)
- 4.10 Approve bus drivers and bus aides for 2022 summer school (6.6.22 UC7)
- 4.11 Appoint Arlu Whitaker as a substitute cleaner as needed until he starts full-time (6.6.22 UC8)
- 4.12 Appoint Arlu Whitaker as cleaner (6.6.22 UC9)
- 4.13 Accept Rebecca Towndrow's resignation as a full-time aide (6.6.22 UC10)
- 4.14 Appoint Rebecca Towndrow as a part-time recess/lunch aide (6.6.22 UC11)
- 4.15 Appoint Rebecca Towndrow as bus driver (6.6.22 UC12)
- 4.16 Approve returning non-teaching substitutes for the 2022-2023 school year (6.6.22 UC13)
- 4.17 Approve returning substitute teachers for the 2022-2023 school year (6.6.22 C1)
- 4.18 Tenure recommendation Kenneth Snider (6.6.22 C2)
- 4.19 Appoint Michelle Castle Physical Education teacher (6.6.22 C3)
- 4.20 Approve unpaid leave of absence for Linda Coryat (6.6.22 C4)
- 4.21 Approve teachers/aide/LTA for Summer School 2022 (6.6.22 C5)

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 6.6.22

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4.1

6.6.22 G1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby set date and time for the Annual Organizational Meeting.

4.2

6.6.22 G2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve non-resident students for the 2022-2023 school year as presented.

4.3

6.6.22 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve intermunicipal agreement between Unatego Central School District and Madison-Oneida BOCES for the 2022-2023 school year as presented.

4.4

6.6.22 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint (3) summer food service food workers for the Summer Feeding Program at the Unatego Community Church, Unatego Elementary and Unatego MS/HS, July 5, 2022 – August 19, 2022, at a rate of \$16.00 per/hr., 6 hours a day, not to exceed 7 hours per day (7:00am-1:00pm) as presented (Danielle Whitaker, Rena Barkman, and Melissa Washburn).

4.5

6.6.22 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint (3) substitute summer food service food workers for the Summer Feeding Program at a rate of \$16.00 per/hr., 6 hours per day, not to exceed 7 hours per day (7:00am-1:00pm) as presented. (Tisha Degner, Heather McGrail, and Brittany Youngs)

4.6

6.6.22 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve salary, as allowed in the 2022-2023 school budget, a 4% salary increase for the Superintendent's Secretary, and a 4% increase on the District Clerk stipend for the 2022-2023 school year.

4.7

6.6.22 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve salary, as allowed in the 2022-2023 school budget, a 4% salary increase for the District Treasurer for the 2022-2023 school year.

4.8

6.6.22 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Superintendent's Contract for 2021-2026 and authorizes the Board President to sign it.

4.9

6.6.22 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint summer custodial workers for the 2022 summer at a rate of \$13.20 per/hr. as presented.

Board Agenda 6.6.22

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4.10

6.6.22 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve bus drivers and bus aides for the 2022 summer as presented.

4.11

6.6.22 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Arlu Whitaker as a substitute cleaner as needed until he starts his full-time position as presented.

4.12

6.6.22 UC9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Arlu Whitaker to a 52-week probationary appointment as a cleaner, at a rate of \$13.20 per/hr., effective June 21, 2022, and ending June 20, 2023, as presented (replaces Marcus Byam).

4.13

6.3.22 UC10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Rebecca Towndrow's resignation as full-time aide, effective June 6, 2022, as presented.

4.14

6.3.22 UC11

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Rebecca Towndrow as a part-time recess/lunch aide, effective June 6, 2022, as presented.

4.15

6.6.22 UC12

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Rebecca Towndrow to a 52-week probationary appointment as a bus driver, at a rate of \$17.80 per/hr., effective June 7, 2022, and ending June 6, 2023, as presented.

4.16

6.6.22 UC13

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve returning non-teaching substitutes for the 2022-2023 school year as presented.

4.17

6.6.22 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve returning substitute teachers for the 2022-2023 school year as presented.

4.18

6.6.22 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the tenure appointment of Kenneth Snider in the tenure area of Administration, effective July 1, 2022, as presented.

4.19

6.6.22 C3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Michelle Castle, to a three-year probationary appointment in the tenure area of Physical Education Teacher

Board Agenda 6.6.22

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effective date September 1, 2022, and ending August 31, 2025, Masters Step 12 salary \$64,602 as presented (replaces Susan Herodes).

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 Board 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.

4.20

6.6.22 C4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the unpaid leave of absence for Linda Coryat, effective on or around the end of September 2022 for the remainder of the 2022-2023 school year as presented.

4.21

6.6.22 C5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following teachers/aide/LTA for Summer School 2022 (credit recovery & enrichment) as presented.

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

May 19, 2022

Dear Board of Education:

Please approve the following non-resident students for the 2022-2023 school year:

Giovanni McGinnis (K) – Tuition Charged
Stuart Rudnitsky (Gr.7) – Tuition Charged

Thank you,



David S. Richards, Ph.D.
Superintendent of Schools

AGREEMENT

The parties to this AGREEMENT are the Madison - Oneida Board of Cooperative Educational Services (“**BOCES**”), with its principal business address at 4937 Spring Road, Verona, New York 13478-0168 and the Unatego Central School District (“**DISTRICT**”), with its principal business address at 2641 State Highway 7, Otego, NY, 13825.

RECITALS

A. Education Law section 1950(4) (e) provides that BOCES, as a duly constituted board of cooperative educational services, has the power and duty to employ personnel such as attorneys to carry out its program, upon the recommendation of the district superintendent; and, BOCES, upon the recommendation of its district superintendent, has employed attorneys to assist it in carrying out its program.

B. DISTRICT is established as a central school district under the New York State Education Law; Section 1804 of the Education Law authorizes the board of education of a central school district to employ personnel such as attorneys to assist it in carrying out its duties; and, the DISTRICT’s board of education desires to employ one or more attorneys to assist it in carrying out its duties under the Education Law.

C. New York State General Municipal Law, Article 5-G authorizes BOCES and DISTRICT each to enter into an intermunicipal agreement to carry out any function or responsibility each has authority to undertake alone.

D. BOCES and DISTRICT have undertaken a reasonable review of the cost of separately employing one or more attorneys and have determined that obtaining such services by jointly hiring one or more attorneys will afford best value to each organization.

COVENANTS

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and other good and valuable consideration, receipt of which is acknowledged by both parties, it is agreed as follows:

1. **TERM:** The term of this AGREEMENT shall begin on July 1, 2022, and shall extend through and including June 30, 2023.
2. **EMPLOYMENT OF AN ATTORNEY:** BOCES agrees that it will employ one or more attorneys duly licensed to practice law in the State of New York, whose services will be available to DISTRICT upon the terms set forth in this Agreement.
3. **EQUIPMENT AND OTHER RESOURCES:** BOCES shall be responsible for providing the jointly employed attorney(s) with office space, office and support staff, equipment, supplies, and professional resources necessary to provide professional services to BOCES and DISTRICT.
4. **COMPENSATION:** The parties agree that the jointly employed attorney(s) shall be considered to be employed by BOCES for purposes of payroll administration, pension service reporting and all other benefits. BOCES agrees to provide DISTRICT with such information that may be necessary for DISTRICT to satisfy its reporting obligation under Education Law Section 2053.

To insure that the expense incurred by DISTRICT is proportionate to the services received by DISTRICT, the parties agree that DISTRICT will compensate BOCES on an hourly basis for work performed by the attorney(s) on behalf of DISTRICT. Specifically, DISTRICT agrees to reimburse BOCES at the rate of \$120.00 per hour for those services. For greater efficiency, the support staff employed by BOCES may include one or more paralegals and/or legal support personnel. District agrees to reimburse BOCES at the rate of \$50.00 per hour for services performed by paralegals and/or legal support personnel.

DISTRICT agrees that BOCES may require the payment in advance of out-of-pocket expenses (disbursements) such as filing fees, transcript fees, witness fees, service of process, and significant printing or copying charges.

5. **INVOICES:** BOCES shall provide DISTRICT with periodic invoices. The invoices shall provide a reasonably specific description of the services performed, and shall separately specify charges for professional services and charges for disbursements. DISTRICT shall remit payment to BOCES within thirty (30) days of the date of the invoice.
6. **ATTORNEY-CLIENT RELATIONSHIP:** BOCES and DISTRICT are distinct entities, and, thus, each will have a distinct attorney-client relationship with any jointly employed attorney that performs services for either of them. Each jointly employed attorney shall act to maintain client loyalties and client confidences in accordance with the New York State Code of Professional Responsibility.
7. **CONFLICT OF INTEREST:** If circumstances arise that constitute a conflict of interest between BOCES and DISTRICT, as defined by the New York State Code of Professional Responsibility, then, as to that matter, no jointly employed attorney, and no attorney employed by BOCES or DISTRICT as staff or in-house counsel, shall represent either BOCES or DISTRICT.
8. **PROFESSIONAL LIABILITY INSURANCE:** BOCES shall maintain professional liability insurance coverage applicable to the professional services provided by the jointly employed attorney(s) to DISTRICT, in the amount of at least one million dollars. The shared cost of this insurance is reflected in the compensation arrangement established in paragraph 4. The limits and coverage of this policy shall be the parties' sole remedy in the event of loss experienced due to the culpable conduct of one or more of the jointly employed attorney(s); and, neither party shall have any obligation to indemnify the other in the event of such loss.
9. **NON ASSIGNMENT:** This AGREEMENT may not be assigned by either PARTY, or its right, title or interest therein assigned, transferred, conveyed or otherwise disposed of without the previous consent, in writing, of the other PARTY and any attempts to assign the contract without such written consent will be null and void.
10. **DISPUTE RESOLUTION:** In the event either PARTY has a dispute relating to this AGREEMENT, including but not limited to the applicability of professional standards for work undertaken by the joint employee, it shall provide written notice to the other PARTY of such dispute and include a detailed description of the nature of the dispute and proposed method of resolution. Within seven (7) calendar days of receiving such notice, the receiving PARTY shall contact the disputing party and a mutually acceptable time shall be set for the PARTIES to meet and discuss the resolution. Both PARTIES shall provide documentation or other information useful for resolution of such dispute. Both PARTIES shall make a good faith effort to resolve such dispute in a mutually acceptable and timely manner. In the event the PARTIES cannot agree

to resolve such dispute, either PARTY may exercise its right to terminate pursuant to paragraph eleven (11) of this AGREEMENT.

11. **TERMINATIONS:** Both PARTIES reserve the right to terminate this AGREEMENT upon providing thirty (30) days written notice to the other PARTY provided, however, that prior to providing such notice the PARTY seeking termination shall participate in dispute resolution as described in paragraph ten (10) of this AGREEMENT.

12. **NOTICES:** Any notices or other communications that must be given in connection with this AGREEMENT shall be in writing and shall be deemed to have been validly made or given when delivered personally or when received if properly deposited with the United States Postal Services, postage prepaid certified or registered mail return receipt requested or with a nationally recognized overnight courier service to the address set forth below:

(a) **If to DISTRICT:**

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

(b) **If to BOCES:**

Mr. Scott Budelmann, District Superintendent
Madison – Oneida BOCES
4937 Spring Road / PO Box 168
Verona, NY 13478 - 0168

13. **HEADINGS:** Headings or titles of sections are for convenience of reference only and do not constitute a part of this AGREEMENT.

14. **FULL AGREEMENT:** This AGREEMENT constitutes the full agreement between the parties. This Agreement may not be amended or modified by either party except by a written agreement signed by both parties.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the day and year written below.

For the DISTRICT

Date

For the BOCES

Date

CERTIFICATION BY SCHOOL DISTRICT BOARD CLERK

I, _____, Clerk of the Board of Education for the Unatego Central School District, do certify that an AGREEMENT for certain staff attorney functions between the Madison - Oneida BOCES and the Unatego Central School District was duly approved by a majority vote of the voting strength of the Board of Education on _____.

SIGNATURE OF SCHOOL DISTRICT BOARD CLERK

Date

CERTIFICATION BY BOCES BOARD CLERK

I, _____, Clerk of the Board of Education for the Madison - Oneida BOCES do certify that an AGREEMENT for certain staff attorney functions between the Madison - Oneida BOCES and the Unatego Central School District was duly approved by a majority vote of the voting strength of the Board of Education on _____.

SIGNATURE OF BOCES BOARD CLERK

Date

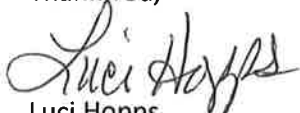
To: Dr. David Richards, Board of Education
From: Luci Hopps Cook/Manager, DCMO BOCES
Re: Cook/Manager
Date: 05/24/2022

I would like to recommend Danielle Whitaker, Rena Barkman, and Melissa Washburn for the Summer Feeding Program, at the rate of \$16.00 per hour from 7:00 am – 1:00 pm, not to exceed 7 hours per day.

I would also like to recommend Tisha Degner, Heather McGrail, and Brittany Youngs as a substitute for the Summer Feeding Program, at the rate of \$16.00 per hour from 7:00 am – 1:00 pm, not to exceed 7 hours per day.

The program will run from July 5th – August 19th.

Thank You,



Luci Hopps

Cook/Manager, DCMO BOCES

(607)988-5035

Dr. Richards,

I recommend the following for 2022 summer custodial work as needed.

Dorothy Komenda
Rose Strickland
Rebecca Towndrow
William Worman

Thank you

A handwritten signature in black ink that reads "Brian Trask". The signature is written in a cursive style with a large, looping initial "B".

Brian Trask

Dr. Richards,

I recommend the following 2022 summer school transportation work as needed.

Mike Coffin
Rich Cooley
Kerry Fallot
Mike Fortin
Tracy Fortin
Bonnie Goss-Beisler
Cheyanne Mullineaux
Janet Peebles-LeClair
Paul Radke
Rebecca Towndrow
Carol Wilber
William Worman
Dale Young
Alison Worman

Thank you

A handwritten signature in black ink that reads "Brian Trask". The signature is written in a cursive style with a large, sweeping initial "B".

Brian Trask

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Arlu Whitaker

POSITION: Sub - Cleaner

REPLACES: _____

EFFECTIVE DATE: 6/7/22

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: _____

SALARY: STEP _____ LEVEL _____ \$ 13.20/hr.

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. _____

2. _____

COMMENTS: Arlu is willing to help until
full time

Brian Trask
ADMINISTRATOR SIGNATURE

6/2/22
DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Aria Whitaker

POSITION: Cleaner

REPLACES: Marcus Byam

EFFECTIVE DATE: June 21st

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: _____

SALARY: STEP _____ LEVEL _____ \$ 13.20/hr.

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. Don Christian
2. GARY CARR

COMMENTS: _____

Brian Trask

ADMINISTRATOR SIGNATURE

June 2 22

DATE

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

June 3, 2022

Unatego Board of Education:

I am resigning from my full-time aide position, effective June 6, 2022, to take a full-time bus driver position, effective June 7, 2022, as well as a part-time aide position.

Thank you,

Rebecca Towndrow

A handwritten signature in cursive script, reading "Rebecca Towndrow". The signature is written in black ink on a white background.

**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: Rebecca Towndrow _____

POSITION: Recess / Lunch Aide - part-time _____

REPLACES: _____

EFFECTIVE DATE: June 7, 2022 _____

EDUCATION LEVEL: High School - Unatego CSD _____

YEARS OF EXPERIENCE: 1 _____

SALARY: STEP _____ LEVEL _____ \$ _____ per Aide Contract

CERTIFICATION: none _____

COLLEGE: none _____

REFERENCES CONTACTED:

1. Brian Trask _____
2. Mike Snider _____

COMMENTS: Current employee - she will continue with the same
duties as a part-time recess/lunch aide at the elementary school.

 _____

ADMINISTRATOR SIGNATURE

6/3/22

DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Rebecca Towndrow

POSITION: Bus Driver

REPLACES: _____

EFFECTIVE DATE: 6/7/22

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: _____

SALARY: STEP _____ LEVEL _____ \$ 17.80/hr.

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. _____

2. _____

COMMENTS: Rebecca is currently sub-driving

Brian Trask
ADMINISTRATOR SIGNATURE

6/2/22
DATE

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

Approve the following returning non-teaching substitutes for the 2022-2023 school year:

Carrie DeJoy (Aide, LTA)
Mary Hecox (Nurse)
Kimberly Medlar (Aide, LTA)
David Nichols (Cleaner, Bus Driver)
Kim Renwick (Aide, LTA)
Kimberlee Ryan (Nurse)
Michael Simile (LTA)
Dennis Walrath (LTA)

Approve the following returning substitute teachers for the 2022-2023 school year:

Kathy Becker
Carrie DeJoy
Howard Hacker
Kimberly Medlar
Kim Renwick
Michael Simile
Dennis Walrath

UNATEGO CENTRAL SCHOOL
TENURE RECOMMENDATION

Name: Kenneth M. Snider

Tenure Area: ADMINISTRATOR

I (do) ~~(do not)~~ recommend the above named individual for appointment on tenure for the following reason(s):

MR. SNIDER HAS DONE AN OUTSTANDING JOB AS PRINCIPAL OF UNATEGO ELEMENTARY SCHOOL. HE IS A STUDENT-CENTERED LEADER, VERY WELL-ORGANIZED, AND HAS IMPLEMENTED RESEARCH-BASED PROGRAMS TO IMPROVE STUDENT LEARNING.

WRS Richards
Building Principal
SUPERINTENDENT

5/17/22
Date

Personnel Office

Date

Superintendent's Secretary
WRS Richards
Superintendent

Date
5/17/22
Date

Personnel Office Use
Certification Status

Pro _____ Perm
Exp. date

Pro _____ Perm
Exp. Date

Comment _____

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Michelle Castle

POSITION: PE Teacher

REPLACES: Sue Herodes

EFFECTIVE DATE: 9/1/2022

EDUCATION LEVEL: Master of Science

YEARS OF EXPERIENCE: 11

SALARY: STEP 12 LEVEL M \$64,602

CERTIFICATION: Physical Education

COLLEGE: SUNY Cortland

REFERENCES CONTACTED:

1. Mike Snider
2. Adam Hoover

COMMENTS: Michelle has 11 years experience teaching
MS + HS PE at Walton. She is
enthusiastic and student focused.

Julie Lombard
ADMINISTRATOR SIGNATURE

5/23/22
DATE

Superintendent Office/Business Office
607-988-5038 or 607-988-5020

Principal/High School Office
607-988-5098

Principal/Middle School Office
607-988-5036

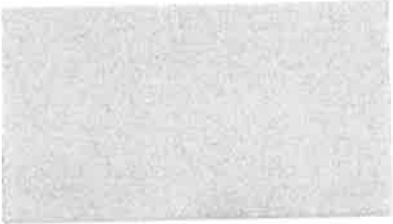
UNATEGO CENTRAL SCHOOL

Unatego Middle-High School
2641 State Highway 7 • PO Box 483
Otego, New York 13825

Student Services Office
607-988-5097

Special Programs Office
607-988-5034

Health Office
607-988-5032



RECEIVED
MAY 31 2022

BY:

May 27, 2022

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

Dr. Richards:

I am writing to provide you with notice that I am expecting my first child and anticipate taking a maternity leave in the 2022-2023 school year. I plan to begin the school year and take the leave following the birth of my child which is expected at the end of September 2022.

During the time that I am unable to work, I plan to use accumulated sick days. After that, I am requesting leave in accordance with the bargaining agreement and Family Medical Leave Act for the remainder of the 2022-2023 school year. The FMLA paperwork will be submitted following completion from my physician.

I plan to provide the district with as much notice as possible if any unanticipated issue with my pregnancy occurs.

Respectfully,

Linda Coryat

CC. Ms. Julie Lambiaso



"PRIDE IN EXCELLENCE"



To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal



Date: June 2, 2022

Re: Summer School Teachers

I am recommending the following staff for summer school:

Shannon Adams

Sandy Bonczkowski

Jeanne Butler

Abby Costello

Mike Hamilton

Sara Ingalls

Dian Jungerman

Cheryl Nages

Leanne Nydam