

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
TENTATIVE  
MONDAY, AUGUST 6, 2018  
EXEMPT SESSION  
TO DISCUSS CSE RECOMMENDATIONS  
BOARD OF EDUCATION MEETING  
6:30 P.M.  
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 July 30, 2018
- 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 (8.6.18 G1)
- 4.2 Establish two New Cash accounts (8.6.18 G2)
- 4.3 Approve Marylin Bush permanent appointment as bus driver (8.6.18 UC1)
- 4.4 Accept proposal (8.6.18 G3)
- 4.5 Accept Patricia Loker's resignation as District Treasurer (8.6.18 UC2)
- 4.6 Accept Dr. David Richards resignation as Deputy District Treasurer (8.6.18 UC3)
- 4.7 Accept Peter Tolson's resignation as School Counselor (8.6.18 C1)
- 4.8 Appoint Amber Birdsall District Treasurer (8.6.18 UC4)
- 4.9 Appoint Patricia Loker Deputy District Treasurer (8.6.18 UC5)
- 4.10 Appoint Kelly DeMorier substitute food service helper (8.6.18 UC6)
- 4.11 Appoint Vicki Salisbury-Hoyle returning substitute teacher, LTA and aide for the 2018-2019 school year (8.6.18 UC7)

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 8.6.18**

**PG: 3**

**4.1**

**8.6.18 G1**

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

**4.2**

**8.6.18 G2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby establish two new cash accounts as presented.**

**4.3**

**8.6.18 UC1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the permanent appointment of Marilyn Bush, bus driver, effective August 28, 2018 as presented.**

**4.4**

**8.6.18 G3**

**RESOLVED: Upon the recommendation of the Superintendent, on motion of \_\_\_\_\_, seconded by \_\_\_\_\_, it is RESOLVED, the Board of Education having considered the proposals submitted to the request for proposals and the presentations made to the Board by the proposers' representatives in public session and after due deliberation, debate and consideration of public comment received in response to the proposals, [Name of Proposer] is hereby awarded the right to purchase the former Otego Elementary School together with that portion of the lands around it designated by the Board of Education as part of the conveyance in the amount of \$ \_\_\_\_\_ in order to renovate and repurpose the building in accordance with the terms of the proposal.**

**4.5**

**8.6.18 UC2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Patricia Loker's resignation, District Treasurer, effective August 20, 2018.**

**4.6**

**8.6.18 UC3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Dr. David Richards resignation, Deputy District Treasurer, effective August 20, 2018.**

**4.7**

**8.6.18 C1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Peter Tolson's resignation as School Counselor, effective August 31, 2018 as presented.**

**Board Agenda 8.6.18**

**PG: 4**

**4.8**

**8.6.18 UC4**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amber Birdsall District Treasurer at a salary of \$47,500, effective August 20, 2018 as presented (replaces Patricia Loker)**

**4.9**

**8.6.18 UC5**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Patricia Loker, Deputy District Treasurer, effective August 20, 2018.**

**4.10**

**8.6.18 UC6**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kelly DeMorier substitute food service helper for the 2018-2019 school year as presented.**

**4.18.6.18 UC7**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Vicki Salisbury-Hoyle returning substitute teacher, LTA and aide for the 2018-2019 school year.**

# Unatego Central School District

Unatego, NY 13825

## MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager *PL*

Date: July 31, 2018

Re: Establishment of new cash accounts

As discussed at the July 30, 2018 Board meeting, I would like to establish two new cash accounts: one for the General Fund reserve accounts, and one for the Mandatory Reserve for Debt.

The General Fund reserve account will allow us to separate the restricted reserve funds from the unrestricted funds.

Any proceeds from the anticipated sale of the Otego building will need to go into the Mandatory Reserve for Debt. These proceeds will then need to be applied toward the principal and interest related to the remaining debt on the building.

I recommend that the Board of Education approve the establishment of these accounts.

To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Transportation Director

Date: July 27, 2018

I am recommending Marylin Bush, permanent appointment as bus driver, effective August 28, 2018.

A handwritten signature in cursive script that reads "Brian Trask". The signature is written in black ink and is positioned above the printed name and title.

Brian Trask  
Transportation Director

# 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

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August 2, 2018

Effective August 20, 2018, I am resigning as District Treasurer.

Thank you,



Patricia Loker  
Business Manager

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Dr. David S. Richards  
Superintendent of Schools  
(607) 988-5038

Patricia Loker  
Business Manager  
(607) 988-5038

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August 2, 2018

Effective August 20, 2018, I am resigning as Deputy District Treasurer.

Thank you,



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



RECEIVED  
AUG 01 2018

August 1, 2018

BY: .....

Due to a change in professional focus, I, Peter Tolson, resign my position as school counselor at Unatego Elementary School effective September 1, 2018.

As a community resident and district parent, I would be willing to continue to provide crisis services and serve on committees or advisory boards, as needed.

Respectfully,



Peter Tolson, M.S.Ed., MHC

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: AMBER BIRSDSALL

POSITION: DISTRICT TREASURER

REPLACES: PATTI LOKER

EFFECTIVE DATE: 8/20/18

EDUCATION LEVEL: AAS BUSINESS ADMIN.

YEARS OF EXPERIENCE: 13

SALARY: STEP      LEVEL      \$ 47,500

CERTIFICATION: N/A

COLLEGE: SUNY COBLESKILL

REFERENCES CONTACTED:

1. DORT IANELLO, TREASURER, GMU
2. PATTI LOKER, SB Manager UNATEGO

COMMENTS: SIGNIFICANT EXPERIENCE IN  
POSITION, TREASURER HERE  
FOR 2 years AND DID EXCELLENT  
WORK

[Signature]  
ADMINISTRATOR SIGNATURE

8/3/18  
DATE

**Colleen Cioccarì**

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**Subject:**

FW: Kitchen Staff

I would like to request putting Kelly DeMorier on the kitchen sub list.

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*Live life to the fullest,*

Luci Hopps

Cook Manager, DCMO BOCES

(607)437-1331