

**UNATEGO CENTRAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION AGENDA**  
**TENTATIVE**  
**MONDAY, SEPTEMBER 09, 2019**  
**BUILDING WALK-THRU**  
**6:30 P.M.**  
**BOARD OF EDUCATION MEETING**  
**CALLED TO ORDER**  
**7:00 P.M.**  
**UNATEGO ELEMENTARY SCHOOL**

**1. ROUTINE MATTERS**

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Pledge
- 1.4 Approve regular board meeting minutes of August 19, 2019
- 1.5 Approve special board meeting minutes of August 27, 2019
- 1.6 Adopt Agenda

**2. PUBLIC COMMENT**

**3. PRESENTATIONS**

- 3.1 Patrick Wilsey – Touch-Down Club
- 3.2 Administrator’s Report
- 3.3 Superintendent’s Report – Dr. David S. Richards

**4. ADMINISTRATIVE ACTION**

- 4.1 Approve the date change of Staff Development Day in October (Info. only)
- 4.2 Appoint Amber Birdsall Transportation Dispatcher for the 2019-20 school year (Info. only)
- 4.3 Accept Colleen Cioccarelli’s resignation as Deputy Purchasing Agent (Info. only)
- 4.4 Appoint Sheila Nolan as Deputy Purchasing Agent (Info. only)
- 4.5 Approve the Shared Services Agreement with the Village of Otego (9.9.19 G1)
- 4.6 Approve the MOU between Unatego non-teaching association and Unatego CSD (9.9.19 G2)
- 4.7 Appoint Stephen Judd as substitute teacher for the 2019-20 school year (9.9.19 C1)
- 4.8 Appoint Dorothy Rudolph substitute teacher for the 2019-20 school year (9.9.19 C2)
- 4.9 Appoint Jennifer Potrzeba as .8 FTE School Psychologist (9.9.19 C3)
- 4.10 Appoint the fall and winter coaches for the 2019-20 sports season (9.9.19 C4)
- 4.11 Appoint Brian Davis as Building Maintenance worker (9.9.19 UC1)
- 4.12 Appoint Judy Pitel as substitute Aide for the 2019-20 school year (9.9.19 UC2)
- 4.13 Appoint Amber Birdsall & Matt Hafele tax collector duties for the 2019-20 school year (9.9.19 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 9.9.19**

**PG: 3**

**4.1**

**9.9.19 Information only**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve to change the date of the Staff Development Day from October 4 to October 11.**

**4.2**

**9.9.19 Information only**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amber Birdsall Transportation Dispatcher at a stipend of \$2,000 for the 2019-20 school year.**

**4.3**

**9.9.19 Information only**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Colleen Cioccarri's resignation as Deputy Purchasing Agent, effective September 6, 2019.**

**4.4**

**9.9.19 Information only**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Sheila Nolan as Deputy Purchasing Agent for the 2019-20 school year.**

**4.5**

**9.9.19 G1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Shared Services Agreement with the Village of Otego as presented.**

**4.6**

**9.9.19 G2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the MOU between Unatego Non-Teaching Association and Unatego Central School District as presented.**

**4.7**

**9.9.19 C1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Stephen Judd as substitute teacher for the 2019-20 school year as presented.**

**4.8**

**9.9.19 C2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Dorothy Rudolph as substitute teacher for the 2019-20 school year as presented.**

**4.9**

**9.9.19 C3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jennifer Potrzeba as .8 FTE School Psychologist at a rate of \$60,400, effective October 9, 2019 as presented.**

**4.10**

**9.9.19 C4**

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

**4.11**

**9.9.19 UC1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Brian Davis as Building Maintenance worker at a rate of \$14.39 per hour, effective July 1, 2019 as presented.

**4.12**

**9.9.19 UC2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Judy Pitel as substitute aide for the 2019-20 school year as presented.

**4.13**

**9.9.19 UC3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint the following stipends for tax collection duties for the 2019-20 school year. Amber Birdsall at a stipend of \$2,500 & Matt Hafele at a stipend of \$1,000 as presented.

Dated \_\_\_\_\_

UNATEGO CENTRAL SCHOOL DISTRICT  
SHARED SERVICES AGREEMENT  
WITH VILLAGE OF OTEGO

1. For purposes of this contract, the following terms shall be defined as follows:

- a. "Municipality" shall mean any city, county, town, village or public school district which has agreed to be bound by a contract for shared services or equipment similar in terms and effect with the contract set forth herein, and has filed a copy of said contract with their respective municipal clerk.
- b. "Designated Filing Agent" shall mean the clerk of said municipality.
- c. "Contract" shall mean the text of this agreement which is similar in terms and effect with comparable agreements, notwithstanding that such contract is signed only by the chief executive officer of each participating municipality filing the same, and upon such filing each municipality accepts the terms of the contract to the same degree and effect as if each chief executive officer had signed each individual contract.
- d. "Shared Service" shall mean any service provided by one municipality for another that is consistent with the purposes and intent of this contract and shall include but not be limited to:
  - i. the renting, exchanging or lending of machinery, tools and equipment, with or without operators;
  - ii. the providing of a specific service;
  - iii. the maintenance of machinery and equipment.
- e. "Superintendent" shall mean, in the case of a city, the head of the department of public works, in the case of a county, the county superintendent of highways, or the person having the power and authority to perform duties generally performed by county superintendent of highways and/or superintendent of public works, in the case of a village, the superintendent of public works or mayor.

2. The **UNATEGO CENTRAL SCHOOL DISTRICT** has caused this agreement to be executed and to bind itself to the terms of this contract and it will consider this contract to be applicable to any municipality which has approved a similar contract and filed such contract with the Village Clerk.

3. The **UNATEGO CENTRAL SCHOOL DISTRICT** by this agreement grants to the mayor or superintendent of public works, the authority to enter into any shared service arrangements with any other municipality or municipalities subject to the following terms and conditions;

- a. The **UNATEGO CENTRAL SCHOOL DISTRICT** agrees to rent, exchange or borrow from any municipality any and all materials, machinery and equipment, with or without operators,

which it may need for its purposes. The determination as to whether such machinery, with or without operators, or material is available for renting, exchanging or lending shall be made by the superintendent/mayor. The value of the material or supplies borrowed from another municipality under this agreement may be returned in the form of similar types and amount of materials or supplies or by the supply of equipment or the giving of services of an equal value, to be determined by the mutual agreement of the respective superintendent

b. The **UNATEGO CENTRAL SCHOOL DISTRICT** agrees to rent, exchange or lend to any municipality any and all materials, machinery and equipment, with or without operators, which such municipality may need for its purposes. The determination as to whether such machinery and equipment, with or without operators, or material is available for renting, exchanging or lending shall be made by the superintendent/mayor. In the event the superintendent/mayor determines that it will be in the best interests of the Village to lend to another municipality, the superintendent/mayor is hereby authorized to lend to another municipality. The value of the materials or supplies loaned to another a municipality under this agreement may be returned to the Village in the form of similar types and amounts of materials and supplies, or by the supply of equipment of the giving of services of an equal value, to be determined by the mutual agreement of the respective superintendent.

c. The **UNATEGO CENTRAL SCHOOL DISTRICT** agrees to repair or maintain machinery or equipment for any municipality under terms that may be agreed upon by the superintendent/mayor, upon such terms as may be determined by the superintendent/mayor.

d. An operator of equipment rented or loaned to another municipality, when operating such equipment for the borrowing municipality, shall be subject to the direction and control of the superintendent of the borrowing municipality in relation to the manner in which the work is to be completed. However the method by which the machine is to be operated shall be determined by the operator.

e. When receiving the services of an operator with a machine or equipment, the receiving superintendent shall make no request of any operator which would be inconsistent with any labor agreement. All machinery and the operator, for purposes of worker's compensation liability and any other relationship with third parties, shall be considered the machinery of, and the employee of, the municipality owning the machinery and equipment.

f. The lending municipality shall be liable for any negligent acts resulting from the operation of its machinery or equipment by its own operator.

g. Each municipality shall remain fully responsible for its own employees, including but not limited to, salary, benefits and worker's compensation.

4. In the event machinery or equipment operated by an employee of the owning municipality is damaged or otherwise in need of repair while working for another municipality, the municipality owning the machinery or equipment shall be responsible to make or pay for such repairs. In the event machinery or equipment is operated by an employee of the borrowing, receiving or renting municipality such municipality shall be responsible for such repairs.

5. Any municipality which is a party to this contract may revoke such contract by filing a notice of such revocation. Upon revocation of such contract, any outstanding obligations shall be submitted within thirty days of such revocation.

6. Any action taken by the superintendent/mayor pursuant to the provisions of this contract shall be consistent with the duties of such official and expenditures incurred shall not exceed the amounts set forth in the Village budget for departmental purposes.

7. If any provision of this contract is deemed to be invalid or inoperative for any reason, that part may be modified by the municipalities which are party to this contract to the extent necessary to make it valid and operative, or if it cannot be modified, then severed, and the remainder of the contract shall continue in full force and effect as if the contract had been signed with the invalid portion so modified or eliminated.

8. This contract shall be reviewed each year by the Board of Trustees and shall expire five years from the date of its signing by the Mayor. The Village may extend or renew this contract at the termination thereof for another five year period.

9. Copies of this contract shall be sent to the clerk and superintendent/mayor of each municipality with which the Village anticipates engaging in shared services. No shared services shall be conducted by the superintendent/mayor except with the superintendent/mayor of a municipality that has completed a shared services contract and has sent a copy thereof to the clerk of his/her municipality and the superintendent/mayor.

IN WITNESS THEREOF, the said **UNATEGO CENTRAL SCHOOL DISTRICT** has by order of the School Board caused these presents to be subscribed by the District Superintendent, and the seal of the School District to be affixed and attested by the Clerk thereof, this \_\_\_\_ day of \_\_\_\_\_.

**UNATEGO CENTRAL SCHOOL DISTRICT**

By: \_\_\_\_\_  
District Superintendent

Attest: \_\_\_\_\_  
Title: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**UNATEGO NON-TEACHING ASSOCIATION AND**  
**UNATEGO CENTRAL SCHOOL DISTRICT**

The Unatego Central School District (hereinafter referred to as the "District"), the Unatego Non-Teaching Association (hereinafter referred to as the "UNTA"), and Brian Davis (hereinafter referred to as the "Employee") recognize:

1. That the Employee, a member of the UNTA, serves in the title "cleaner".
2. The Employee's position has evolved to include additional job duties and responsibilities.
3. The District is interested in creating a new title " Building and Grounds Maintainer"
4. The Parties wish to recognize the Employee's hard-work and dedication and appoint him to the newly created position of Building and Grounds Maintainer.

Therefore, the District and UNTA agree as follows:

1. Pending Civil Service approval, the new position of Building and Grounds Maintainer shall be created and added to UNTA recognition clause of the Collective Bargaining Agreement (hereinafter referred to as the "CBA").
2. Pending Board of Education approval, the employee shall be appointed to the Building and Grounds Maintainer position.
3. In light of the Employee's added duties and responsibilities, the District shall pay the Employee a stipend of an additional \$1.00/hour.
4. Following the Board appointment, the employee shall receive the additional stipend retroactively to July 1, 2019.
5. The UNTA, in this unique circumstance, shall waive any District obligation under the CBA, Article V- General Provisions, C. Vacancy Notices.
6. By their signature below, the parties acknowledge the above understanding is being made based on the particular circumstances involved and that this agreement shall not serve as a precedent in any future application or interpretation of the collectively bargained agreement between the parties, except as stated therein.

For the UNTA

\_\_\_\_\_  
President

*Joseph W. Clark*

\_\_\_\_\_  
Date

*8/20/19*



  
\_\_\_\_\_  
Brian Davis

Date 8/20/19

**For the District**

  
\_\_\_\_\_  
Superintendent

Date 8/26/19

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: STEPHEN H. JUDD

POSITION: Substitute teacher

REPLACES: N/A

EFFECTIVE DATE: Sept 9, 2019

EDUCATION LEVEL: BA, JD

YEARS OF EXPERIENCE: 1.5

SALARY: STEP      LEVEL      \$ as per certified teacher

CERTIFICATION: ELEM, ED

COLLEGE: College of St. Rose; VERMONT LAW SCHOOL

REFERENCES CONTACTED:

1. GREG RELIC

2. DENTON REED

COMMENTS: MANY YEARS IN LEGAL SYSTEM  
Highly Respected in area

  
ADMINISTRATOR SIGNATURE

8/28/19  
DATE

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Dorothy Rudolph \_\_\_\_\_

**POSITION:** substitute teacher \_\_\_\_\_

**REPLACES:** open position \_\_\_\_\_

**EFFECTIVE DATE:** September 10th, pending BOE approval \_\_\_\_\_

**EDUCATION LEVEL:** Masters in Education \_\_\_\_\_

**YEARS OF EXPERIENCE:** 30+ \_\_\_\_\_

**SALARY:** STEP \_\_\_\_ LEVEL \_\_\_\_ \$ \_\_\_\_\_ per contract for retired teacher subs

**CERTIFICATION:** Grades 1-6, ESL, Speech, Administration \_\_\_\_\_

**COLLEGE:** Southampton College, Massachusetts College of Liberal Arts \_\_\_\_\_

**REFERENCES CONTACTED:**

1. Deb Kurtz, retired - BOCES ESL and speech coordinator \_\_\_\_\_
2. Pat Scott, retired Administrator \_\_\_\_\_

**COMMENTS:** Great person and great with kids. She can work in any classroom. \_\_\_\_\_

Has a great personality - known her for over 15 years. \_\_\_\_\_

Both references recommend her without reservation. \_\_\_\_\_



ADMINISTRATOR SIGNATURE

08/30/2019

DATE

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Jennifer Potrzeba

**POSITION:** School Psychologist

**REPLACES:** Giovanna Picciocca

**EFFECTIVE DATE:** 10/9/19

**EDUCATION LEVEL:** Masters Clinical Psychology

**YEARS OF EXPERIENCE:** 19

**SALARY:** \$60,4000 (.8 FTE), prorated **STEP**      **LEVEL**     

**CERTIFICATION:** School Psychologist, permanent certification 2004

**COLLEGE:** Binghamton University

**REFERENCES CONTACTED:**

1. Gordon Daniels

2. Bob Mackey

**COMMENTS:** Mrs. Potrzeba is a wonderful person. She has a wonderful work ethic and is very thorough with her reports. Mrs. Potrzeba is outstanding with students, parents and staff. She is able to do observations of students and have conversations with those involved regarding of how to proceed with the students' needs. Mrs. Potrzeba is a great communicator and will be an asset to our school community.

  
ADMINISTRATOR SIGNATURE

9/5/19  
DATE

August 30, 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.

Fall

Mark Delello Varsity Football Asst. (Step 1)  
Nicole Eighmey JV Volleyball (Step 1)  
Gina Boliski Modified Volleyball (Step 1)

Winter

Bob Zeh V Girls Basketball (Step 5)  
Kayla Wong Mod Girls BB (Step 3)  
Travis Woods V Boys BB (Step 5)  
Mike Hamilton V Wrestling (Step 5)  
RJ Platt Mod Wrestling (Step 4)  
Scott Hornung Indoor Track (Step 5)  
Darlene Wong-Modified Girls BB (Step 5)

Thank you,

Matthew J. Hafele

Sept 2, 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.

Winter  
Rob Birdsall JV Boys Basketball (Step 4)  
Stephanie Havens JV Girls Basketball (Step 5)

Thank you,

Matthew J. Hafele

Sept 5, 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.

Fall

Scott Hornung Varsity Boys Soccer (Step 5)

Thank you,

Matthew J. Hafele

**BUILDING MAINTENANCE WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of mechanical and other building maintenance, repair and construction related tasks which may be performed indoors and outdoors under adverse working conditions. Although a working knowledge of one or more trades is necessary, a Building Maintenance Worker does not normally utilize the more skilled journey-level techniques for any considerable portion of their time. The work may involve the part-time operation of a truck, automobile or school bus. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the tasks. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
- Helps to install and repair wiring systems and electric fixtures and equipment;
- Repairs windows, doors, floors, walls and other parts of buildings;
- Helps to install and repair general plumbing equipment such as sinks, toilets, and baths;
- Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
- Operates trucks, automobiles, air compressors, and other motorized equipment;
- Loads and unloads materials and supplies and records goods received and shipped;
- Takes part in general grounds maintenance activities;
- Serves as general worker performing a variety of basic tasks;
- Performs preventive maintenance on agency equipment and fixed property;
- May operate a school bus in transporting school children;
- May keep basic records and reports on maintenance performed and materials received and used;
- May perform housekeeping and cleaning tasks.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of modern buildings and grounds maintenance and repair practices; Working knowledge of safety precautions and practices associated with maintenance work; working knowledge of the practices and techniques of one or more of the standard trades; ability to effectively and efficiently use a variety of hand tools such as screwdrivers, wrenches, pliers, drills, snakes, plungers, chisels and hammers; ability to understand and follow written and verbal instructions; mechanical aptitude; Willingness to work under adverse weather conditions; manual dexterity; Physical condition commensurate with the demands of the position.



**BUILDING MAINTENANCE WORKER**—contd.

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**MINIMUM QUALIFICATIONS:** Either:

- (a) One year of experience in general building construction, maintenance, or repair work in one or more of the standard trades, such as carpentry, plumbing, electrical work, masonry, etc.; or
- (b) Three years of experience assisting in general building construction, maintenance or repair work in one or more of the standard trades, such as carpentry, plumbing, electrical work, masonry, etc.; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**SPECIAL REQUIREMENT:** Possession of a valid New York State Operator's License appropriate for the vehicles operated.

**NOTE:** When operating a School Bus the incumbent must satisfy the requirements of a School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

Adopted Otsego Co. CS – 9/1/99  
Revised: 7/1/16

**CLASSIFICATION:** Non-Competitive (School Service)

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: JUDY PATEL

POSITION: SUBSTITUTE AIDE

REPLACES: N/A

EFFECTIVE DATE: 9/10/19

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

YEARS OF EXPERIENCE: 35

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ As per sub. aide pay

CERTIFICATION: N/A

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

REFERENCES CONTACTED:

1. PREVIOUS EMPLOYEE
2. PREVIOUSLY APPROVED AS SUB CLERICAL

COMMENTS: Long time highly respected  
District Employee

  
ADMINISTRATOR SIGNATURE

9/5/19  
DATE

# Unatego Central School District

Unatego, NY 13825

## MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager 

Date: September 5, 2019

Re: Stipends for Tax Collection

I recommend the following stipends for tax collection duties in the 2019-2020 year:

Amber Birdsall, Tax Collector           \$2,500

Matt Hafele                                   \$1,000

These amounts were included in the 2019-20 budget, since we are no longer contracting with Community Bank or DCMO BOCES for our collection services.