

**UNATEGO CENTRAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**ORGANIZATIONAL MEETING**  
**TUESDAY, JULY 12, 2022**  
**6:00 P.M.**  
**UNATEGO MS/HS CENTRAL SCHOOL**  
**ROOM #93**

1. **Call to order by Clerk Nolan**
2. **Oath of Office administered to (re) elected Board member(s) Jilene Nordberg by Board Clerk, Sheila Nolan**
3. **Roll Call**
4. **Flag Salute**
5. **Adopt Agenda**
6. **Election of Board of Education Officers:**
  - a. **President                      Nomination & Election**
  - b. **Vice-President              Nomination & Election**
7. **Oath of Office to President and Vice-President by Board Clerk**
8. **Appointment of Officers:**
  - a. **District Treasurer – Amber Birdsall – no salary**
  - b. **Deputy Treasurer – Patti Loker – no salary**
  - c. **Deputy Purchasing Agent – Sheila Nolan– no salary**
  - d. **Tax Collector – Amber Birdsall**
  - e. **Oath of office to District Clerk by Board of Education President**
  - f. **Oath of office to other officers present by Board Clerk**
9. **Corporate Appointments:**
  - a. **School Attorneys – Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP.**
  - b. **Independent Auditor – D’Arcangelo & Co., LLP**
  - c. **Physicians – Bassett Healthcare**

**10. Personnel Appointments:**

- a. **Board Spokesperson – Board President**
- b. **Information Access Officer – Superintendent Richards**
- c. **Records Management Officer – Sheila Nolan**
- d. **Attendance Officers – Matt Hafele and TBD**
- e. **Internal Claims Officer – @ DCMO**
- f. **Trustee for Workers’ Compensation Alliance \_\_\_\_\_**
- g. **Alternate Trustee for Worker’s Compensation Alliance \_\_\_\_\_**
- h. **Title I Programs Coordinator – Mike Snider- \$3,500 (per UAA contract)**
- i. **Title IX Officer – Patricia Loker**
- j. **Purchasing Agent – Dr. David Richards – no salary (*Authorized Representative for all Federal programs including; E-Rate and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2022-2023 school year*).**
- k. **BOE /District Committees 2022-2023 (draft enclosed)**
- l. **HIPPA Officer – Patricia Loker**
- m. **Cobra Representative – Patricia Loker**
- n. **Medicaid Compliance Officer – Katherine Mazourek**
- o. **District Registrar – Sherry Maruszewski – \$2,731.49**
- p. **Lead Evaluators – Principals and Director of Special Programs**
- q. **Site Master – Sheila Nolan - \$2,233.54**
- r. **Athletic Director – Matt Hafele - \$20,490.07**
- s. **Substitute Registry Coordinator – Tara Nichols at current hourly rate**
- t. **Dignity Act Coordinators Building Levels – Principals**
- u. **District Lead Custodian – Joseph Clark - \$3,688.03**

**11. Designation:**

- a. **Bank Depositories – Community Bank**
  - Citizens
  - Trustco Bank
  - NBT Bank
  - JP Morgan Chase
  - DCMO Cooperative Banks
  - NYCLASS
  
- b. **Official Newspaper – The Daily Star with exceptions**

**Board Organizational Meeting 7.12.22**

**PG: 3**

**12. Authorizations:**

- a. Petty cash funds - \$100 each – Superintendent David S. Richards and Mike Snider.**
- b. Superintendent may approve attendance at conferences, conventions, etc., for the 2022-2023 school year; not to exceed budgeted amounts**
- c. Treasurer may sign all checks. In the absence of the treasurer the deputy treasurer is authorized to sign checks**
- d. The Superintendent may make budget transfers as needed. These transfers will not exceed \$20,000 each.**
- e. The Business Manager may make budget transfers as needed. These transfers will not exceed \$5,000 each.**
- f. Certify payroll – Superintendent Richards**
- g. Apply for grants and aid – Superintendent Richards**
- h. Authorize the BOCES Career and Technical Education Advisory Council to serve as the Technical Education Advisory for Unatego**

**13. Bonding:**

- a. District Treasurer - \$1,000,000**
- b. Tax Collector - \$1,000,000**
- c. Public School Employee Blanket Bond - \$10,000**

**14. Other Items:**

- a. Mileage reimbursement for private vehicle use on school business IRS rate**
- b. Mileage rate for district owned buses by outside organizations – \$3.50/mile**
- c. Building use rates – Cafeteria dining room, classrooms - \$7.00/hr kitchen, auditorium, gym - \$10.00/hr**
- d. All support services personnel usage will be billed \$27.35 per hour.**
- e. Adopt all board policies, Code of Ethics and Code of Conduct as previously presented**
- f. Accept dates and times for Board of Education Meetings 2022-2023 (Draft enclosed)**

**Board Organizational Meeting 7.12.22**

**PG: 4**

**15. Substitutes rates:**

a. Aide	\$13.20/hr.
b. Retired Aide	\$13.70/hr.
c. Cafeteria	\$13.20/hr.
d. Retired Cafeteria Worker	\$13.70/hr.
e. Nurse	\$35.00/hr.
f. 1:1 Nurse	\$20.00/hr.
g. Clerical	\$13.20/hr.
h. Retired Clerical	\$13.70/hr.
i. Mechanic	\$20.00/hr.
j. Mechanic Helper	\$13.20/hr.
k. Bus Driver	\$17.80/hr.
l. Cleaner	\$13.20/hr.
m. Retired Cleaner	\$13.70/hr.
n. LTA (certified)	\$115.00/day
o. LTA (non-certified)	\$13.20/hr.
p. Retired LTA (certified)	\$120.00/day
q. Teachers (certified)	\$135.00/day
r. Teachers (non-certified)	\$120.00/day
s. Retired Teachers (all)	\$145.00/day
t. Tuition Rates:	\$1,900 per semester (22-23)
u. Other Compensations: Summer In – Service	\$100.00/day, as approved by the Superintendent, not to exceed budgeted amount

**16. Annual appointments/designations of the organizational meeting are concluded at this point and exempt session for CSE recommendations are taken.**

**BOE/DISTRICT COMMITTEES 2022-2023**

**COMMITTEE**

**MEMBERS**

**BLDGS/GROUNDS**

David Clapper  
Janette Johnson  
Jim Salisbury

**CURRICULUM**

Jay McDermott (Chair)  
Matthew Downey  
Julie Lambiaso  
Cindy O'Hara  
Dr. David Richards

**POLICY**

Janette Johnson  
Jay McDermott  
Byron McMichael  
Dr. David Richards

**AUDIT**

Matthew Downey  
Lew Keyser  
Byron McMichael  
Cindy O'Hara  
Scott White

**SAFETY COMMITTEE**

David Clapper  
Shannon Hartz  
Julie Lambiaso  
Katherine Mazourek  
Ruth Modinger  
Dr. David Richards  
Tim Simonds  
Mike Snider  
Brian Trask

**WORKER'S COMPENSATION**

Byron McMichael, Trustee  
Jay McDermott, Alternate Trustee

**UNATEGO CENTRAL SCHOOL**  
**Board of Education**  
**Meeting Dates**  
**Executive/Exempt Session: 6:30 pm**  
**Open Session: 7:00 pm**  
**2022-2023**

<b>JULY</b>	<b>12*</b> (Organizational/Regular Mtg, 7:00 p.m.)
<b>AUGUST</b>	<b>01</b> <b>15</b>
<b>SEPTEMBER</b>	<b>12*</b> <b>19</b>
<b>OCTOBER</b>	<b>03</b> <b>17</b>
<b>NOVEMBER</b>	<b>07</b> <b>21</b>
<b>DECEMBER</b>	<b>05</b> <b>19</b>
<b>JANUARY</b>	<b>09*</b> <b>23*</b>
<b>FEBRUARY</b>	<b>06</b> <b>27*</b>
<b>MARCH</b>	<b>06</b> <b>20</b>
<b>APRIL</b>	<b>10*</b> <b>24*</b> (BOCES date)
<b>MAY</b>	<b>01</b> (Annual Budget Hearing 6:30 p.m.) <b>01</b> Board Meeting immediately after hearing <b>15</b> <b>16*</b> (Budget Vote)
<b>JUNE</b>	<b>05</b> <b>26*</b>

*\*These dates are not on the first or third Monday of the month.*

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
ORGANIZATIONAL MEETING  
CALLED TO ORDER  
TUESDAY, JULY 12, 2022  
6:00 P.M.  
BOARD OF EDUCATION MEETING  
TO DISCUSS CSE RECOMMENDATIONS  
CALLED TO ORDER  
6:30 P.M.  
REGULAR BOARD MEETING  
CALLED TO ORDER  
7:00 P.M.  
UNATEGO MS/HS CENTRAL 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 June 27, 2022
- 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 Policy #3430 Diversity, Equity, and Inclusion in the District (First reading)
- 4.2 Policy #1210 Board of Education Members: Nomination and Election (First reading)
- 4.3 Approve CSE recommendations (7.12.22 G1)
- 4.4 Approve bids for Milk for the 2022-2023 school year (7.12.22 G2)
- 4.5 Approve bids for Ice Cream for the 2022-2023 school year (7.12.22 G3)
- 4.6 Approve Workers Compensation Self-Insurance Alliance stipends (7.12.22 G4)
- 4.7 Approve surplus of damaged equipment/furniture (7.12.22 G5)
- 4.8 Approve Brian Davis permanent appointment (7.12.22 UC1)
- 4.9 Approve Gina Boliski as an aide for elementary summer literacy program (7.12.22 UC2)
- 4.10 Approve returning non-teaching substitutes for the 2022-2023 school year (7.12.22 UC3)
- 4.11 Approve returning substitute teachers for the 2022-2023 school year (7.12.22 C1)
- 4.12 Reaffirm Department Chairperson and Lead Teacher positions (7.12.22 C2)
- 4.13 Appoint Qualified Lead Evaluators for classroom teachers (7.12.22 C3)
- 4.14 Appoint Qualified Lead Evaluator for principals (7.12.22 C4)

**Board Agenda 7.12.22**

**PG: 2**

**4.15 Approve teachers & LTAs for elementary summer literacy program (7.12.22 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:**



**Board Agenda 7.12.22**

**PG: 3**

- 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 7.12.22**

**PG: 4**

**4.3**

**7.12.22 G1**

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

**4.4**

**7.12.22 G2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Milk bid to Instant Whip Dairy for the 2022-2023 school year as presented.**

**4.5**

**7.12.22 G3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Ice Cream bid to Hershey's Ice Cream for the 2022-2023 school year as presented.**

**4.6**

**7.12.22 G4**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following stipends for the positions held for the Workers Compensation Self-Insurance Alliance as presented.**

**4.7**

**7.12.22 G5**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following surplus of damaged equipment/furniture as presented.**

**4.8**

**7.12.22 UC1**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Brian Davis permanent appointment as building maintenance mechanic, effective July 13, 2022, as presented.**

**4.9**

**7.12.22 UC2**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Gina Boliski as an aide for a two-week elementary summer literacy program in August as presented.**

**4.10**

**7.12.22 UC3**

**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.**

**4.11**

**7.12.22 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.**

4.12

7.12.22 C2

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby reaffirm Department Chairpersons and Lead Teachers for the 2022-2023 school year as presented.

4.13

7.12.22 C3

**BE IT RESOLVED THAT** Tim Simonds, Julie Lambiaso, Katherine Mazourek and Mike Snider are hereby certified as Qualified Lead Evaluators of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9 (b): The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;

- (1) Evidence-based observation techniques that are grounded in research;
- (2) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
- (3) Application and use of the State-approved rubrics selected by the Unatego Central School District for use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher's practice;
- (4) Application and use of the assessment tools that the Unatego Central School District utilizes to evaluate its classroom teachers, including, but not limited to structured portfolio reviews; student, parent, teacher, community feedback; professional growth goals; school improvement goals, etc.;
- (5) Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its classroom teachers;
- (6) The scoring methodology utilized by the Department and the Unatego Central School District to evaluate a classroom teacher under 8 NYCRR §30-2, including:
  - (a) how scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and
  - (b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and
- (7) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.

Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training. This certification has been issued in accordance with the process for certifying lead evaluators described in the Unatego Central School District's annual professional performance review plan.

4.14

7.12.22 C4

**BE IT RESOLVED THAT** David S. Richards is hereby certified as a Qualified Lead Evaluator of building principals having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9 (b):

- (1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- (2) Evidence-based observation techniques that are grounded in research;

- (3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;**
- (4) Application and use of the State-approved rubrics selected by the Unatego Central School District for use in the evaluation of building principals, including training on the effective application of such rubric to observe a building principal's practice;**
- (5) Application and use of the assessment tools that the Unatego Central School District utilizes to evaluate its building principals, including, but not limited**
- (6) to structured portfolio reviews; student, parent, teacher, community feedback; professional growth goals; school improvement goals, etc.;**
- (7) Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its principals;**
- (8) The scoring methodology utilized by the Department and the Unatego Central School District to evaluate a building principal under 8 NYCRR §30-2, including:**
  - (a) how scores are generated for each subcomponent and the composite effectiveness score of principals, and**
  - (b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of principals and their subcomponent ratings; and**
- (9) Specific considerations in evaluating building principals of English language learners and students with disabilities.**

**Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training. This certification has been issued in accordance with the process for certifying lead evaluators described in the Unatego Central School District's annual professional performance review plan.**

**4.15**

**7.12.22 C5**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following teachers & LTAs for a two-week elementary summer literacy program in August as presented.**

## **SUBJECT: DIVERSITY, EQUITY, AND INCLUSION IN THE DISTRICT**

### **Overview**

Research shows that all students benefit when schools implement strong diversity, equity, and inclusion (DEI) policies and practices. These benefits include academic, cognitive, civic, social-emotional, and economic. This is true regardless of a school's geographic location or the demographic composition of its students and staff.

This policy provides a framework as to how the Unatego Central School District will foster DEI in its schools. This policy considers the entirety of the educational process by addressing the following essential elements: governance; teaching and learning; family and community engagement; workforce diversity; diverse schools and learning opportunities; and student supports, discipline, and wellness. It is just one component of the District's overall commitment to maintaining a diverse, equitable, and inclusive educational and work environment.

### **Defining Diversity, Equity, and Inclusion**

For purposes of this policy:

- a) "Diversity" includes but is not limited to: race; color; ethnicity; nationality; religion; socioeconomic status; veteran status; education; marital status; language; age; gender; gender expression; gender identity; sexual orientation; mental or physical ability; genetic information; and learning style.
- b) "Equity" includes, but is not limited to, seeking the fair treatment, access, opportunity, and advancement for all while striving to identify and eliminate barriers that have prevented the full participation of all groups.
- c) "Inclusion" includes, but is not limited to, authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power and ensures equal access to opportunities and resources.

These descriptions are not intended to be exhaustive. Rather, they are meant to be foundational and provide clarity to the concepts of diversity, equity, and inclusion.

### **Governance**

DEI Committee : The District has established a DEI Committee that meets periodically throughout the year.

(Continued)

**SUBJECT: DIVERSITY, EQUITY, AND INCLUSION IN THE DISTRICT**

The purpose of the DEI Committee is to assist the Unatego Central School District in creating and implementing plans that advance the District's commitment to maintaining a diverse, equitable, and inclusive environment where all individuals feel valued and respected. As needed, the DEI Committee will also review District policies, practices, and programs and provide suggestions as to how they could potentially be modified to better promote DEI.

The District will actively seek members for the DEI Committee through the use of email, newsletters, the District's website, the District's social media page(s), and/or advertisements.

The DEI Committee will be representative of all stakeholders, and may include (to the extent possible), but not be limited to, representatives from the following groups:

- a) Students;
- b) Parents and persons in parental relation;
- c) District/building administrators;
- d) Teachers, including at least one special education teacher;
- e) Guidance staff, including at least one school psychologist, social worker, or counselor;
- f) Other District staff;
- g) The Board; and
- h) Community members.

**DEI Coordinator**

The Superintendent has designated the following District employee to serve as its DEI Coordinator:

**(FILL IN WITH DESIGNEE IF YOU DECIDE TO HAVE A DEI COORDINATOR)**

The DEI Coordinator will be a member of the DEI Committee and convene and coordinate the activities and plans of the DEI Committee.

(Continued)

## **SUBJECT: DIVERSITY, EQUITY, AND INCLUSION IN THE DISTRICT**

### **Teaching and Learning**

The District will strive to advance inclusive and culturally responsive teaching and learning through, but not limited to, the following means: curricula in all content areas; books and instructional materials; pedagogical practices and professional development; classroom grouping policies and practices; student support systems for all developmental pathways; full and equitable opportunities to learn for all students; and multiple assessment measures. As part of this effort, the District will seek to:

- a) Implement a Culturally Responsive-Sustaining (CR-S) Education Framework that embeds the ideals of diversity, equity, and inclusion by creating student-centered learning environments.
- b) Develop curricula that incorporate diverse perspectives, materials, and texts so that students are taught topics not just from one single perspective, but from multiple perspectives.
- c) Offer coherent opportunities for students to actively participate in experiences that prepare them for a lifetime of civic engagement and contributions to social justice, including, for example, completing projects that enable them to apply the learning they have acquired within and across subject areas.
- d) Acknowledge the role that racism and bigotry have played, and continue to play, in the American story. This is not about eliminating or minimizing any of America's history; it is simply about ensuring that the contributions of all groups are included in the telling of the American story.

### **Family and Community Engagement**

The District will strive to foster family and community engagement practices that are based on mutual trust, confidence, and respect. As part of this effort, the District will seek to:

- a) Encourage participation from all stakeholders in community building conversations.
- b) Reduce language barriers through various means, including, but not limited to, providing translated communications when appropriate.

(Continued)

## **SUBJECT: DIVERSITY, EQUITY, AND INCLUSION IN THE DISTRICT**

### **Workforce Diversity**

The District will strive to create a workforce that is not only diverse and inclusive, but one that recognizes and values the differences among people. As part of this effort, the District will seek to:

- a) Recruit and retain a diverse workforce in all areas and at all levels, thereby reducing stereotypes and preparing students for an increasingly global society.
- b) Provide staff with opportunities for professional development on cultural proficiency.

### **Diverse Schools and Learning Opportunities**

The District will strive to promote diverse, equitable, and inclusive classrooms in which students have equal access and opportunities to learn and realize their full potential. As part of this effort, the District will seek to:

- a) Eliminate the use of terms and phrases within District schools that perpetuate negative stereotypes and minimize student opportunities.
- b) Create coursework, programs, and activities that are accessible to all students, regardless of their disability status, native language, income level, or any other basis.

### **Student Supports, Discipline, and Wellness**

The District will strive to focus on the well-being of the "whole child." As part of this effort, the District will seek to:

- a) Employ programs and practices that enhance all students' self-identity, self-confidence, and self-esteem.
- b) Maintain non-discriminatory discipline policies and practices.

### **Training**

To foster DEI in its schools, the District will provide DEI training to staff and students, as appropriate. This training may be delivered in various forms including, but not limited to: workshops; instructor-led classes; webinars; videos; workbooks; pamphlets; and/or emailed information. Although specific objectives will vary from training to training, in general, trainings will be designed to:

(Continued)



**SUBJECT: DIVERSITY, EQUITY, AND INCLUSION IN THE DISTRICT**

- a) Increase awareness of the content of this policy and/or various DEI issues; and
- b) Promote a welcoming and inclusive environment for all District community members.

Special training may be provided to members of the DEI Committee.

**Notification**

The District will share information about this policy via the District website and/or District-wide communications, as appropriate.

First Reading: July 12, 2022

Second Reading:

Adoption Date:

**SUBJECT: BOARD OF EDUCATION MEMBERS: NOMINATION AND ELECTION**

- a) Candidates for the office of member of the Board of Education shall be nominated by a petition directed to the Clerk of the School District which is signed by at least twenty-five (25) qualified voters of the District, or by two percent (2%) of the number of voters who voted in the previous annual election, whichever is greater. Petitions must state the residence of each signer, the name and residence of each candidate.
- b) The notice of the Annual District Meeting must state that petitions nominating candidates for the Board of Education must be filed with the Clerk of the District no later than thirty (30) days before the Annual or Special District Meeting at which the school board election will occur, between 9 a.m. and 5 p.m.
- c) Voting will be by paper ballot, and provision shall be made for the election by "write-in-vote" of any candidate not previously nominated. The position of candidates on ballots shall be determined by lot at a drawing conducted by the District Clerk on the day after the last filing. Candidates or their proxies may be present for the drawing.
- d) The hours of voting shall be as indicated by Board resolution.
- e) The candidates receiving the largest number of votes shall be declared elected in accordance with Education Law.
- f) At least ten (10) days prior to the election, the Board shall appoint at least two (2) inspectors of election and set their salary.
- g) The District Clerk shall oversee the election. The Clerk shall give notice immediately to each person declared elected to the Board, informing him/her of the election and his/her term of office.
- h) Only qualified voters as determined by Education Law Section 2012 may vote at any District meeting or election.
- i) No electioneering will be allowed within one hundred (100) feet of the polling place.
- j) When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full term vacancy also fills the remaining days of the previous term, beginning his/her term of office immediately upon election and the taking and filing of the oath of office.

Education Law Sections 2004, 2012, 2018, 2025, 2029, 2031-a, 2032, 2034, 2105(14), 2121, 2502, 2602, 2608(1) and 2610

First Reading: 7/12/22

Second Reading:

Adopted:

To: Dr. Richards and The Board of Education  
From: Connie Babino, Food Service Director  
RE: Milk and Ice Cream Bid Award  
Date: June 28, 2022

I would like to recommend Instant Whip Dairy – they are the lowest bidder

I would like to recommend Hershey's Ice Cream – They are the only bidder

Copies of bids enclosed.

Thank you

**Unatego - Milk & Ice Cream Bid 2022**

**Ice Cream**

Quantity	UOM	Description	Item ID	Product #	Bid Price	Company Name	Alternate Brand
	CASE	Unicorn Horn, NF, Yogurt Twister, 18/case	246824	24682-50246	\$10.21	Hershey Creamery Co.	
	BOX	Birthday Cake Yogurt Dessert Cup, No Fat, 3 oz, 24/box	27257	24682-31660	\$15.79	Hershey Creamery Co.	
10	BOX	Sour Blue Raspberry Twister Cup, No Fat, 3 oz, 24/box	27261	24682-50260	\$10.21	Hershey Creamery Co.	
	BOX	Cotton Candy Twister Cup, No Fat, 3 oz, 24/box	27259	24682-50245	\$10.21	Hershey Creamery Co.	
	BOX	Coconut Tropi-Kool Fruit Bar, 3.5 oz, 24/box	27251	24682-31232	\$28.25	Hershey Creamery Co.	Tropi-Kool Fruit Bar - Mango / BOX
	BOX	FrozFruit Chunky Strawberries Bar, 3.5 oz, 24/box	27243	24682-31234	\$28.25	Hershey Creamery Co.	Tropi-Kool Fruit Bar - Strawberry / BOX
	BOX	Strawberry Mango Juice Rush Cup, 24/box	935096	24682-31702	\$27.22	Hershey Creamery Co.	
	BOX	Cherry Blue Raspberry Juice Rush cup, 24/box	935095	24682-31700	\$27.22	Hershey Creamery Co.	
	CASE	Chocolate Scooter Bar, 3 oz, 36/Box	246832	24682-31150	\$13.06	Hershey Creamery Co.	
	CASE	Strawberry Scooter Bar, 3 oz, 36/Box	246833	24682-31151	\$13.06	Hershey Creamery Co.	
15	BOX	Fudge Bar, Low Fat, 3 oz, 24/box	27288	24682-31152	\$11.43	Hershey Creamery Co.	
10	BOX	Salted Caramel Brownie Crunch Low Fat Bar	934620	24682-31167	\$13.06	Hershey Creamery Co.	
15	BOX	Polar Blast Bar 2.25oz - 36/Box	27266	24682-31000	\$11.43	Hershey Creamery Co.	
10	BOX	Ice Cream Sandwich - Brownie Batter, 4 oz, 24/box	934624	24682-31356	\$12.52	Hershey Creamery Co.	
	CASE	Caramel Mochaccino Cone, 24/case	246823	24682-31358	\$13.88	Hershey Creamery Co.	
10	BOX	Crazy Cone, 3 oz, 24/box	27252	24682-31303	\$13.88	Hershey Creamery Co.	
10	BOX	Chocolate Vanilla Twist Cone, Low Fat, 4 oz, 24/box	935097	24682-31307	\$13.88	Hershey Creamery Co.	
10	BOX	Cookies & Cream Cone, 3 oz, 24/box	27348	24682-31306	\$13.88	Hershey Creamery Co.	
	CASE	Vanilla and Chocolate cups, Reduced Fat, 3 oz, 48/case	246831	24682-31664	\$15.79	Hershey Creamery Co.	
	BOX	Cotton Candy Ice Cream Cup, Low Fat, 3 oz, 48/box	27239	24682-31661	\$15.79	Hershey Creamery Co.	
20	CASE	Vanilla Ice Cream Cups, 3 oz, 48/case	27335	24682-31664	\$15.79	Hershey Creamery Co.	
20	CASE	Chocolate Ice Cream Cups, 3 oz, 48/case	27333	24682-31665	\$15.79	Hershey Creamery Co.	
	CASE	LF NO HFCS, Chocolate Sundae, 3 oz, 48/case	246825	24682-31665	\$15.79	Hershey Creamery Co.	
	CASE	Chocolate Ice Cream Sandwich 4 oz 24/case	246828	24682-31356	\$12.52	Hershey Creamery Co.	
10	BOX	Cookies and Cream Ice Cream Sandwich - 24/box	27241	24682-31355	\$12.52	Hershey Creamery Co.	
10	BOX	Ice Cream Sandwich, Low Fat, 3 oz, 24/box	27240	24682-31319	\$12.52	Hershey Creamery Co.	
	BOX	Vanilla Mighty Mini Sandwich, Reduced Fat, 3 oz, 24/box	27267	24682-31352	\$16.07	Hershey Creamery Co.	
	BOX	Lemon Sherbet, 4 oz, 24/box	27307	24682-31480	\$8.29	Hershey Creamery Co.	Lemon Sherbet, 4 oz, 24/box
5	BOX	Raspberry Sherbet, 3 oz, 96/box	27303	24682-31500	\$8.29	Hershey Creamery Co.	Raspberry Sherbet Cup, 4 oz, 24/box
5	BOX	Orange Sherbet, 4 oz, 96/box	27302	24682-31490	\$8.29	Hershey Creamery Co.	Orange Sherbet Cup, 4 oz, 24/box

# Unatego Central School District

Unatego, NY 13825

## MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager



Date: June 15, 2022

Re: BTD Workers Comp Consortium stipends

I would like to recommend the following stipends for the positions held for the Workers Compensation Self-Insurance Alliance for the 2022-23 school year:

Sheila Nolan, Claims Auditor	\$2,370.00
Amber Birdsall, Deputy Treasurer	\$3,800.00
Patricia Loker, Treasurer	\$10,250.00

These are not district positions, but function solely for the Workers Comp Alliance. The district pays the stipends, and is then fully reimbursed by the Alliance.

UNATEGO CENTRAL SCHOOL  
2641 State Highway 7  
PO Box 483  
Otego, New York 13825-9795  
www.unatego.org

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

Patricia Loker  
Business Manager  
(607) 988-5038

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July, 11 2022

I am recommending, that the Unatego School District surplus the following items.

**Lot 1 (Auction / Scrap)**

Cushman mower - Asset # 004777

Ransom Mower - Asset #07586

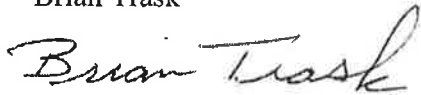
Advanced Floor Scrubber BA 5321D - Asset #20150304

**Lot 2 (Scrap / Garbage)**

- 3 Shelves
- 21 Tables
- 83 Chairs
- 32 Desks (student & teacher & computer)
- 1 Teacher desk Asset # 004309
- 1 Teacher desk Asset # 004247
- 2 Carts
- 1 Smart Board - Asset # 007966
- 1 Smart Projector - Asset #33811 & 33810
- 1 Typewriter - Asset # 008359
- 1 Old classroom maps
- 1 Overhead projector Asset # 005098
- 1 Overhead projector Asset # 005078
- 2 File Cabinets

1 Divider  
3 Pull down screens  
3 Carseats  
2 CRT TV  
1 CRT TV Asset # 008394  
1 Workbench  
17 Folding Chairs  
1 Scanner Asset # IT0000017154

Brian Trask

A handwritten signature in cursive script that reads "Brian Trask".

# Unatego Central School

PO BOX 483  
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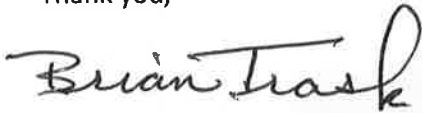
To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Transportation Director

Date: July 6, 2022

I am recommending Brian Davis, permanent appointment as Building Maintenance Mechanic, effective July 13, 2022.

Thank you,



Brian Trask  
Transportation Director/B & G Supervisor





# 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 and the Board of Education  
FROM: Mike Snider  
DATE: July 7, 2022  
RE: Aide Recommendation for the Unatego Elementary August Summer Literacy Program for Grades K - 2

I would like to recommend the following Aide for our two-week Elementary Summer Literacy Program for grades K – 2.

Aide - Gina Boliski

The Program runs from 8:00 – 11:00 AM on the following dates:

- August 1-4
- August 8 – 11

The Aide will work from 7:30 – 11:00 (bus dismissal) each day.

# Unatego Central School

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Dr. David S. Richards  
Superintendent of Schools  
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Patricia Loker  
Business Manager  
(607) 988-5038

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

Raven Henry (Aide/LTA)  
Stephanie Welch (LTA)

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

Raven Henry  
Robert Sassano  
Stephanie Welch

## DEPARTMENT CHAIRPERSONS APPOINTMENTS

2022-2023

<u>TEACHER</u>	<u>DEPARTMENT</u>	<u>APPT. DATE</u>	<u>EXP. DATE</u>
Jessica Strauss	Science	07/01/2020	06/30/2023
Jeanne Butler	English	07/01/2020	06/30/2023
Ann Nelson	Social Studies	07/01/2020	06/30/2023
Noelle Holdredge	Fine Arts	07/01/2022	06/30/2025
Alysha Hoffman	Math	07/01/2021	06/30/2024
Kim Trask	Special Ed.	07/01/2021	06/30/2024

## LEAD TEACHERS

<u>TEACHER</u>	<u>DEPARTMENT</u>	<u>APPT. DATE</u>	<u>EXP. DATE</u>
Frank Microni	PE	07/01/2022	06/30/2025
John Pruskowski	Occ. Ed. Dept.	07/01/2020	06/30/2023
Beth-Ann Wiswell	Spanish	07/01/2021	06/30/2024

Updated: 07/05/2022



# 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 and the Board of Education  
FROM: Mike Snider  
DATE: June 28, 2022  
RE: Teacher and LTA Recommendations for the Unatego Elementary August Summer Literacy Program for Grades K - 2

I would like to recommend the following Teachers and LTAs for our two-week Elementary Summer Literacy Program for grades K – 2.

### Teachers

- Hannah Pleban
- Jacki Smith
- Kate Webb

### LTAs

- Katie King
- Kristin Preston
- Robin Youngs

The Program runs from 8:00 – 11:00 AM on the following dates:

- August 1-4
- August 8 - 11