

**UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
TENTATIVE
MONDAY, JUNE 4, 2018
EXEMPT SESSION
TO DISCUSS CSE RECOMMENDATIONS
6:30 P.M.
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MIDDLE/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 May 27, 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 (6.4.18 G1)**
- 4.2 Approve intermunicipal agreement between Unatego Central School District and Madison-Oneida BOCES (6.4.18 G2)**
- 4.3 Approve agreement between The Mary Imogene Bassett Hospital and Unatego Central School District (6.4.18 G3)**
- 4.4 Approve additions to the HS course catalog (6.4.18 G4)**
- 4.5 Approve Patricia Loker School Business Manager (6.4.18 C1)**
- 4.6 Appoint Summer Care Program Workers and Substitute Workers for the 2018 Summer Program (6.4.18 UC1)**
- 4.7 Appoint (3) Summer Food Service Workers for the 2018 Summer Feeding at Otego and Unadilla Elementary (6.4.18 UC2)**
- 4.8 Appoint Barbara Gee substitute school nurse for the remainder of the 2017-2018 school year (6.4.18 UC3)**

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- 4.9 Appoint Melissa Emilio substitute teacher for the remainder of the 2017-2018 school year (6.4.18 UC4)
- 4.10 Appoint Gregory Davie substitute LTA/aide for the remainder of the 2017-2018 school year (6.4.18 UC5)
- 4.11 Accept the resignation of Ross Rogers bus driver (6.4.18 UC6)
- 4.12 Accept the resignation of Anton (Rich) Michelitsch bus driver (6.4.18 UC7)
- 4.13 Abolish 2 Elementary Education positions (6.4.18 C2)
- 4.14 Surplus unwanted books (6.4.18 G5)

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 6.4.18

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4.1

6.4.18 G1

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

4.2

6.4.18 G2

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 as presented.

4.3

6.4.18 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the agreement between The Mary Imogene Bassett Hospital and Unatego Central School District to provide physical exams for students and athletes and designated others employed as presented.

4.4

6.4.18 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the additions of Environmental Science, Anatomy and Chemistry of Cooking to the HS course catalog as presented.

4.5

6.4.18 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve to extend Patricia Loker's, School Business Manager, provisional 12 month appointment effective July 1, 2018 (pending Civil Service Exam - salary, negotiating).

4.6

6.4.18 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Summer Care Program Workers and substitute workers for the 2018 Summer Care Program as presented (Otego).

4.7

6.4.18 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint (3) Summer Food Service Workers for the Summer Feeding for Otego and Unadilla, July 09, 2018-August 17, 2018 (Otego) July 09, 2018-August 17, 2018 (Unadilla) at a rate of \$15.00 per hour as presented (Melissa Washburn, Kristen Sousa and Rena Barkman).

4.8

6.4.18 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Barbara Gee substitute school nurse for the remainder of the 2017-2018 school year as presented.

Board Agenda 6.4.18
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4.9

6.4.18 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Melissa Emilio substitute teacher for the remainder of the 2017-2018 school year as presented.

4.10

6.4.18 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Gregory Davie substitute LTA/aide for the remainder of the 2017-2018 school year (retroactive to May 14, 2018).

4.11

6.4.18 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept the resignation of Ross Rogers as bus driver effective June 29, 2018 as presented.

4.12

6.4.18 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept the resignation of Anton (Rich) Michelitsch as bus driver effective May 21, 2018 as presented.

4.13

6.4.18 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools the following resolution of abolishment is presented.

Effective June 30, 2018 in the tenure area of Elementary Education (2) Toby Centerwall and Courtenay O'Hara.

Toby Centerwall and Courtenay O'Hara shall be placed upon the preferred eligible list of the district in accordance with the Education Law §3013 (3).

4.14

6.4.18 G5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby surplus unwanted books in Otego as presented.

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, 2018, and shall extend through and including June 30, 2019.
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 \$110.00 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:**
Ms. Jacklin G. Starks, 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, Catherine M. Quinn, 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



Bassett Healthcare Network

**AGREEMENT BETWEEN
THE MARY IMOGENE BASSETT HOSPITAL
AND
UNATEGO CENTRAL SCHOOLS**

This Agreement made as of _____, by and between **The Mary Imogene Bassett Hospital, doing business as Bassett Medical Center (formerly Bassett Healthcare) (hereinafter "HOSPITAL")**, One Atwell Road, Cooperstown, New York 13326 and **Unatego Central Schools (hereinafter, "SCHOOL DISTRICT")**, 2641 State Highway 7, PO Box 483, Otego, NY 13825 covers provision of medical services to be provided by the Hospital.

Terms of Agreement:

1. The HOSPITAL agrees to take medical histories and provide physical exams at the School District facilities for students and athletes enrolled and designated others employed in SCHOOL DISTRICT'S schools as requested by the School District.

Physical exams for students in grades K (for those without Pre-K physicals) 1, 3, 7, 10; sports physicals and physicals for students submitting working papers. This includes students entering the school district for the first time, students referred by/to Committee on Special Education and those deemed necessary by school authorities to determine a child's education program. Examinations required to obtain employment certification (working papers) will be provided for all students requesting them in conjunction with regular physical examination schedules.

The services will be provided on mutually agreed upon scheduled dates. Physical examinations will be performed with the assistance of the school nurse.

The HOSPITAL will provide consultations concerning the educational placement of physically handicapped students.

The HOSPITAL will clear or will be informed of athletes returning to sports participation following an injury.

2. SCHOOL DISTRICT will agree to pay the HOSPITAL at the rate of \$6,680.00 per school year for professional services rendered and:

- 19A and pre-employment Physical Examinations (Bus Drivers, Cafeteria Workers, and other staff as required) Included
- Students and athletes enrolled in SCHOOL DISTRICT'S schools as requested by School District, per student. Included

(All above services are done by appointment only.)

Payment will be made in 4 installments in August 2018, November 2018, February 2019 and May 2019. Upon submittal of said billing, SCHOOL DISTRICT will submit payment within thirty (30) days.

The SCHQOL DISTRICT will provide gowns if necessary and the SCHOOL DISTRICT will provide chaperones if needed.

3. All other services, exams, tests, etc. (i.e. EKG's, new employees) will be billed separately in accordance with established fees at the HOSPITAL
 - College entrance physical exams
 - Occupational admission forms
 - Summer camp forms
 - Flu Vaccinations
4. Physician will be furnished with an outline of duties, according to the New York State Education Law and Commissioner's Regulations, required of the School Physician and agrees to adhere to them.
5. The HOSPITAL shall not sell or assign its interest in this Agreement without written permission of the SCHOOL DISTRICT, which permission will not be unreasonably withheld, delayed or conditioned.
6. This Agreement shall run from July 1, 2018 through June 30, 2019 and may be terminated by either party, with or without cause, upon thirty (30) days advance written notice to the other.
7. This Agreement in no way establishes an agency relationship between the HOSPITAL and the SCHOOL DISTRICT. Each party shall maintain its independence and separate identity and each party shall have exclusive control of its management, employees, staff, policies and assets. Neither party assumes any liability for the acts of the other party. The HOSPITAL and the SCHOOL DISTRICT each shall hold harmless and indemnify the other party and its agents, servants, employees, physicians, officers, directors and trustees from and against any loss, damage, liability or claim (or action in respect thereof) and any cost or expense, including reasonable attorneys' fees in connection with any such loss, damage, liability, claim or action, that it or its agents, servants, employees, physicians, officers, directors or trustees may suffer from any claim, demand, suit or action against it or them by reason of any act or omission on the part of the indemnifying party or its agents, servants, employees, physicians, officers, directors or trustees in connection with or arising out of this Agreement. The party seeking indemnification hereunder shall promptly notify the indemnifying party in writing of receipt of notice of commencement of any action with respect to which a claim of indemnification is to be made hereunder. The indemnifying party will be entitled to assume the defense of such action with counsel reasonably acceptable to the indemnified party, and after notice from the indemnifying party to the indemnified party of its election to assume the defense thereof, the indemnifying party will not be liable to the indemnified party for any legal or other expenses subsequently incurred by the indemnified party in connection with the defense thereof. This paragraph shall survive any termination of this Agreement for any reason.
8. Section 2-c and 2-d of the New York State Education Law require that third party contractors comply with the parents' Bill of Rights and ensure privacy of any personally identifiable data shared under this contract. HOSPITAL agrees to comply in every respect with all applicable provisions of section 2-c and 2-d of the NYS Education Law and any subsequently promulgated rules, regulations or laws regarding the same. The Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g) requires that third party contractors comply with FERPA and SCHOOL DISTRICT policy regarding preserving the confidentiality of the educational records of students, which includes medical records of students provided for school purposes. The HOSPITAL has read the Parent's Bill of Rights of SCHOOL DISTRICT and has read the

SCHOOL DISTRICT'S Student Records Policy and agrees to fully comply with both including any amendments. The SCHOOL DISTRICT will notify HOSPITAL of any significant changes to either policy.

9. Each party shall maintain comprehensive liability insurance coverage acceptable to the other party either in the form of a self-insurance program or in the form of a policy purchased from an insurance company. Each party shall have the right to inspect during normal business hours documents in relation to such insurance coverage.
10. The services provided by the HOSPITAL shall comply with all federal, state and local statutes, rules and regulations.
11. This is the entire Agreement. The terms of this Agreement supersede any oral representations previously made. There shall be no oral modifications of this Agreement, and any modification or amendment of the terms of the Agreement shall not be binding unless executed in writing by the parties hereto.
12. Notices given under this Agreement shall be sent by first class mail or hand delivery in the case of the HOSPITAL to the attention of its President at One Atwell Road, Cooperstown, New York 13326 and in the case of the SCHOOL DISTRICT to the attention of: Dr. David S. Richards, Superintendent, 2641 State Highway 7, PO Box 483, Otego, NY 13825.

UNATEGO CENTRAL SCHOOLS

Dr. David S. Richards
Superintendent

Date

**THE MARY IMOGENE BASSETT HOSPITAL
D/B/A BASSETT MEDICAL CENTER**

By: Frank Panzarella

Name: Frank Panzarella

Title: Network VP & COO of Bassett Med. Group

Date: 5-18-2018

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal



Date: May 31, 2018

Re: Course Additions

I am recommending the addition of the following courses to the Unatego High School Course Catalog:

Environmental Science

Anatomy

Chemistry of Cooking

Chemistry of Cooking

Duration: 20 weeks

Location: Family and Consumer Sciences Classroom

Purpose: The purpose of this course is for students to apply the fundamental principles of chemistry to the world around us. Foods are mostly built from four kinds of molecules- water, proteins, carbohydrates, and fats. To understand what is happening to a food as we cook it, we need to be familiar with these invisibly small molecules and the principles that guide their behavior. Cooking is about combining ingredients to create something completely different. It involves many chemical and physical changes. This course explores those changes.

Topics

Lab Activities

Foams

Gluten foam

Leavening alternatives

Egg foam

Goodness gracious, great balls of gluten

Breads

Pavlova

Emulsions

Why some things don't mix

Emulsifying agents

Hollandaise sauce

Colloids, Gels, and Suspensions

gelatin

Gummy candy

Solutions and crystallization

Sugar crystals

Controlling the size of crystals

Stained glass sugar

Acids and Bases

pH-sensitive colors

Sour sensing

Lemonade with chameleon eggs

Heating

Browning reactions

Protein denaturing

Egg-cellent

Oxidation and Reduction

Apples and lemon juice

Acids, oxygen, and enzymes

Boiling, Freezing, and Pressure

Raising boiling point

Lowering freezing point

Club soda and salt experiment

Human Anatomy & Physiology

Ms. Costello – Syllabus

Rationale:

Many of our high school students develop interests in the biological sciences and/or health care fields, and wish to pursue those areas in their post-secondary studies. As part of that post-secondary study, many students will have to take a rigorous anatomy and physiology course. Most anatomy and physiology courses are intensive and involve a lot of memorization of anatomical structures along with how they function, and many students are surprised by the level of rigor. It is the intent of this class to give students a background in anatomy and physiology that will foster future success at the post-secondary level.

This course will be an introduction to various body systems individually, but with the overall aim of interconnecting each system's function to discover how they work together to maintain homeostasis. It will start from basic tissues, work through each body system, and then end with how these systems function as a cohesive unit. Although this is a "first look" intended to build a knowledge base, the course will still be terminology rich and vocabulary will be emphasized. Students who take this course should have a strong interest in the topic along with a solid work ethic as memorization will be the major method of learning.

Course Outline:

- Week 1 & 2 – Introduction & Terms
- Week 3 & 4 – Histology/Tissues - Looking at Slides
- Week 5 & 6 – Skeletal System – Skeleton Stations
- Week 7 & 8– Muscular System
- Week 9-11 – Circulatory system - Heart dissection, Blood Types, Pulse & Blood Pressure
- Week 12 – 14 – Respiratory System – Lung models
- Week 15 - 17 – Digestive System – Analysis of nutrients
- Week 18- 20 - Urinary System - Urinalysis
- Week 21- 23 - Integument – Skin model building, Effect of UV light & the sun
- Week 24 & 25– Excretory System
- Week 26 & 27 – Immune System
- Week 28-30 – Nervous System - Brain & Eye Dissections
- Week 31 & 32 – Endocrine System
- Week 33 & 34 – Reproductive System – Human to Pig Uterus Comparative anatomy
- Week 35- 37 – Overall Maintenance of Homeostasis
- Week 38 & 39 – Final Project/Exam
- Week 40 – Regents Exams

Environmental Science Syllabus

Homework:

There is very little homework expected for this class. Everything students are expected to learn and practice will be completed during the class period. Students are expected to complete all assigned work in class. In other words, students will be given enough time in class to complete the work assigned, but if they procrastinate, or in any way waste class time, then they will have to come in after school (during their time) to complete work.

Tardies and Absences: See Student Handbook for School Policy

Supplies:

Please bring to class everyday a scientific calculator, a writing utensil, a notebook with paper, and a folder or binder to hold handouts and assignments.

Class Expectations:

- We help each other learn.
- We respect each other's learning.
- We have our materials and are learning from the moment the bell rings until I dismiss the class.
- We handle lab equipment, textbooks, and technology with care.
- We accept and respect each other's differences.
- We help create a safe environment in which we all feel comfortable asking questions.
- If you are absent, you are responsible for obtaining handouts and notes and then also checking with me to make arrangements for extra help or to make-up quizzes, exams, labs / activities. This cannot be done during class time. This may be done before or after school.
- Assignments are no longer accepted after a unit is complete (the unit is complete on the day of exam). You have the opportunity to succeed in this class through hard work, determination, and realizing the following Goals:
 - 1) You are responsible for your own learning, and
 - 2) Do your work thoughtfully, thoroughly, and timely.

Tentative Environmental Science Schedule:

Overview:

- Weeks 1 – 5, Unit One – Studying Earth,
- Weeks 6 – 12, Unit Two – Ecological Interactions,
- Weeks 13 – 20, Unit Three – Biomes,
- Weeks 21 – 26, Unit Four – People in the Global Ecosystem,
- Weeks 27 – 32, Unit Five – Energy Resources,
- Weeks 33 – 37, Unit Six – Resources in the Biosphere,
- Weeks 38 – 40, Unit Seven – Managing Human Impact,

Environmental Science Syllabus

Course Name: Environmental Science

Instructor: Mr. Paul Willis, M.S., B.S./B.A., A.A.S.

Textbook: Environmental Science, 3rd Edition, Published by Scott Foresman – Addison Wesley

The Environmental Science course is designed to be an introductory course in environmental science, through which students engage with the scientific principles, concepts, and methodologies required to understand the interconnectedness of the natural world. The course requires that students identify and analyze natural and human-made environmental issues, evaluate the relative risks associated with these problems, and examine alternative sustainable solutions for resolving or preventing them. Environmental Science is interdisciplinary, embracing topics from geology, physics, biology, chemistry, ecology and geography.

I believe people learn best when they are active learners; therefore, we will be doing as many activities - laboratory experiments as possible. Almost all activities will take place during the class time allotted for the course. Minimal work will be expected outside of class, therefore attendance and participation will be necessary.

Over the year, the following materials will be covered:

- Unit One – Studying Earth
- Unit Two – Ecological Interactions
- Unit Three – Biomes
- Unit Four – People in the Global Ecosystem
- Unit Five – Energy Resources
- Unit Six – Resources in the Biosphere
- Unit Seven – Managing Human Impact

Course Goals:

- Students completing this class will leave with a foundational understanding of the topics listed above.
- Students will have developed basic level problem solving and critical thinking skills when analyzing environmental problems.
- Students will be able to collect data, analyze the data and evaluate the results of a simple experiment.

Grades:

Per School grading policy:

10% Formative

90% Summative

Formative Assessments include:

- Exit tickets
- Class participation
- Verbal questions and answers

Summative Assessments include:

- 30% for Quizzes
- 30% for Projects
- 30 % for Exams

May 28, 2018

To: Board of Education

From: Carrie Hewlett, Director ASCP

RE: Summer Care Workers

I would like to recommend Deborah Ritchey, Kristen Sousa, Rena Barkman, and Mari Ruff as full-time workers for the Unatego Summer Care Program for 2018.

Please add the following people as substitutes to the Unatego Summer Care Program for 2018: Terry LaPointe, Barb Clark, Charlene Baker, Carolvivan Smith, Sherri Lapp, Nancy Dalton, Angela Flavell, and Robinette Youngs.

Thank you for your consideration and cooperation.

Sincerely,

Carrie J. Hewlett

Director, ASCP

May 29, 2018

Please appoint the following to Summer Feeding workers from July 9, 2018 to August 17, 2018 at the rate of \$15.00 per hour for up to 7 hours a day.

Melissa Washburn

Kristen Sousa

Rena Barkman

Thank you,

Kim Corcoran, Food Service Director

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Barbara K. Goe

POSITION: Sub. School Nurse

REPLACES: N/A

EFFECTIVE DATE: 5/30/18

EDUCATION LEVEL: BS NURSING

YEARS OF EXPERIENCE: 23 years

SALARY: STEP ___ LEVEL ___ \$ per sub. nurse rate

CERTIFICATION: RPN

COLLEGE: THOMAS JEFFERSON UNIVERSITY, PHIL. PA.

REFERENCES CONTACTED:

1. Cynthia Campbell, RICHFIELD SP. ESD
2. MERANYE ROCKWELL, " " " "

COMMENTS: 23 years of experience
AS SCHOOL NURSE IN N.J.
HAS SUBBED RECENTLY AT
RICHFIELD SPRINGS.

[Signature] 5/30/18
ADMINISTRATOR SIGNATURE DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: MELISSA EMILIO

POSITION: sub teacher

REPLACES: N/A

EFFECTIVE DATE: 6/4/18

EDUCATION LEVEL: BS - CHILDHOOD ED/EARLY ED.

YEARS OF EXPERIENCE: 1

SALARY: STEP LEVEL \$ per sub rate (uncert.)

CERTIFICATION: pending

COLLEGE: SUNY CORTLAND

REFERENCES CONTACTED:

- TRACEY ROBINSON, UNATEGO ELEM.
- PATRICIA ROIGOR, SUNY CORTLAND

COMMENTS: References good. Strong work ethic, good classroom management, dependable.


ADMINISTRATOR SIGNATURE

5/30/18
DATE

RECEIVED
MAY 21 2018
BY: _____

May 17, 2018



Unatego Central School District
2641 State Highway 7
P.O. Box 483
Otego, New York 13825

Effective this date June 29, 2018 I will be resigning as a School Bus Driver. I would like to
Thank the District for giving me the opportunity to be a Bus Driver for your district.

Respectfully,

A handwritten signature in black ink, appearing to read "Ross T. Rogers", is written over the typed name.

Ross T. Rogers

Cc: Superintendent Dr. David Richards
Transportation Director Brian Trask
Unatego School Board

RECEIVED
MAY 22 2007
BY:.....

May 20, 2018

Brian Task
Transportation Director
Unatego School District
Route 7
Otego, NY 13825

Dear Brian,

I regretfully resign my position as Bus Driver with the Unatego School District effective Monday 21, 2018.

I would like to take this opportunity to say that making this decision has been a difficult one, as working for the Unatego School District has been such a positive experience and one for which I am grateful. I have enjoyed working with you and the other drivers.

However, at this time, my focus has to be on caring for my aging parents, as their health is declining. It has been a struggle for me to juggle work while providing care and transportation to my parents.

I wish the transportation department and the friends I have made there every success in the future. I thank you for the opportunities that have been given to me while working for the Unatego School District.

I also want to give you a heartfelt thank you for your caring and understanding in the past few weeks. It has been sincerely appreciated.

Respectfully,

Rich Michelitsch

Good afternoon,

It was mentioned to me that the unwanted books in Otego would need to be surplused. Up to this point, the superintendents have allowed me to throw away any and all books that I deemed unusable to anyone due to condition (staining, mold, ripped pages) or relevancy (The books I have left behind are extremely out of date – twenty five or more years old; Some are older than me!). For many, the information is no longer correct, hence it would not be proper to find another school or country to take them. I have given away as many books as possible to our students and continue to do so and the other two schools. If you need to surplus them for accounting purposes, their value is nil.

Prudence

Currently reading:

A Brief History of Montmaray by Michelle Cooper

Loon: a Marine story by Jack McLean