

UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
TENTATIVE  
AUGUST 25, 2016  
SPECIAL BOARD OF EDUCATION MEETING  
4:30 P.M.  
SUNY ONEONTA CAMPUS  
ROOM #117  
MORRIS HALL

1. ROUTINE MATTERS

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Pledge
- 1.4 Appoint Dr. David Richards clerk *pro tem*
- 1.5 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

4. ADMINISTRATIVE ACTION

- 4.1 Approve Milk Bid (8.25.16 G1)
- 4.2 Approve Tax Rolls and authorize Tax Levy for the 2016-17 school year (8.25.16 G2)
- 4.3 Approve Tax Warrant for the 2016-17 school year (8.25.16 G3)
- 4.4 Approve District-Wide Safety Plan for the 2016-17 school year (8.25.16 G4)
- 4.5 Approve Building Level Emergency Management Plans for the 2016-17 school year (8.25.16 G5)
- 4.6 Approve transportation contract agreement between Unatego CSD and Serafini Transportation for the 2016-17 school year (8.25.16 G6)
- 4.7 Approve transportation contract agreement between Unatego CSD and Matthews Buses, Inc. for the 2016-17 school year (8.25.16 G7)
- 4.8 Approve Karen Alvin modified girls soccer coach for the 2016-17 school year (8.25.16 C1)
- 4.9 Approve Joel VanAlstine modified football assistant coach for the 2016-17 school year (8.25.16 UC1)
- 4.10 Approve returning non-teaching substitutes for the 2016-17 school (8.25.16 UC2)
- 4.11 Approve returning substitute teachers for the 2016-17 school year (8.25.16 C2)
- 4.12 Appoint Jeannie Brockway food service helper (8.25.16 UC3)
- 4.13 Appoint Gina Boliski substitute teacher/aide for the 2016-17 school year (8.25.26 UC4)
- 4.14 Appoint Lynne Egger cleaner (8.25.16 UC5)

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5. PUBLIC COMMENT
6. ROUND TABLE DISCUSSIONS/QUESTIONS
7. EXECUTIVE SESSION (IF NECESSARY)
8. ADJOURN

**Board Agenda 8.25.16**

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**4.1**

**8.25.16 G1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Milk bid to Byrne Dairy as presented.

**4.2**

**8.25.16 G2**

**RESOLUTION TO CONFIRM TAX AND AUTHORIZE TAX LEVY**

**WHEREAS** the Board of Education has been authorized by the voters as the Annual School Meeting to raise for the current budget of the 2016-2017 school year a sum not to exceed \$7,121,643;

**THEREFORE BE IT RESOLVED** that the board fixes the equalized tax rates by towns and confirms the extension of the taxes as they appear on the following described tax roll:

<b>Name of Town</b>	<b>Total Assessed Valuations by Towns</b>	<b>Equalized Tax Rate by Towns</b>	<b>Total Tax Levy by Towns</b>
Franklin	124,000	96.00	2,589.82
Sidney	26,058,383	82.45	633,688.10
Butternuts	2,932,051	108.42	54,222.66
Laurens	692,149	106.01	13,090.96
Oneonta	3,175,452	100.00	63,668.45
Otego	199,756,433	115.85	3,457,243.37
Unadilla	93,921,269	65.00	2,897,139.13
<b>TOTALS</b>	<b>326,659,737</b>		<b>7,121,643</b>

**AND BE IT HEREBY DIRECTED THAT** the tax warrant of this board, duly signed shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin 9/1/2016 and end 10/31/2016 giving the tax warrant an effective period of 60 days at the expiration of which time the tax collector shall make an accounting in writing to the board;

**AND IT IS FURTHER DIRECTED THAT** the delinquent tax penalties shall be fixed as follows:

1<sup>st</sup> month free period,

2<sup>nd</sup> month interest of 2 percent added,

3<sup>rd</sup> month or fraction thereof, interest of 3 percent added.

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4.3  
8.25.16 G3  
MOTION CONCERNING TAX WARRANT

Motion made by \_\_\_\_\_; Seconded by \_\_\_\_\_

WHEREAS: Chapter 73 of the Laws of 1977, amended Section 1318, subdivision 1 of the Real Property Tax Law; and

WHEREAS: the unencumbered, unreserved fund balance at the close of the last fiscal year must be applied in determining the amount of the school tax levy except for an amount not to exceed .29% of the current school year budget; and

WHEREAS: this latter amount may be held as surplus funds during the current school year; now therefore

BE IT ADDITIONALLY RESOLVED AS FOLLOWS:

To the collector of UNATEGO school district Town(s) of FRANKLIN, SIDNEY, BUTTERNUTS, LAURENS, ONEONTA, OTEGO, UNADILLA County(ies) of DELAWARE & OTSEGO New York State.

You are hereby commanded:

To give notice and start collection on September 1, 2016 in accordance with the provisions of Section 1322 of the Real Property Tax Law.

To give notice that tax collection will end on October 31, 2016.

To collect taxes in the total sum of 7,121,643 in the same manner that collectors are authorized to collect town and county taxes in accordance with the provisions of Section 1318 of the Real Property Tax Law.

To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the board of education. The board may recall its warrant and tax roll for correction of errors or omissions in accordance with the provisions of Section 1316 of the Real Property Tax Law.

To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on his property on press-numbered tax bill forms provided by the school district in accordance with the provisions of Section 922 of the Real Property Tax Law. To forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with provisions of Sections 540 and 544 of the Real Property Tax Law.

To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first

month of the tax collection period. To add two percent interest penalties to all taxes collected during the second month of the tax collection and to add three per cent interest penalties to all taxes collected during any part of the third month of the tax collection period and to account for such sums as income due to the school district.

To issue press-numbered receipts only on forms provided by the school district in acknowledgement of receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued as required by Section 987 of the Real Property Tax Law. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town the total assessed valuation, tax rate, the total tax levy, the total amounts remaining uncollected as required by Section 1330 of the Real Property Tax Law.

The warrant is issued pursuant to Sections 910, 912 and 914 of the Real Property Tax Law and is delivered in accordance with Sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the board of education. The warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 1318, subdivision 2 of the Real Property Tax Law.

Member Vote

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**Motion Carried.**

4.4

8.25.16 G4

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve District-Wide Safety Plan for the 2016-17 school year as presented.

4.5

8.25.16 G5

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Building Level Emergency Management Plans for the 2016-17 school year as presented.

4.6

8.25.16 G6

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Transportation Contract agreement between Unatego CSD and Serafini Transportation Corp. for the 2016-17 school year as presented.

**Board Agenda 8.25.16**

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**4.7**

**8.25.16 G7**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Transportation Contract agreement between Unatego CSD and Matthews Buses, Inc. for the 2016-17 school year as presented.

**4.8**

**8.25.16 C1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Karen Alvin modified girls soccer coach, Step 4 for the 2016-17 school year as presented.

**4.9**

**8.25.16 UC1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Joel VanAlstine modified football assistant coach, Step 1 for the 2016-17 school year as presented.

**4.10**

**8.25.16 UC2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve returning non-teaching substitutes for the 2016-17 school year as presented.

**4.11**

**8.25.16 C2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve returning substitute teachers for the 2016-17 school year as presented.

**4.12**

**8.25.16 UC3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jeannie Brockway, food service helper to a 52-week probationary appointment, at a rate of \$10.03 per hr. pending fingerprinting and criminal history review, effective September 7, 2016 as presented.

**4.13**

**8.25.16 UC4**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Gina Boliski substitute teacher/aide for the 2016-17 school year pending fingerprinting and criminal history review as presented.

**4.14**

**8.25.16 UC5**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Lynne Egger, cleaner to a 52-week probationary appointment, at a rate of \$10.03/per hr. effective September 1, 2016 as presented.

To: Dr. Richards and the Board of Education  
From: Kim Corcoran/ Michael Dufresne  
RE: Balford Farms Rescinded Award/ Milk Bid  
Date: Aug 8th, 2016

We have been informed that Balford Farms will be ceasing business operations with the Conklin, NY distribution center and will be exiting all delivery services located in Otego, NY. We ask that this award be rescinded.

A new milk bid was sent out, Byrne Dairy was the only company to submit one. We ask to re award the bid to Byrne Dairy.

Copies of the bid are enclosed

Thank you

UNATEGO CSD

MILK ANALYSIS 2016

BOCES #	Description	U/M	Amt. Req	Adj. price	Vendor Name	Alternate Information	U/M	Totals
27507	White Milk, 1%, 1/2 pints	EACH	30000	\$0.3552	BYRNE DAIRY			\$10,656.00
27508	White Milk, FAT FREE, 1/2 pints	EACH	10000	\$0.3424	BYRNE DAIRY			\$3,424.00
27524	Chocolate Milk, FAT FREE, 1/2 pints	EACH	105000	\$0.3548	BYRNE DAIRY			\$37,254.00
27526	Strawberry Milk, FAT FREE, 1/2 pints	EACH	8000	\$0.3558	BYRNE DAIRY			\$2,846.40
27528	Juice, Orange, 4 oz. cartons	EACH	43000	\$0.0000	BYRNE DAIRY			\$0.00
27533	Juice, Apple, 4 oz. cartons	EACH	43000	\$0.0000	BYRNE DAIRY			\$0.00
27534	Juice, Grape, 4 oz. cartons	EACH	43000	\$0.0000	BYRNE DAIRY			\$0.00
27550	Yogurt, Low Fat, Vanilla - 32oz.	EACH	1000	\$0.0000	BYRNE DAIRY			\$0.00
27552	Cream Cheese, 1 oz cups/100-cs	CASE	300	\$0.0000	BYRNE DAIRY			\$0.00
<b>TOTAL</b>								<b>\$54,180.40</b>



471601  
(SED CODE)

The State Education Department  
Transportation Unit, Room 475 EBA  
Albany, New York 12234

C  
Contract Number  
(SED will fill in)

**TRANSPORTATION CONTRACT**  
(Do not use for Addendums or Extensions - See Note on Reverse)

Patti Loker		
Contact Person		
Unatego Central School District		
School District/BOCES		
2641 State Hwy 7, PO Box 483		
Street or P.O. Box		
Otego	NY	13825
City	State	Zip Code

- Check if applicable:
- Special Education Pupils - Transportation required as a related service.
  - Contract will begin part way through the school year and cost \$20,000 or less.
  - One-month emergency contract -31 Calendar Days.
  - Contract for bus maintenance only.
  - District will supply contractor with fuel.
- Specifications include:
- Provision for attendants, escorts or monitors.
  - Clause for increasing or decreasing service.

This AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 2016 by and between

Unatego Central School District, County of Otsego, N.Y.  
(Name of School District or BOCES)

party of the first part and Serafini Transportation Corp, party of the second part.  
(Contractor)

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation for children of said district for the period of service to begin

September 6, 2016 and to end June 23, 2017  
Month Day Year Month Day Year

NOW, THEREFORE, the said party of the first part hereby agrees to pay to the said party of the second part the sum of \$ \_\_\_\_\_ or \$ 177.00/trip if on a per-bus, per-diem, per-mile or  
(If lump sum contract) (Unit Cost)

other unit cost basis for providing such transportation on a suitable conveyance.

Total Anticipated Annual Cost \$ 16,500.

If awarded through a request for proposals, date of request of such proposals \_\_\_\_\_ (see note on reverse)

IN WITNESS WHEREOF, The parties have set their hands the day and year above written.

\_\_\_\_\_  
(Signature of Trustee or President of Board of Education) (Party of the First Part) (Post Office Address)

\_\_\_\_\_  
(Signature of Contractor) (Party of the Second Part) (Post Office Address)

**COMPLIANCE CERTIFICATION.** I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education law and Section 156.12 of Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3625(1) of the Education Law.

Approval Date: \_\_\_\_\_ Filed by: \_\_\_\_\_  
(Date of Superintendent's Approval) (Signature of Superintendent or Designee)

**SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT. RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS.**

The party of the second part covenants with the party of the first part that in consideration of the payments hereinbefore stated and of the covenants and agreements set forth that said school children will be conveyed safely, that said duties and obligations in relation thereto pursuant to this contract will be faithfully performed, at all times exercising proper supervision over said children and that said party of the second part will abide by all reasonable rules and regulations and that the driver will be at least 21 years of age and duly licensed and that said driver will be currently approved by the chief school administrator. And the party of the second part further covenants and agrees that the vehicle shall come to a full stop before crossing the tracks of any railroad and before crossing any State highway and that it shall at all times comply with the rules and regulations of the Department of Transportation applying to such vehicles.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be signed by the trustee or president of the board of education and the contractor. This contract or any right, title or interest therein may not be assigned by the party of the second part without the previous consent in writing of the party of the first part. This contract shall be void and of no effect unless the party of the second part shall comply with all applicable provisions of the Workman's Compensation Law in respect to employees engaged in the performance of this contract. The party of the second part will comply with the Labor Law.

"The contractor hereby consents to an audit of any and all financial records relating to this contract by the Department of Audit and Control." "The contractor further agrees to provide to the board of education, trustee(s), or the Commissioner of Education, upon request, any information relating to this contract including financial data."

State aid will be computed on account of this contract in accordance with the total sum specified. Any expenditure in excess of this total sum will not be considered in computing State aid. For school districts eligible for transportation aid, no aid shall be allowed for a period greater than 120 days prior to the filing of the contract in accordance with Section 3625 of the State Education Law.

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID** date of bid opening 4/22/16 Complete **BID TABULATION** below:

1. <u>Serafini Transportation Option 1</u>	<u>\$177/per day</u>	3. _____	_____
(Name)	(Amount of Bid)	(Name)	(Amount of Bid)
2. _____	_____	4. _____	_____
(Name)	(Amount of Bid)	(Name)	(Amount of Bid)

Was contract awarded to the lowest responsible bidder?  Yes  No If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons on a separate sheet and attach to this contract. If no bids are received, it is necessary for the district to re-advertise.

Attach Affidavits of Publication which you can secure from the newspapers. Also, attach one printed copy of each Notice to Bidder which appeared in the papers. If detailed specifications were used, kindly forward a copy.

**MULTI-YEAR CONTRACT:** A separate line item shall be included in the Annual Budget and Budget Brochures. Also a footnote to that line item shall indicate: " \_\_\_\_\_ year (first, second, etc.) of a \_\_\_\_\_ - year (two, three, etc.) contract, the total cost of which is \$ \_\_\_\_\_ " (total cost of multi-year contract).

**REQUEST FOR PROPOSALS:** If contract was awarded through a request for proposals (RFP), submit evidence of the date of the request, the forms and instructions used in making the request, the contract specifications, all proposals received, the criteria used in evaluating the proposals, the weights assigned to each criterion, and the scores used to assess each category of the criteria, in accordance with the provisions of Section 156.12 of Commissioner of Education Regulations.

**EXTENSIONS AND ADDENDUMS:** An Extension of Contract (Form CE) must be filed for all extensions. Please notify the Department by letter of any additions to a contract after it has been filed with the Department. Such additions can only be made where authorized by the contract specifications.

AFFIDAVIT OF PUBLICATION

State of New York  
City of Binghamton  
County of Broome, ss.:

Stacie Heath being duly sworn, deposes and says that she is the Principal Clerk of the Binghamton Press Company Inc., publisher of the following newspaper printed in Johnson City published in the City of Binghamton New York and of general circulation in the Counties of Broome, Chenango, Delaware, Tioga State of New York and Susquehanna County State of Pennsylvania PRESS & SUN BULLETIN.

A notice of which the annexed is a printed copy, was published on the following dates:  
4/15/2016

  
Stacie Heath

Sworn to before me this 15<sup>th</sup> day of April, 2016

  
Notary Public

JoAnn Gilmore  
Notary Public, State of New York  
Tioga County No. 01GI6338551  
Commission expires March 14, 2020

**NOTICE TO BIDDERS**  
The Boards of Education of the Vestal CSD, Johnson City CSD and Unatego CSD in accordance with sections 103 of Article 9-A of the General Municipal Law hereby invites the submission of sealed bids on contract number:

BID# 2016-2017-10  
Summer  
Transportation bid  
AND  
BID# 2016-2017-11  
School year  
Transportation bid

Bids will be received until  
1:30 PM on Friday, April

22nd, 2016 at the Broome-Tioga BOCES, Central Business Office at which time and place all bids will be publicly opened. Specifications and bid forms may be obtained at the same office from Blanka Rosen, Purchasing Agent. The Board of Education reserves the right to reject any and all bids, waive any formalities, and to hold all bids to 45 days subsequent to the date of opening for examination.

Boards of Education  
Vestal Central School District  
Johnson City Central School District  
Blanka Rosen,  
Purchasing Agent  
100 Marshall Drive  
Endicott, NY 13780  
607-788-6554, ext 2230  
4/15/2016

471601  
(SED CODE)

The State Education Department  
Transportation Unit, Room 475 EBA  
Albany, New York 12234

Form TC

C \_\_\_\_\_  
Contract Number  
(SED will fill in)

**TRANSPORTATION CONTRACT**

(Do not use for Addendums or Extensions - See Note on Reverse)

Patti Loker		Tele ( 607-335-1362
Contact Person		Fax ( 607-334-2402
Unatego Central School District		
School District/BOCES		
2641 State Highway 7, PO Box 483		
Street or P.O. Box		
Otego, NY 13825		
City	State	Zip Code

- Check if applicable:
- ( ) Special Education Pupils - Transportation required as a related service.
  - ( ) Contract will begin part way through the school year and cost \$20,000 or less.
  - ( ) One-month emergency contract -31 Calendar Days.
  - (X) Contract for bus maintenance only.
  - ( ) District will supply contractor with fuel.
- Specifications include:
- ( ) Provision for attendants, escorts or monitors.
  - ( ) Clause for increasing or decreasing service.

This AGREEMENT made this 25th day of August 2016 by and between

Unatego Central School District, County of Otsego, N.Y.

party of the first part and Matthews Buses, Inc., party of the second part.

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation for children of said district for the period of service to begin

July 1, 2016 and to end June 30, 2017

NOW, THEREFORE, the said party of the first part hereby agrees to pay to the said party of the second part the sum of \$ 198,900 or \$ \_\_\_\_\_ if on a per-bus, per-diem, per-mile or

other unit cost basis for providing such transportation on a suitable conveyance.

Total Anticipated Annual Cost \$ 198,900.

If awarded through a request for proposals, date of request of such proposals \_\_\_\_\_ (see note on reverse)

IN WITNESS WHEREOF, The parties have set their hands the day and year above written.

Unatego Central School District, PO Box 483, Otego, NY 13825

\_\_\_\_\_  
(Signature of Trustee or President of Board of Education) (Party of the First Part) (Post Office Address)

Matthews Buses, Inc., 2900 Route 9 Malta, Ballston Spa, NY 12020

\_\_\_\_\_  
(Signature of Contractor) (Party of the Second Part) (Post Office Address)

**COMPLIANCE CERTIFICATION.** I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education law and Section 156.12 of Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3625(1) of the Education Law.

Approval Date: \_\_\_\_\_ Filed by: \_\_\_\_\_  
(Date of Superintendent's Approval) (Signature of Superintendent or Designee)

SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT. RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS.

The party of the second part covenants with the party of the first part that in consideration of the payments hereinbefore stated and of the covenants and agreements set forth that said school children will be conveyed safely, that said duties and obligations in relation thereto pursuant to this contract will be faithfully performed, at all times exercising proper supervision over said children and that said party of the second part will abide by all reasonable rules and regulations and that the driver will be at least 21 years of age and duly licensed and that said driver will be currently approved by the chief school administrator. And the party of the second part further covenants and agrees that the vehicle shall come to a full stop before crossing the tracks of any railroad and before crossing any State highway and that it shall at all times comply with the rules and regulations of the Department of Transportation applying to such vehicles.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be signed by the trustee or president of the board of education and the contractor. This contract or any right, title or interest therein may not be assigned by the party of the second part without the previous consent in writing of the party of the first part. This contract shall be void and of no effect unless the party of the second part shall comply with all applicable provisions of the Workman's Compensation Law in respect to employees engaged in the performance of this contract. The party of the second part will comply with the Labor Law.

"The contractor hereby consents to an audit of any and all financial records relating to this contract by the Department of Audit and Control." "The contractor further agrees to provide to the board of education, trustee(s), or the Commissioner of Education, upon request, any information relating to this contract including financial data."

State aid will be computed on account of this contract in accordance with the total sum specified. Any expenditure in excess of this total sum will not be considered in computing State aid. For school districts eligible for transportation aid, no aid shall be allowed for a period greater than 120 days prior to the filing of the contract in accordance with Section 3625 of the State Education Law.

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID** date of bid opening 4/1/16 Complete **BID TABULATION** below:

1. <u>Matthews Buses, Inc.</u> (Name)	<u>\$198,900</u> (Amount of Bid)	3. _____ (Name)	_____ (Amount of Bid)
2. _____ (Name)	_____ (Amount of Bid)	4. _____ (Name)	_____ (Amount of Bid)

Was contract awarded to the lowest responsible bidder?  Yes  No If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons on a separate sheet and attach to this contract. If no bids are received, it is necessary for the district to re-advertise.

Attach Affidavits of Publication which you can secure from the newspapers. Also, attach one printed copy of each Notice to Bidder which appeared in the papers. If detailed specifications were used, kindly forward a copy.

**MULTI-YEAR CONTRACT:** A separate line item shall be included in the Annual Budget and Budget Brochures. Also a footnote to that line item shall indicate: " \_\_\_\_\_ year (first, second, etc.) of a \_\_\_\_\_ - year (two, three, etc.) contract, the total cost of which is \$ \_\_\_\_\_ " (total cost of multi-year contract).

**REQUEST FOR PROPOSALS:** If contract was awarded through a request for proposals (RFP), submit evidence of the date of the request, the forms and instructions used in making the request, the contract specifications, all proposals received, the criteria used in evaluating the proposals, the weights assigned to each criterion, and the scores used to assess each category of the criteria, in accordance with the provisions of Section 156.12 of Commissioner of Education Regulations.

**EXTENSIONS AND ADDENDUMS:** An Extension of Contract (Form CE) must be filed for all extensions. Please notify the Department by letter of any additions to a contract after it has been filed with the Department. Such additions can only be made where authorized by the contract specifications.

August 17, 2016

I would like to recommend the following coaches for the fall season.

Karen Alvin-modified girls soccer (step 4)

Joel VanAlstine modified football asst. (step 1)

Thanks

Matt

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

Amber Birdsall  
District Treasurer  
(607) 988-5020

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Approve the following returning non-teaching substitutes for the 2016-17 school year:

Judy L. Bernhardt (aide)  
Gina Boliski (aide)  
Megan Blinco (aide, cafeteria)  
Debra Bruno (nurse, aide, LTA)  
Becci Cutting (aide)  
Joan French (clerical worker)  
Mark Hopper (cleaner)  
Ruth Laird (aide)  
Nancy Livingston (aide)  
Sue Miller (aide, clerical worker)  
Zach Nages (cleaner)  
Joann Schoeck (aide, café)  
Michele Sherwood (aide)  
Jason Stockert (cleaner)  
\*Cierra Thomsen (LTA, aide)

Approve the following returning substitute teachers for the 2016-2017 school year:

Katherine Becker  
Mary Bernardez  
Sierra Birdsall  
\*Gina Boliski  
William Brandege  
Virginia Brandt  
Cynthia Carpentier  
Ryan Carson  
Dawn Condit  
Brian Cutting  
Brynn Davie  
Harold Hacker  
\*Austin Henchey  
Shelly Hilts  
Patti Jessup  
Denise Marshall  
\*Matt Newman  
Irma Ouimet  
Vicki Salisbury-Hoyle  
Ellen Schmitt  
Mary Sloan  
Patricia M. Taylor  
Cierra Thomsen  
Dennis Walrath  
Brenda Wesley

\*newly added

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

NAME: JEANNIE BROOKWAY

POSITION: FOOD SERVICE HELPER

REPLACES: ADOLE PISANO

EFFECTIVE DATE: 9/8/16

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

YEARS OF EXPERIENCE: \_\_\_\_\_

SALARY: STEP \_\_\_ LEVEL \_\_\_ \$ \_\_\_\_\_

CERTIFICATION: \_\_\_\_\_

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

**REFERENCES CONTACTED:**

1. Dan Colburn 967-3518
2. Shari Yang's 563-5011

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 ADMINISTRATOR SIGNATURE      8/18/16 DATE



UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: GINA BOUSKI

POSITION: SUB. Teacher or Aide K-12

REPLACES: N/A

EFFECTIVE DATE: 9/8/16

EDUCATION LEVEL: Associate Degree

YEARS OF EXPERIENCE: 3

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

CERTIFICATION: N/A - fingerprints done

COLLEGE: UNIVERSITY of Phoenix

REFERENCES CONTACTED:

- Shirley Georgia, Otego, N.Y.
- BAY DISTRICT School, PANAMA City, FLA.

COMMENTS: subbed 3 years in Panama City.  
References speak highly of her  
work ethic and dependability

WDS [Signature] 8/18/16  
ADMINISTRATOR SIGNATURE DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Lynne Egger

POSITION: Cleaner

REPLACES: Jason

EFFECTIVE DATE: 9/1/2016

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

YEARS OF EXPERIENCE: \_\_\_\_\_

SALARY: STEP \_\_\_ LEVEL \_\_\_ \$ \_\_\_\_\_

CERTIFICATION: \_\_\_\_\_

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

REFERENCES CONTACTED:

1. \_\_\_\_\_

2. \_\_\_\_\_

COMMENTS: Lynne is currently an aide  
for the school.

Brian Task  
ADMINISTRATOR SIGNATURE

8/24/2016  
DATE