

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
TENTATIVE  
TUESDAY, AUGUST 27, 2019  
SPECIAL BOARD OF EDUCATION MEETING  
CALLED TO ORDER  
7:00 P.M.  
UNATEGO MS/SR HIGH SCHOOL  
ROOM #93**

**1. ROUTINE MATTERS**

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Pledge
- 1.4 Adopt Agenda

**3. ADMINISTRATIVE ACTION**

- 4.1 Approve Budget Transfers (8.27.19 G1)
- 4.2 Approve funding of TRS Reserve (8.27.19 G2)
- 4.3 Approve funding of Retirement Contribution Reserve (8.27.19 G3)
- 4.4 Approve funding of Capital Reserve (8.27.19 G4)
- 4.5 Approve Tax Rolls and authorize Tax Levy for the 2019-2020 school year (8.27.19 G5)
- 4.6 Approve Tax Warrant for the 2019-2020 school year (8.27.19 G6)
- 4.7 Approve Surplus Textbooks (8.27.19 G7)
- 4.8 Accept Marie Ellis's resignation as teacher aide (8.27.19 UC1)
- 4.9 Appoint Kim Cerar teacher aide (8.27.19 UC2)
- 4.10 Appoint Leann Nydam teacher aide (8.27.19 UC3)

7. **EXECUTIVE SESSION (IF NECESSARY)**

*Upon a majority vote of its total membership, taken in open meeting pursuant to a motion identifying the general area of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:*

- A. matters which may imperil the public safety if disclosed;*
- B. any matter which may disclose the identity of a law enforcement agent or informer;*
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;*
- D. discussions regarding proposed, pending or current litigation;*
- E. collective negotiations pursuant to article fourteen of the civil service law;*
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;*
- G. the preparation, grading or administration of examination; and*
- H. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;*
- I. any matter made confidential by federal or state law.*

8. **ADJOURN**

**Board Agenda 8.27.19**

**PG: 3**

**4.1**

**8.27.19 G1**

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

**4.2**

**8.27.19 G2**

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board hereby authorizes the transfer of available unspent appropriations from other codes within each program budget into the TRS Reserve, in the amount of \$50,000.

**4.3**

**8.27.19 G3**

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board hereby authorizes the transfers of available unspent appropriations from other codes within each program budget into the Retirement Contribution Reserve, in the amount of \$300,000.

**4.4**

**8.27.19 G4**

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board hereby authorizes the transfer of available unspent appropriations from other codes within each program budget into the Capital Reserve in the amount of \$500,000. Such funding of the capital reserve fund being within the amount authorized by voters at the annual district meeting and elections held on May 16, 2016.

4.5  
8.27.19 G5

**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 2019-20 school year a sum not to exceed \$7,338,909;

**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:

Name of Town	Total Assessed Valuations by Towns	Equalized Tax Rate by Towns	Total Tax Levy by Towns
Franklin	124,410	89.00	2,908.16
Sidney	26,190,047	81.35	669,777.74
Butternuts	2,924,522	100.00	60,842.48
Laurens	714,291	100.00	14,860.29
Oneonta	3,295,390	100.00	68,558.11
Otego	201,525,663	116.88	3,587,088.97
Unadilla	95,194,626	67.48	2,934,873.26
<b>TOTALS</b>	<b>329,968,949</b>		<b>7,338,909</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 9/3/2019 and end 11/5/2019 giving the tax warrant an effective period of 64 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.

Board Agenda 8.27.19  
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**MOTION CONCERNING TAX WARRANT**

4.6

8.27.19 G6

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 0.00% 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 3, 2019 in accordance with the provisions of Section 1322 of the Real Property Tax Law.**

**To give notice that tax collection will end on November 5, 2019.**

**To collect taxes in the total sum of \$7,338,909 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.

4.7

8.27.19 G8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve surplus of textbooks (13) Buen Viaje (McGraw Hill/Glencoe) ISBN 0-07-8465702 Copyright 2005, (21) Invitation to Languages Exploratory Program (McGraw Hill/Glencoe) ISBN 0-07-86050578 Copyright 2004 and (23) Primer Libro (Amsco School Publications) no ISBN Copyright 1972 as presented.

4.8

8.27.19 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Marie Ellis's resignation as teacher aide, effective September 1, 2019 as presented.

4.9

8.27.19 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kim Cerar to a 8-week probationary appointment as teacher aide, at a rate of \$11.10 per/hr., effective September 3, 2019 as presented (replaces, Christina Butcher).

**Board Agenda 8.27.19**  
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**4.10**  
**8.27.19 UC3**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Leann Nydam to a 52-week probationary appointment as teacher aide, at a rate of \$11.10 per/hr., effective September 3, 2019 as presented (replaces, Marie Ellis).**





# Unatego Central School District

Unatego, NY 13825

## MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager 

Date: August 26, 2019

Re: Reserve funding

Due to various scenarios and adjustments made during the 2018-19 year (i.e. no mid-year health insurance increase; usage of retirement and employee benefit liability reserve, etc.), we have ended the year with a surplus.

When the capital reserve was voter approved in 2016, the recommendation was that the reserve be funded up to \$5,000,000. While we are nowhere close to that balance, we have tried to budget accordingly each year to allow us to add funds to that reserve on an annual basis.

The Comptroller recommends that District's show activity in each of their reserve funds. We have pulled money out of the Retirement Reserve this year, and have budgeted a usage for 2019-2020. I am recommending putting that money back into the Retirement Reserve as of 6/30/19, to show the "in and out" activity.

After our discussion re: these reserves, my funding recommendations are as follows:

Retirement Reserve \$300,000

TRS Reserve \$50,000

Capital Reserve \$500,000

**Unatego Central School Tax Levy Worksheet**

**2019-20**

**Library Tax**

2018-2019 Levy	\$0		
2019-2020 Levy	\$85,000	% Change	#DIV/0!
	\$85,000		

SWIS Code	Town	Roll Year	Assesed Value- Taxable	Exemptions	Assesed Value Apportionment	Equaliz. Rate	Full Value Apportionment	% of full Value	Levy	Rate/\$1000	\$ Change	2018-19 Levy	% change
1232	Franklin	2019	124,410		124,410	89.00	139,787	0.040%	33.68	0.270739057	33.68	0.00	#DIV/0!
1250	Sidney	2019	26,190,047		26,190,047	81.35	32,194,280	9.126%	7,757.43	0.296197819	7,757.43	0.00	#DIV/0!
3622	Butternuts	2019	2,924,522		2,924,522	100.00	2,924,522	0.829%	704.68	0.240956928	704.68	0.00	#DIV/0!
3634	Laurens	2019	714,291		714,291	100.00	714,291	0.202%	172.11	0.240956928	172.11	0.00	#DIV/0!
3646	Oneonta	2019	3,295,390		3,295,390	100.00	3,295,390	0.934%	794.05	0.240956928	794.05	0.00	#DIV/0!
3648	Otego	2019	201,522,663	3000	201,525,663	116.88	172,420,998	48.878%	41,546.03	0.206160604	41,546.03	0.00	#DIV/0!
3662	Unadilla	2019	95,194,626		95,194,626	67.48	141,070,874	39.991%	33,992.00	0.357079026	33,992.00	0.00	#DIV/0!
<b>Total</b>			<b>\$329,965,949</b>	<b>\$3,000</b>	<b>\$329,968,949</b>		<b>\$352,760,142</b>	<b>100.000%</b>	<b>\$85,000</b>		<b>85,000.00</b>	<b>0.00</b>	
Otsego County totals			303,651,492	3,000	303,654,492		320,426,075	90.834%	77,209				
Delaware County totals			26,314,457	0	26,314,457		32,334,067	9.166%	7,791				
<b>Total</b>			<b>\$329,965,949</b>	<b>\$3,000</b>	<b>\$329,968,949</b>		<b>\$352,760,142</b>	<b>100.000%</b>	<b>\$85,000</b>				

**Unatego Central School Tax Levy Worksheet**

**2019-20**

**School Tax**

2018-2019 Levy	\$7,338,909		
2019-2020 Levy	\$7,338,909	% Change	0.00%
	\$0		

SWIS Code	Town	Roll Year	Assesed Value- Taxable	Exemptions	Assesed Value Apportionment	Equaliz. Rate	Full Value Apportionment	% of full Value	Levy	Rate/\$1000	\$ Change	2018-19 Levy	% change
1232	Franklin	2019	124,410		124,410	89.00	139,787	0.040%	2,908.16	23.37563882	56.89	2,851.27	2.00%
1250	Sidney	2019	26,190,047		26,190,047	81.35	32,194,280	9.126%	669,777.74	25.57375104	35,692.31	634,085.43	5.63%
3622	Butternuts	2019	2,924,522		2,924,522	100.00	2,924,522	0.829%	60,842.48	20.80424664	2,809.65	58,032.83	4.84%
3634	Laurens	2019	714,291		714,291	100.00	714,291	0.202%	14,860.29	20.80424664	508.38	14,351.91	3.54%
3646	Oneonta	2019	3,295,390		3,295,390	100.00	3,295,390	0.934%	68,558.11	20.80424664	489.50	68,068.61	0.72%
3648	Otego	2019	201,522,663	3000	201,525,663	116.88	172,420,998	48.878%	3,587,088.97	17.79992838	86,533.26	3,500,555.71	2.47%
3662	Unadilla	2019	95,194,626		95,194,626	67.48	141,070,874	39.991%	2,934,873.26	30.83024095	-126,089.98	3,060,963.24	-4.12%
<b>Total</b>			<b>\$329,965,949</b>	<b>\$3,000</b>	<b>\$329,968,949</b>		<b>\$352,760,142</b>	<b>100.000%</b>	<b>\$7,338,909</b>		<b>0.00</b>	<b>7,338,909.00</b>	
Otsego County totals			303,651,492	3,000	303,654,492		320,426,075	90.834%	6,666,223				
Delaware County totals			26,314,457	0	26,314,457		32,334,067	9.166%	672,686				
<b>Total</b>			<b>\$329,965,949</b>	<b>\$3,000</b>	<b>\$329,968,949</b>		<b>\$352,760,142</b>	<b>100.000%</b>	<b>\$7,338,909</b>				

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TO: Patti Loker  
FROM: Patti Hoyt, MS Principal *PH*  
DATE: August 19, 2019  
RE: Surplus Textbooks

RECEIVED  
AUG 22 2019  
BY: .....

I would like to surplus the following textbooks. They are outdated and no longer of use to the Spanish Department.

- 13 – Buen Viaje (McGraw Hill/Glencoe) ISBN 0-07-8465702 Copyright 2005
- 21 – Invitation to Languages Exploratory Program (McGraw Hill/Glencoe) ISBN 0-07-86050578 Copyright 2004
- 23 – Primer Libro (Amsco School Publications) no ISBN Copyright 1972

Thank you

August 19, 2019

To whom it may concern:

I am officially resigning from my position as teacher's aide at Unatego Elementary. Please consider this my two weeks' notice. While I have truly enjoyed my time as a staff at Unatego, prolonged low milk prices have forced me to find a higher paying position to help offset losses at our family farm.

Sincerely,

Marie Ellis

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Kim Cerar

POSITION: Aide

REPLACES: Christina Butcher

EFFECTIVE DATE: \_\_\_\_\_

EDUCATION LEVEL: High School Diploma

YEARS OF EXPERIENCE: 3

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

CERTIFICATION: N/A

COLLEGE: N/A

REFERENCES CONTACTED:  
1. Sue Deletto  
2. \_\_\_\_\_

COMMENTS: Kim was previously in this position and left for family reasons. She subbed last year as well and did a great job. We are excited to have her back at the high school!

Julie Lombardi  
ADMINISTRATOR SIGNATURE

8/19/19  
DATE

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Leanne Nydam

**POSITION:** Special Needs Aide

**REPLACES:** Marie Ellis - resignation

**EFFECTIVE DATE:** September 3, 2019

**EDUCATION LEVEL:** BBA - Business - SUNY Delhi

**YEARS OF EXPERIENCE:** 0

**SALARY:** STEP      LEVEL      \$      per contract


**CERTIFICATION:** LTA - level 1 - expires January 31, 2020

**COLLEGE:** SUNY Delhi

**REFERENCES CONTACTED:**

1. Cindy Carey, Franklin CSD, retired
2. Nicole Wood, LPN, Bassett

**COMMENTS:** Very dependable and would be an excellent aide.  
Good personality and worked well with people in the clinic.

  
**ADMINISTRATOR SIGNATURE**

08-21-2019  
**DATE**