

WAVERLY CENTRAL SCHOOL DISTRICT
Waverly New York
SPECIAL MEETING – BOARD OF EDUCATION
Thursday, October 4, 2018 @ 6 pm – Learning Commons

Inspire. Educate. Learn. Succeed. Grow.

AGENDA

- 1.0 Call to Order and Pledge of Allegiance**
- 2.0 Statements by Waverly District Residents in Attendance**
- 3.0 Acceptance of the Agenda and Starred Items**
- 4.0 Approval of Minutes**
 - 4.1 September 13, 2018 Regular Meeting Minutes
- 5.0 Communication**
- 6.0 Personnel – Approval of the attached personnel recommendations report.**
- 7.0 Finance**
 - 7.1 Request approval of Insero & Company, as External Auditor for fiscal years ending 2019 and 2020. A copy of the bids are attached.
- 8.0 President’s Report**
- 9.0 Old Business**
- 10.0 New Business**
 - 10.1 Discussion regarding Purchase and Sale Contract For Real Property for the former Chemung school building.
 - 10.2 Review and adoption of updated Safety Plan.
 - 10.3 First Reading of Sexual Harassment Policy.
- 11.0 Superintendent’s Report**
 - 11.1 CAPP Update

11.2 Policy Update

11.3 Academic Committee Update

11.4 Communication System with Monroe BOCES

12.0 CSE/CPSE Recommendations

13.0 Information and Reminders

October 18 @ 6 pm – Regular BOE Meeting in Learning Commons

Nov. 14 @ 3:30 pm – Community Connections Team Meeting in Learning Commons

November 15 @ 6 pm – Regular BOE Meeting in Learning Commons

14.0 Anticipated Executive Session

Anticipated Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, or removal of a particular person or corporation.

15.0 Resume Regular Order of Business

16.0 Adjournment

WAVERLY CENTRAL SCHOOLS
Waverly, NY
REGULAR MEETING – BOARD OF EDUCATION
Thursday, September 13, 2018 @ 6 pm in the Learning Commons

MINUTES

MEMBERS PRESENT

Renee Kinsley, Donald Mattison, Parvin Mensch, Cory Robinson, Colleen Talada, Kasey Traub, Jennifer Vaughn and Krisi Zimmer

MEMBERS ABSENT

Andrew Aronstam

OTHERS PRESENT

Ashlee Hunt, David Mastrantuono, Jeff DeAngelo, Catherine Pichany, Colleen Hall, John Cheresnowsky, Elizabeth McIntosh, Dawn Campbell, Ronald Cole, Scott Berent, Derek Bowman, Patric Bronson, Cassidy Farr, Natalie Hayes, Kathryn LaFrance, Lisa McEwen, Liz McIntosh, Tammy Miller, Timothy Moshier, Rosemary Plank, Danielle Shilling, Melissa Whitmarsh, Sarah Whitney and Corinne Zotter.

1.0 Call to Order and Pledge of Allegiance.

Parvin Mensch called the meeting to order at 6 p.m.

2.0 Statements by Waverly District Residents in Attendance

None.

3.0 Acceptance of the Agenda and Starred Items

Upon motion of Kasey Traub, seconded by Cory Robinson and unanimously carried to accept the agenda and starred items for this meeting.

4.0 Approval of Minutes

4.1 Upon motion of Colleen Talada, seconded by Renee Kinsley and unanimously carried to approve the August 23, 2018 Regular Meeting Minutes.

5.0 Communication

None

5.1 Introduction of New Employees

Superintendent Knolles introduced the following new employees: Scott Berent, Derek Bowman, Patric Bronson, Cassidy Farr, Natalie Hayes, Kathryn LaFrance, Lisa McEwen, Liz McIntosh, Tammy Miller, Timothy Moshier, Rosemary Plank, Danielle Shilling, Melissa Whitmarsh, Sarah Whitney and Corinne Zotter.

The following new employees were not able to be in attendance, but were recognized: Michelle Bartlet, Trevor Bauman, Kim Buchanan, Cathy Fish, Hal Fish, Robert Myers, Rebekah Simmons, Gwendolyn Tomasso, Joshua Williams and Devan Witman.

5.2 Waverly Girls Soccer Team

The girls' soccer coach and captains were present to thank the Board for the opportunity to attend the Hall of Fame Soccer Tournament in Herkimer.

6.0 Personnel – Approval of the attached personnel recommendations report.

6.1 Recommendation to Accept Letters of Resignation

Upon motion of Cory Robinson, seconded by Colleen Talada and unanimously carried to accept the following Letters of Resignation:

Charles N. Painter

Positions: Secondary Science Teacher

Effective: August 29, 2018

Kajuan Smith

Position: Secondary Science Teacher

Effective: August 29, 2018

Mark Zimmer (For Purpose of Retirement)

Position: Custodial Worker

Effective: September 14, 2018

6.2 Recommendation to approve Substitute Appointments

Upon motion of Kristi Zimmer, seconded by Jennifer Vaughn and unanimously carried to approve the following substitute appointments, effective Sept. 14, 2018: **John Hogan**, as Substitute Non-Certified Teacher and Substitute Maintenance Worker

Jordan Sturdivant, as Substitute Teacher's Aide, Lunch Monitor, and Bus Monitor

Fern Hurlbut, as Substitute Teacher's Aide, Lunch Monitor, Nursing Assistant & Bus Monitor

James Parente, as Certified Tutor

6.3 Recommendation to approve Probationary Support Staff Appointments.

Upon motion of Kasey Traub, seconded by Renee Kinsley and unanimously carried to approve the following Probationary Support Staff Appointments:

Lena Millage

Position: Custodial Cleaner – HS – 2nd Shift
Effective: September 14, 2018
Probationary Period: September 14, 2018 to September 13, 2019
Starting Salary: \$11.10 per hour with benefits

Teresa Rando

Position: SACC Worker
Effective: September 14, 2018
Probationary Period: September 14, 2018 to September 13, 2019
Starting Salary: \$11.10 per hour without benefits

Keegan Sink

Position: SACC Worker
Effective: September 14, 2018
Probationary Period: September 14, 2018 to September 13, 2019
Starting Salary: \$11.10 per hour without benefits

Katelyn Lewis

Position: Lunch Monitor – Elm Street
Effective: September 14, 2018
Probationary Period: September 14, 2018 to September 13, 2019
Starting Salary: \$11.10 per hour without benefits

Darcy Dibble

Position: Bus Monitor
Effective: October 1, 2018

Probationary Period: October 1, 2018 to September 30, 2019
Starting Salary: \$11.10 per hour with benefits

6.4 Recommendation to approve Professional Probationary Appointment

Upon motion of Cory Robinson, seconded by Renee Kinsley and unanimously carried to approve the following professional probationary appointment:

Name of Appointee: **Kathryn LaFrance***
Tenure Area: Science Teacher
Position: Middle School Science Teacher
Probationary Period Begins: September 1, 2018
Probationary Period Ends: August 31, 2021
Certification Number: 1114070
Salary: \$62,292

6.5 Recommendation to approve Professional Probationary Appointment

Upon motion of Cory Robinson, seconded by Renee Kinsley and unanimously carried to approve the following professional probationary appointment:

Name of Appointee: **Corinne Zotter***
Tenure Area: Science Teacher
Position: Middle School Science Teacher
Probationary Period Begins: September 1, 2018
Probationary Period Ends: August 31, 2022
Certification Number: 1213637181
Salary: \$50,340

*To the extent required by the applicable provisions of Education Law Sections 2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or the building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period, he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teacher and building principal mean classroom teacher or building principal such as terms are defined in Section 30-2.2 and 30-3.2 of this Part.

6.6 Recommendation to Approve Coaching Appointments

Upon motion of Cory Robinson, seconded by Colleen Talada and unanimously carried

to approve the following Coaching Appointments, effective September 14, 2018:

Derek Bowman, as Volunteer Football Coach for 2018-2019 Fall Sports Season
Gregory Vaughn as Volunteer Football Coach for 2018-2019 Fall Sports Season

Kesha Sinsabaugh as Modified Volleyball Coach for 2018-2019 Winter Sports Season
Charity Myers as Modified Volleyball Coach for 2018-2019 Winter Sports Season
Kyle Ackland as Varsity Boys Swimming Aide for 2018-2019 Winter Sports Season.

6.7 Recommendation to approve Game Personnel for the 2018 Fall Sports Season.

Upon motion of Kasey Traub, seconded by Cory Robinson and unanimously carried to approve Joshua Williams for Supervision – Varsity Football, effective September 14, 2018.

7.0 Finance

7.1 General Fund Revenue Report

7.2 Treasurer’s Report

Kathy Rote, Business Manager, reviewed the General Fund Revenue Report and Treasurer’s Report with the Board of Education.

8.0 President’s Report

None

9.0 Old Business.

None

10.0 New Business

10.1 Recommendation to approve amendment to Policy 5660, Meal Charge and Prohibition Against Meal Shaming Policy.

Upon motion of Kasey Traub, seconded by Donald Mattison and unanimously carried to approve the amendment to Policy 5660, Meal Charge and Prohibition Against Meal Shaming Policy, effective September 14, 2018.

10.2 Recommendation to accept Agreed Upon Practices between Tot’s Learning Center and Waverly Central School District.

Upon motion of Kasey Traub, seconded by Kristi Zimmer and unanimously carried to accept the Agreed Upon Practices between Tot's Learning Center and Waverly Central School District, for Pre-K classes.

11.0 Superintendent's Report

Waverly had a great start to the new school year. The 2,000 professional development hours that our faculty put in definitely shows in the classroom.

It was announced that WCSD has been approved free breakfast and lunches for all students in the district.

12.0 CSE/CPSE Recommendations

Upon motion of Kasey Traub, seconded by Jennifer Vaughn and unanimously carried to approve the CSE/CPSE recommendations as presented.

13.0 Information and Reminders

September 25 @ 5 pm – CAPP Meeting in District Office

September 25 @ 6 pm – Policy Committee Meeting in District Office

September 26 @ 3:30 pm – Academic Committee Meeting in District Office

October 4 @ 6 pm – Special Board Meeting in Learning Commons

October 18 @ 6 pm – Regular Board Meeting in Learning Commons

14.0 Executive Session

Upon motion of Cory Robinson, seconded by Kasey Traub and unanimously carried to enter into Executive Session at 6:20 pm, to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, or removal of a particular person or corporation.

15.0 Resume Regular Order of Business

Upon motion of Kasey Traub, seconded by Renee Kinsley and unanimously carried to resume the regular order of business at 6:52 p.m.

16.0 Adjournment

Upon motion of Donald Mattison, seconded by Jennifer Vaughn and unanimously carried to adjourn the meeting at 6:53 p.m.

Dated: September 14, 2018

Michelle L. Keene, District Clerk

DRAFT



Board of Education Final Personnel Recommendations – 10/4/18

6.1 Recommendation to approve Substitute Appointments

Kristy Fisher

Position: Non-Certified Substitute Teacher
Effective: October 5, 2018

Wanda Harding

Position: Non-Certified Substitute Teacher
Effective: October 5, 2018

***Caitlin Root**

Position: Non-Certified Teacher
Effective: October 5, 2018

***Bailey Rando**

Position: Substitute Teacher Aide, Lunch Monitor, Library Clerk, or Food Service Worker
Effective: October 5, 2018

***Holly Tedesco**

Position: Substitute Teacher Aide, Lunch Monitor, Library Clerk, Bus Monitor or Food Service Worker
Effective: October 5, 2018

6.2 Recommendation to Approve Coaching Appointment

Brian Wendela

Position: JV Girls Basketball Coach for 2018-2019 Winter Sports Season
Effective: October 5, 2018

Appendix IV

Schedule of Audit Quotations

AS PROPOSED

	<u>2019</u>	<u>2020</u>
Audit of general purpose financial statements, and all other services not separately listed below.	\$ 14,000	\$ 14,000
Single Audit	3,500	3,500
Audit of Extraclassroom Activity Fund	<u>2,100</u>	<u>2,100</u>
TOTAL ALL-INCLUSIVE MAXIMUM PRICE	\$ <u>19,600</u>	\$ <u>19,600</u>

We anticipate our fees for the years ending June 30, 2021 and 2022 would not exceed \$20,200, respectively; and \$20,800 for the year ending June 30, 2023.

Appendix B—Required Forms

APPENDIX IV SCHEDULE OF AUDIT QUOTATIONS

	AS PROPOSED	
	<u>2019</u>	<u>2020</u>
Audit of general purpose financial statements, and all other services not separately listed below.	<u>\$21,000</u>	<u>\$21,000</u>
Single Audit	<u>3,500</u>	<u>3,500</u>
Audit of Extraclassroom Activity Fund	<u>1,500</u>	<u>1,500</u>
TOTAL ALL-INCLUSIVE MAXIMUM PRICE	\$ <u>26,000</u>	\$ <u>26,000</u>

SEXUAL HARASSMENT POLICY

It is the policy of the District that all employees and students have a right to work or study in an environment free of discrimination on the basis of sex, sexual orientation, or gender identity which encompasses freedom from sexual harassment. The District has a zero tolerance policy against sexual harassment of its employees or students in any form, and states that all employees as well as students at all grade levels of the District must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, at school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the District prohibits the following:

- unwelcome sexual advances;
- requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship;
- other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development;
- any verbal or physical conduct of a sexual nature or regarding orientation or that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties;
- any verbal or physical conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- any verbal or physical conduct regarding gender or sexual orientation that has the purpose of creating a hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction. Employees who are found to have engaged in sexual harassment, and supervisors who knowingly permit such behavior to continue, will be subject to discipline.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to commentary about an individual's body, sexually degrading words to describe individual, offensive comments, off color language or jokes, innuendos, or displaying sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors are urged to

report such conduct to the Compliance Officer so that the District may investigate and resolve the problem. If the complaint involves the Compliance Officer, or if the person for any reason is uncomfortable in dealing with the Compliance Officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The District will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The District will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective bargaining agreement.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the Compliance Officer.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the District in the investigation of a complaint.

Consistent with the Anti-Discrimination Policy the procedures for investigating a complaint of sexual harassment are as follows:

Section 1

All complaints or information about suspected sexual harassment will be investigated in a timely manner. The investigation will be confidential to the extent possible, and all persons involved will be accorded due process to protect their right to a fair and impartial investigation.

The Compliance Officer will investigate the substance of the complaint in a thorough and impartial manner. The Complainant may provide evidence or witnesses to the Compliance Officer as part of the investigation. If a determination is found that sexual harassment occurred, the District will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate.

Further, the District prohibits retaliation against any individual filing a complaint under this policy or participating in any resulting investigation. If you believe you are being retaliated against, you should contact the District's Compliance Officer or the United States Office for Civil Rights as noted above.

The District's Compliance Officers are: _____

Section 2

Step (a):

The Complainant shall discuss the complaint informally with the Compliance Officer, or may file a written complaint with the Compliance Officer. The Compliance Officer will then investigate in an impartial and thorough manner the substance of the complaint in a thorough and impartial manner. The Complainant and the Respondent shall receive written notice in advance of any interview or hearing. The Complainant or Respondent may provide evidence or witnesses to the Compliance Officer as part of the investigation. The Compliance Officer will take necessary steps during the investigation to ensure the Complainant's safety. The Compliance Officer will reply to the Complainant and person alleged to be engaged in the harassment in writing within seven business days of the initiation of the complaint. If a determination is found that harassment occurred, the District will take appropriate steps to prevent further harassment from and to correct the effects of said harassment if appropriate. If a determination is found occurring that disciplinary action will be taken against a responding party, written notice will be provided to the Respondent containing the allegations constituting a violation.

Step (b):

If either party wishes to appeal the decision of the Compliance Officer, that party may submit a signed statement of appeal to the Superintendent within seven business days after receipt of the Compliance Officer's response. The Superintendent shall meet with the Complainant or the respondent and any representative, and make such other inquiries which the Superintendent deems appropriate. The Superintendent will consider the appeal in an impartial manner. Thereafter, the Superintendent shall set forth a conclusion and respond in writing to the Complainant and Respondent within 14 business days.

Step (c):

If the party is not satisfied with the conclusion of the Superintendent, that party may appeal through a signed, written statement to the Board within seven business days of receipt of the Superintendent's response in Step (b). In an attempt to resolve the appeal, the Board shall meet with the Complainant or Respondent and any representative within 30 calendar days of receipt of such an appeal. The Board's written disposition of the appeal shall be sent to the appealing party within ten business days of this meeting.

Step (d):

If the appeal has not been satisfactorily settled at Step (c), employees and students may seek further legal remedies. Specifically, the New York State Human Rights Law protects employees, students, and non-employees from sexual harassment. Complaints may be filed with the Division of Human Rights or in New York State Supreme Court. Further, the United States Equal Employment

Opportunity Commission enforces federal discrimination laws, including Title VII of the Federal Civil Rights Act. Contact information is provided below.

New York State Division of Human
Rights 1 Fordham Plaza, Fourth Floor
Bronx, NY 10458
(888) 392-3644

United States Equal Employment Opportunity Commission
(EEOC) 1-800-669-4000
www.eeoc.gov

In addition to the above, local laws, including criminal laws, may also apply.

Adopted by the Board of Education on ____ ____, 20__.



SEXUAL HARASSMENT COMPLAINT FORM

COMPLAINANT INFORMATION

Name: _____ Work Address: _____

Home Address: _____ Work Phone: _____

Job Title: _____

Select Preferred Communication Method: _____

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name: _____ Title: _____

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

