

WAVERLY CENTRAL SCHOOL DISTRICT
Waverly New York
SPECIAL MEETING – BOARD OF EDUCATION
Thursday, October 18, 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 October 4, 2018 Special Meeting Minutes**
- 5.0 Communication**
- 6.0 Personnel – Approval of the attached personnel recommendations report.**
- 7.0 Finance**
 - 7.1 General Fund Revenue Report**
 - 7.2 School Lunch Fund Report**
 - 7.3 Treasurer’s Report**
 - 7.4 Recommendation to approve the Waverly Central School District
Extraclassroom Activity Funds Financial Report, dated June 30, 2018.
Hand Out**
- 8.0 President’s Report**
- 9.0 Old Business**
 - 9.1 Second reading and adoption of Sexual Harassment Policy.**
- 10.0 New Business**

- 10.1 Recommendation to declare as surplus, a 1975 Ford Front Load Tractor, Model #3400, 45 HP, 3 cylinder gas, and donate to GST BOCES for education and learning.
- 10.2 Recommendation to declare as surplus, a 2008 John Deere, Model #2305, Diesel Fuel, 24 HP, and to advertise for bid to sell.
- 10.3 Recommendation to approve the chaperone list for the high school band and chorus overnight trip to Orlando, Florida from November 18, 2018 through November 24, 2018. This trip was approved by the Board on November 16, 2017.

11.0 Superintendent's Report

12.0 CSE/CPSE Recommendations

13.0 Information and Reminders

- Nov. 14 @ 3:30 pm – Community Connections Team Meeting in Learning Commons
- November 15 @ 6 pm – Regular BOE Meeting in Learning Commons
- November 27 @ 6 pm – Policy Meeting in District Office

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

4.1

WAVERLY CENTRAL SCHOOLS
Waverly, NY
SPECIAL MEETING – BOARD OF EDUCATION
Thursday, October 4, 2018 @ 6 pm in the Learning Commons

MINUTES

MEMBERS PRESENT

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

Kasey Traub arrived @ 6:09 pm.

MEMBERS ABSENT

Andrew Aronstam

OTHERS PRESENT

Ashlee Hunt, Jeff DeAngelo, Colleen Hall, Johnny Williams and Dawn Campbell.

1.0 Call to Order and Pledge of Allegiance.

Parvin Mensch called the meeting to order at 6:02 p.m.

2.0 Statements by Waverly District Residents in Attendance

None.

3.0 Acceptance of the Agenda and Starred Items

Upon motion of Donald Mattison, 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 Jennifer Vaughn, seconded by Cory Robinson and unanimously carried to approve the September 13, 2018 Regular Meeting Minutes, with correction.

5.0 Communication

None

6.0 Personnel – Approval of the attached personnel recommendations report.

6.1 Recommendation to approve Substitute Appointments

Upon motion of Colleen Talada, seconded by Renee Kinsley and unanimously carried to approve the following 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

Upon motion of Kristi Zimmer, seconded by Renee Kinsley and unanimously carried to approve **Brian Wendela**, as JV Girls Basketball Coach for 2018-2019 Winter Sports Season, effective October 5, 2018.

7.0 Finance

7.1 Request approval of Inero & Company, as External Auditor for fiscal years ending 2019 and 2020. A copy of the bids are on file at the Business Administrator's office.

Upon motion of Colleen Talada, seconded by Donald Mattison and unanimously carried to approve Inero & Company as External Auditor for fiscal years ending 2019 and 2020.

8.0 President's Report

Parvin Mensch thanked the Middle School for the great job done at the Middle School Picnic and thank you to the Board members that helped at the event.

9.0 Old Business

None

10.0 New Business

10.1 Discussion regarding Purchase and Sale Contract For Real Property for the former Chemung school building.

Superintendent Knolles shared that the district has received an offer to purchase the Chemung Building at the appraised value of \$315,000. The Board will review the offer, as well as the outstanding debt on that building, and will make a decision.

10.2 Review of updated Safety Plan.

Upon motion of Donald Mattison, seconded by Jennifer Vaughn to accept the District Safety Plan for review. The plan will be posted on the district website for 30 days for public comment. At the end of the 30 days, the Board will be asked to adopt the plan.

(Kasey Traub arrived @ 6:09 p.m.)

10.3 First Reading of Sexual Harassment Policy.

Upon motion of Colleen Talada, seconded by Donald Mattison and unanimously carried to accept the first reading of the Sexual Harassment Policy.

11.0 Superintendent's Report

11.1 CAPP Update

The parking lot at Elm Street is on hold because of the continuing rain. Donald Mattison suggested that we look into putting this off until spring because of the wet ground. Superintendent Knolles will look into this.

11.2 Policy Update

The suggested new policy book from Erie One BOCES is being reviewed. The policies will be split between the next 4-5 meetings.

11.3 Academic Committee Update

Colleen Talada shared that she and Renee Kinsley attended the most recent Academic Committee meeting. Academic highlights were shared. The district is offering more college credit opportunities through Corning Community College and TC3.

11.4 Communication System with Monroe BOCES

Superintendent Knolles shared that the district is purchasing a system for communication between the buses and buildings, as well as administrators and staff. The district is working with Tri-County Communications, and the purchase will run through a COSER with Monroe BOCES.

12.0 CSE/CPSE Recommendations

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

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 Executive Session

Upon motion of Kasey Traub, seconded by Donald Mattison and unanimously carried to enter into Executive Session at 6:21 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 Kristi Zimmer, seconded by Kasey Traub and unanimously carried to resume the regular order of business at 6:51 p.m.

16.0 New Business

16.1 Upon motion of Donald Mattison, seconded by Cory Robinson and unanimously carried to rescind the listing contract between Waverly Central School District and United Country Tom Mullen & Associates, for the sale of the former Chemung Elementary School, property located at 71 North Street, Chemung, NY.

16.0 Adjournment

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

Dated: October 5, 2018

Michelle L. Keene, District Clerk

Board of Education Personnel Recommendations – 10/18/18

6.1 Recommendation to Approve Coaching Appointment

Wynn Devan Witman

Position: Varsity Wrestling Coach for 2018-2019 Winter Sports Season

Effective: October 19, 2018

Andrew J. Aronstam

Position: Assistant Wrestling Coach for 2018-2019 Winter Sports Season

Effective: October 19, 2018

6.2 Recommendation to approve the attached Game Personnel for the 2018-2019 Winter Sports Season.

General Fund Revenue Report

<u>Budgeted Revenue (2018-19)</u>	<u>Budget</u>	<u>Received Sep-18</u>	<u>Received to date</u>	<u>Over(Under) Budget</u>
<u>Real Property Tax Items</u>				
Real Property Taxes	5,808,926.00	3,632,320.11	3,633,057.60	(2,175,868.40)
Payments in Lieu of Taxes	502,693.00	600.00	600.00	(502,093.00)
STaR Reimbursement	1,304,531.00	0.00	0.00	(1,304,531.00)
Interest on Taxes	<u>17,000.00</u>	<u>3.25</u>	<u>3.25</u>	<u>(16,996.75)</u>
	7,633,150.00	3,632,923.36	3,633,660.85	(3,999,489.15)
<u>Other Charges for Services</u>				
Day School Tuition	0.00	1,000.00	10,000.00	10,000.00
Continuing Education	0.00	0.00	0.00	0.00
Summer School	0.00	0.00	0.00	0.00
Other Student Fees	0.00	0.00	5.00	5.00
Admissions	16,000.00	3,840.05	4,738.05	(11,261.95)
Other Charges for Services	69,300.00	1,628.10	2,358.60	(66,941.40)
Charges for Facilities	0.00	0.00	150.00	150.00
Youth Services	14,704.00	0.00	0.00	(14,704.00)
Services for BOCES	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(60,000.00)</u>
	160,004.00	6,468.15	17,251.65	(142,752.35)
<u>Use of Money/Property</u>				
Interest and Earnings	25,000.00	744.61	2,239.33	(22,760.67)
Rental of Property	12,000.00	0.00	3,000.00	(9,000.00)
Commissions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	37,000.00	744.61	5,239.33	(31,760.67)
<u>Sale of Property & Loss</u>				
Comp for Loss - not insurance	0.00	0.00	9.52	9.52
Sale of Equipment	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00
Sale of Scrap	0.00	0.00	43.77	43.77
Insurance Recovery	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	0.00	0.00	53.29	53.29
<u>Miscellaneous</u>				
Refund of Prior Year Expense	75,000.00	10.00	13,918.60	(61,081.40)
Gifts and Donations/Interfund Tran	3,000.00	0.00	0.00	(3,000.00)
Unclassified (Other) Revenue	<u>514,098.00</u>	<u>0.00</u>	<u>1,186.88</u>	<u>(512,911.12)</u>
	592,098.00	10.00	15,105.48	(576,992.52)
<u>State Sources</u>				
Basic Formula	18,301,511.00	304,127.24	304,127.24	(17,997,383.76)
Lottery Aid	1,940,105.00	1,906,499.44	1,906,499.44	(33,605.56)
BOCES Aid	2,102,294.00	16,382.00	16,382.00	(2,085,912.00)
Textbook/Library/Software Aid	119,692.00	22,635.00	22,635.00	(97,057.00)
Other State Aid	<u>83,564.00</u>	<u>8,152.97</u>	<u>89,360.38</u>	<u>5,796.38</u>
	22,547,166.00	2,257,796.65	2,339,004.06	(20,208,161.94)
Budgeted Revenue (2018-19)	30,969,418.00	5,897,942.77	6,010,314.66	(24,959,103.34)
Approp. Fund Bal (2017-18)	<u>1,664,126</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budgeted Approp (2018-19)	32,633,544.00	5,897,942.77	6,010,314.66	(24,959,103.34)

Received by the Board of Education and entered as part of the meeting held October 18, 2018.

Signed Michelle L Keene, Clerk

Waverly Central Schools
School Lunch Fund
September 2018

	<u>2018-19</u>	<u>%</u>	<u>2017-18</u>	<u>%</u>
<u>Sales</u>				
Class A Sales	265.25	0.31%	7,494.87	8.37%
Other Sales	11,552.58	13.69%	11,931.53	13.32%
State Aid Billed	<u>72,551.00</u>	85.99%	<u>70,161.00</u>	78.32%
	84,368.83		89,587.40	
<u>Cost of Food Sold</u>				
Beginning Inventory	40,587.95		35,490.98	
Food Purchases	35,455.14	116.40%	32,269.70	79.02%
Surplus Food	<u>0.00</u>	0.00%	<u>4,311.81</u>	10.56%
Total Purchases	76,043.09		72,072.49	
Ending Inventory	<u>45,582.08</u>		<u>31,233.85</u>	
Cost of Food Sold	<u>30,461.01</u>		<u>40,838.64</u>	
Gross Profit	53,907.82		48,748.76	
<u>Operating Expenses</u>				
Labor	13,659.27	30.53%	13,884.89	20.40%
Services	324.74	0.73%	1,605.85	2.36%
BOCES Services	8,729.50	19.51%	7,997.70	11.75%
Supplies	3,015.73	6.74%	3,260.65	4.79%
Equipment	0.00	0.00%	2,085.39	3.06%
Social Security	974.79	2.18%	992.76	1.46%
Health Insurance	6,689.28	14.95%	26,896.09	39.51%
Workers' Comp	11,349.00	25.37%	11,349.00	16.67%
State Retirement	<u>0.00</u>	0.00%	<u>0.00</u>	0.00%
	<u>44,742.31</u>		<u>68,072.33</u>	
Operating Profit	9,165.51		(19,323.57)	
<u>Other Revenue</u>				
Interest	168.39	100.00%	49.86	1.14%
Miscellaneous	0.00	0.00%	0.00	0.00%
Surplus Food	<u>0.00</u>	0.00%	<u>4,311.81</u>	98.86%
	<u>168.39</u>		<u>4,361.67</u>	
Net Profit	9,333.90		(14,961.90)	
=====				
<u>Assets</u>				
Cash - Checking	\$ 101,817.55			
Cash - Savings	117,465.48			
Due from State/Other	60,835.15			
Inventory - Food	45,582.08			
Inventory - Supplies	5,327.34			
Prepaid Expenses	0.00			
	<u>\$ 331,027.60</u>			
<u>Liabilities</u>				
Due to Other Fund			\$ 23,098.04	
Due to Government			213.01	
Accounts Payable			33,448.93	
Accrued Liability			8,729.50	
<u>Fund Balance</u>				
Beginning Fund Bal			256,204.22	
Net Profit (Loss)			<u>9,333.90</u>	
			<u>\$ 331,027.60</u>	

	General Fund Checking	General Fund Savings-CC	General Fund Savings - Troga St	General Fund Savings - Chase	General Fund Savings - Dir Dep	General Fund Savings-1st Niagara/Key	General Fund Savings- Tax Cert	General Fund Savings- Liability	General Fund Savings - ERS	General Fund - Tax Account	General Fund - TRS
September 2018											
Beginning	125,244.81	602,741.11	98,491.09	711,538.77	208,810.40	14,305.15	1,017,004.52	145,942.83	408,942.97	4,908.77	70,124.81
Receipts:											
Transfer	299,141.21	1,800,000.00		152,335.28					3,632,471.41		6,265.77
Miscellaneous		13,031.07			2,088,728.41						
State Aid		861,926.60		14.93	23.18	0.24	125.09	17.95	134.34	44.41	8.99
Interest	15.40	159.62				0.24	125.09	17.95	134.34		
Total receipts	299,156.61	2,675,117.29	0.00	152,350.21	2,088,751.59	0.24	125.09	17.95	134.34		6,274.76
Disbursements:											
Checks	(313,012.81)									(1,685.88)	
Payroll/health		(1,009,736.70)			(306,521.00)					(1,800,000.00)	
Transfers				(824,204.21)						(1,801,685.88)	
Total Disbursements	(313,012.81)	(1,009,736.70)	0.00	(824,204.21)	(306,521.00)	0.00	0.00	0.00	0.00	(1,801,685.88)	0.00
Balance	111,388.61	2,268,121.70	98,491.09	39,684.77	1,991,040.99	14,305.39	1,017,129.61	145,960.78	409,077.31	1,835,738.71	76,399.57
Bank balance	137,778.83	2,268,121.70	98,491.09	39,684.77	1,991,040.99	14,305.39	1,017,129.61	145,960.78	409,077.31	1,837,331.37	76,399.57
O/S deposits											
O/S checks	(26,390.22)									(1,592.66)	
Balance	111,388.61	2,268,121.70	98,491.09	39,684.77	1,991,040.99	14,305.39	1,017,129.61	145,960.78	409,077.31	1,835,738.71	76,399.57

	School Lunch - Savings	School Lunch - Checking	School Lunch - Checking	Federal Fund - Savings	Federal Fund - Checking	Capital Project/ Reserve Savings	Capital Project Checking	Trust & Agency - Flex	Trust & Agency - 105(h)	Trust & Agency - Payroll	General Fund - Unemployment Savings
Beginning	156,507.95	97,238.76	97,238.76	41,358.21	30,247.04	976,102.36	43,190.96	173,941.07	335,333.02	0.00	45,562.58
Receipts:											
Transfer	18,631.00			287,890.00	1,959.90	56,250.00	11,808.30			676,157.99	
Miscellaneous	3,836.50				206.00			2,494.86	25.00		
State Aid											
Health insurance											
Student accounts											
Interest	47.80			51.55	2.48	125.71	3.73	14.32	26.71		5.74
Total receipts	22,515.30	0.00	0.00	287,941.55	2,168.38	56,375.71	11,812.03	2,509.18	51.71	676,157.99	5.74
Disbursements:											
Checks	(11,901.91)			(31,468.26)	(2,131.98)		(11,808.30)		(14,803.25)	(676,157.99)	
Payroll	(50,000.00)			(104,295.18)							
Transfers	(61,901.91)			(135,763.44)							
Total Disbursements	(117,121.34)			(193,536.32)	30,283.44	1,020,669.77	43,194.69	176,450.25	320,581.48	0.00	45,568.32
Balance	117,121.34	97,238.76	97,238.76	193,536.32	29,806.89	1,020,669.77	43,194.69	176,450.25	320,581.48	2,658.31	45,568.32
Bank balance	117,975.92	97,298.96	97,298.96	193,536.32	29,806.89	1,020,669.77	43,194.69	176,450.25	320,581.48	2,658.31	45,568.32
O/S deposits	0.00	0.00	0.00	0.00	852.58						
O/S checks	(852.58)			0.00	(376.03)		0.00			(2,658.31)	
Balance	117,121.34	97,238.76	97,238.76	193,536.32	29,806.89	1,020,669.77	43,194.69	176,450.25	320,581.48	0.00	45,568.32

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.

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing? ____ Yes ____ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

Signature of Individual Appealing Decision

Date

10.1
10.2

Keene, Michelle

From: Knolles, Eric
Sent: Monday, October 8, 2018 3:11 PM
To: Keene, Michelle
Subject: Fwd: Tractors

Please put them on the next BOE agenda.

E

Sent from my iPhone

Begin forwarded message:

From: "Mastrantuono, Dave" <DMASTRAN@gstboces.org>
To: "Knolles, Eric" <EKNOLLES@gstboces.org>, "Rote, Kathy" <KROTE@gstboces.org>
Subject: Tractors

Attached please find pictures of the 2 tractors that the district has used for many years (decades). I was able to have a discussion with Mr. Mills about the tractors current condition and he agreed that the scope was a 'bit' beyond him as they are both completely torn apart in an effort to determine what was wrong with them. The repairs for both machines are very costly and Mills has limited tools and or funding to make such repairs,,, he also agreed that he really does not have the work space for such equipment.

At this point, if the board has declared them surplus, then I will reach out to Boces like we did last year with the white van to determine if they are interested in the broken equipment for instruction purposes.

Thank you,
DM





