



DRAFT

June 11, 2019

Dear Dr. Herbert Berg,

I want to share with you an incident that took place on June 3, 2019 in my office at the district. William Smith, one of our board members came abruptly into my office and seemed very disturbed. I was working on my computer around 9:00 a.m. when Mr. Smith came in and sat down in the chair across the desk. I immediately got up and asked what was going on. I pulled a chair out from my conference table and sat across from him.

Mr. Smith asked me if all schools allowed the students to decorate their graduation caps, and also asked if they were able to wear bow ties for graduation. I told Mr. Smith that there was no policy in the district that spoke to the dress code at the high schools for graduation. I stated that all the schools did things concerning dress code a little differently according to the principal and the school. Mr. Smith passionately stated that he went to the BCHS graduation and they got to decorate their caps and wear bow ties. He stated that BHS students were not allowed to participate in this and they were complaining to him about it. I told him that to my knowledge they had never allowed decorated caps, or to wear bow ties and Ray Lentz- the department chair usually ran graduation at BHS.

Mr. Smith then leaned forward and told me to get on my computer and put an email out telling principals that they had to allow the students to decorate the caps and wear bow ties. I answered Mr. Smith with this statement: "I will not do that. My contract states that I report directly to Dr. Herbert Berg and the only way I will send an email out like that will be because Dr. Berg gives me the directive." I asked Mr. Smith if he had met with Mrs. Summers and he indicated that he had and stated she would not agree. I mentioned this could be brought up at a later date, but the morning of graduation was too late to make a change. Mr. Smith then left.

I personally have seen Mr. Smith walking around many times during work hours here at the district office and he has interrupted school business numerous times. He also feels that he has the right to give directives to the personnel at the district office. Mr. Smith is creating a hostile work environment for district staff and creating distractions for our staff. He is going out to the schools and speaking out about what he wants staff to do when it is inappropriate.

According to Board Policy 3.4 Board Member Code of Conduct:

- I. Each member has the obligation to bring constituent issues or new initiatives to the Board or the Superintendent, depending on whether the issue involves the Board's role or the Superintendent's role; however, each Board member is obligated to act in the best interest of the school system as a whole.

I personally agree that we may have many issues and initiatives that need review and possible changes. However, I believe it is important to stay within our Board Policies, Administrative Rules and Procedures.

*Bonnie N. Almond*

Bonnie N. Almond, Chief Instructional Officer BCSD

**GRIEVANCE FORM**

**This form is to be completed in the filing of a grievance under HRS - 15 Staff Grievances.**

Full name: Daniel Fallon

Job assignment: Director of Data Services

School or job site: Beaufort County District Office

Supervisor/Principal's name: Bonnie Almond

If you feel your supervisor is not the person who should address your grievance, give the name and position of the person you feel should address your grievance and state why.

This grievance regards actions by a Beaufort County School Board Member

You must specify the action you feel was in error and list the law(s) or district policies that were violated, misinterpreted, or misapplied. Use the back of this form as necessary.

Board Member, William Smith, acted outside of his elected duties as School Board Member. Mr. Smith verbally confronted me in my office. This interaction was extremely intimidating, and created an unsafe, hostile work environment. I no longer feel there is a proper line of authority because of this behavior.

Date the action occurred: June 13, 2019

State why you feel the action was in error: The confrontation, the intimidation, the assumption that an interaction of that nature was allowable, professional, warranted.

State the remedy you seek: I seek the restoration of a safe, non-hostile place of work. All employees expect a proper flow of authority, if/when this is broken, employees no longer feel safe in the workplace.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Present this form to your supervisor/principal, even if you feel s/he was not responsible for the error. S/he will be responsible for passing it to the appropriate person, as necessary.

GRIEVANCE FORM

This form is to be completed in the filing of a grievance under HRS - 15 Staff Grievances.

Full name: Charity B. Summers\_\_\_\_\_

Job assignment: Principal\_\_\_\_\_

School or job site: Beaufort High School\_\_\_\_\_

Supervisor/Principal's name: Dr. Herbert Berg\_\_\_\_\_

If you feel your supervisor is not the person who should address your grievance, give the name and position of the person you feel should address your grievance and state why. N/A

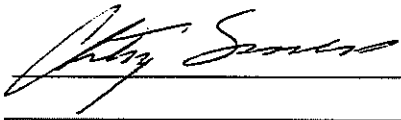
You must specify the action you feel was in error and list the law(s) or district policies that were violated, misinterpreted, or misapplied. Use the back of this form as necessary.

Mr. William Smith is in violation of Beaufort County School Board Policy 3.4 Board Member Code of Conduct. Mr. William Smith, Beaufort County School District Board Member, engaged in unwarranted harassment activities toward me that commenced on or about Friday, May 3 1, 2019. These activities include but are not limited to: 1. unannounced and unscheduled visits to my place of employment specifically Beaufort High School. 2. walking in my place of employment during normal business hours without first scheduling an appointment to meet with me for duly appointed business assigned specifically to him. 3. contact or communication that was not for the direct and necessary purpose of conducting official Beaufort County School District business that falls within the defined duties and responsibilities of his role as a member of the Beaufort County School Board. 4. acting outside of his official role by meeting with me or Beaufort County School District Employees who serve under my direct supervision. 5. Making slanderous statements regarding me to members of the Beaufort community. 6. Approaching me in an intimidating manner and calling me away from conducting my duties and responsibilities to meet with me specifically on May 3 1st and June 3rd.

Date the action occurred: Unannounced visits from January 2019 — June 2019 and specific dates as detailed above.

State why you feel the action was in error: The aforementioned actions of Mr. William Smith are unwanted unwelcomed and have become unbearable. His harassment has caused me emotional and mental distress thereby making it difficult to serve in my assigned role as the Principal of Beaufort High School.

State the remedy you seek: Due to the aforementioned harm Mr. Smith has caused to me. I request that he refrains from further actions that could be deemed as harassment. I request that he schedules all visits to Beaufort High School through the Beaufort High School Office Manager. I further request that I be notified at least a week in advance that he will be visiting and the specific nature of his business at Beaufort High School. I request that during his visits he refrains from meeting with employees assigned to Beaufort High School. Finally. I request that he schedules appointments with me only for conducting official business that falls within the scope of his role as a Beaufort County School District Board Member and as outlined in Beaufort County School District Board Policy.

Signature: 

Date: June 13, 2019

Present this form to your supervisor/principal, even if you feel s/he was not responsible for the error. S/he will be responsible for passing it to the appropriate person, as necessary.

Beaufort County Board of Education

HARASSMENT COMPLAINT FORM

Name: Charity B. Summers Date: June 13 2019

School/Department: Beaufort High School

Email address: Charity.Summers@Beaufort.k12.sc.us

Phone: Home: 843-509-1857 Work: 843-322-2041 cell: 843-694-7126

Please provide a detailed description of the behavior or incident(s) about which you are making a complaint or attach the description to this form. Include the following information and anything else that would help administration understand your complaint.

What happened: On May 31, 2019 Mr. William Smith came into my office to call me away from my work of certifying the Beaufort High School Candidates for graduation to question me about the work I was engaged in and specifically requesting that I explain to him what I was doing and why.

On June 3, 2019 Mr. William Smith came into my graduation practice to call me away from my work of preparing for graduation to demand that I change the attire requirements for the graduates and allow them to decorate their mortarboards. I attempted to explain to Mr. Smith the reasoning for the attire requirements. He firmly demanded that I change the policy.

Who was involved: Mr. William Smith

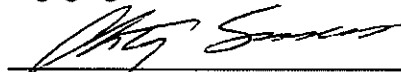
When the incident(s) took place: May 31,2019 and June 3,2019

Where the incident(s) took place: Beaufort High School

Who (if anyone) have you confided in or who might have witnessed the incident(s): Mr. Reginald Jones, Mr. Herbert Glaze, Mr. Daniel Tooman, Mr. David McIntyre and Mrs. Elandee Thompson.

Please also attach any documents, emails or other materials that support your claim of harassment.

What would you like the district to do to resolve this issue? Prohibit Mr. William Smith from engaging in further harassments to me or any employees who fall under my supervision.



Signature

June 13, 2019

Date

Signature of individual receiving complaint

Date