

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
TUESDAY, OCTOBER 9, 2018
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

AGENDA

7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. APPROVAL OF MINUTES: September 26, 2018 (BOARD ACTION)
- V. PUBLIC COMMENT
The Board of Education offers this time for those wishing to express public opinion. When addressing the Board, you will be asked to clearly state your name and address and limit your comment/s to approximately three minutes in order for the Board to accomplish the evening's agenda.
- VI. BOARD OF EDUCATION REPORT
- A. Monroe County School Boards Association Meeting Reports
1. Board President's – next meeting – 11/7/18
 2. Executive Committee – next meeting – 12/5/18
 3. Information Exchange Committee – next meeting – 10/17/18
 4. Labor Relations Committee – next meeting – 10/24/18
 5. Legislative Committee – next meeting – 11/7/18
 6. Steering Committee – next meeting – 10/10/18
 7. Community Outreach Advisory Committee – next meeting – 11/1/18
- B. Other Meeting Reports
- C. Dates to Remember
1. 10/15/18 – Board Retreat – 4:00-7:00 p.m.
 2. 10/18/18 – Board Visit/Tour at Jefferson Road Elementary School
(7:15 a.m. Tour/7:30 a.m. Visit)
 3. 10/22/18 – Next Regularly Scheduled Meeting
- VII. FINANCIAL REPORT – Mr. Kenney
- A. Action Items:
1. External Audit Report Corrective Action Plan (BOARD ACTION)
 2. Declaration of Scrap Equipment (BOARD ACTION)
 2. Bid Award (see consent agenda)
 - a. Kitchen Equipment
- B. Discussion:
- C. Other
- VIII. HUMAN RESOURCE REPORT – Mr. Leone
- A. Action Items;
1. Professional Staff Report (BOARD ACTION)
 2. Support Staff Report (BOARD ACTION)
- B. Discussion:
- C. Other:

- IX. CURRICULUM REPORT – Mrs. Ward
 - A. Action Items:
 - B. Discussion:
 - 1. 3-8 Assessment Report
 - 2. 2018-2019 Curriculum & Assessment Overview
 - C. Other:

- X. SPECIAL EDUCATION REPORT – Ms. Woods
 - A. Action Items: (See Consent Agenda)
 - 1. Committee on Special Education: Amendment – Agreement No Meetings, Initial Eligibility Determination Meeting, Requested Reviews, Requested Review Transfer Students, Transfer Student – Agreement No Meeting.
 - 2. Sub-Committee on Special Education: Amendment – Agreement No Meetings, Requested Reviews.
 - 3. Committee on Preschool Special Education: Amendment – Agreement No Meeting, Reevaluation Reviews.
 - B. Discussion:
 - C. Other:

- XI. SUPERINTENDENT’S REPORT – Mr. Pero
 - A. Action Items:
 - 1. Call for Executive Session (BOARD ACTION)
 - 2. Gift to the District (see consent agenda)
 - a. Donation of \$2,595.60 from PTSA for the purchase of Agendas for all students at Calkins Road Middle School.
 - 3. NYS Mandated Sexual Harassment Policy #6122 (see consent agenda)
 - B. Discussion:
 - C. Other:

- XII. CONSENT AGENDA (BOARD ACTION)
 - A. Bid Award
 - B. Committee on Special Education
 - C. Sub-Committee on Special Education
 - D. Committee on Preschool Special Education
 - E. Gift to the District
 - F. Policy Approval - #6122-NYS Mandated Sexual Harassment

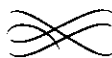
- XIII. OLD BUSINESS

- XIV. NEW BUSINESS

- XV. PUBLIC COMMENT

- XVI. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: October 22, 2018



Mission: The Pittsford Central School District community works collaboratively to inspire and prepare our students to be their best, do their best and make a difference in the lives of others.

For school district information, visit our website at pittsfordschools.org

PITTSFORD CENTRAL SCHOOL DISTRICT

Board of Education Meeting
Wednesday, September 26, 2018
Barker Road Middle School

The REGULAR MEETING of the Pittsford Central School District Board of Education was held at 7:00 p.m. in the Board Room, Barker Road Middle School on Wednesday, September 26, 2018.

BOARD MEMBERS PRESENT: A. Thomas, K. McCluski, T. Aroesty (7:23 arrival), V. Baum, I. Narotsky, R. Sanchez-Kazacos, P. Sullivan.

LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, D. Kenney, M. Leone, P. Vaughan-Brogan, M. Ward.

OTHERS PRESENT: R. DeBell, S. Warchol, R. Scott, M. Graham

1. Mrs. Thomas called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this meeting. **APPROVED:**
AGENDA

Vote: Unanimously carried by those present

3. Mrs. Thomas welcomed Mr. DeBell and thanked him for hosting a tour and breakfast at Thornell Road where the Board was able to visit the kindergarten classrooms.

4. Mr. Roger DeBell, principal, was present to update the Board on the activities taking place at Thornell Road Elementary School. He thanked the Board members and Central Office Team for their amazing leadership and ongoing support, as well as the entire Thornell Road family including staff, students and parents. He also noted that it was a very special year with this being the first year of full day kindergarten and that everyone was off to a great start. Some highlights from Mr. DeBell's presentation were: Full Day Kindergarten, Living the Thornell Road way, Buddy Bench, Best Buddies video as well as displayed art work in the Board room.

5. Mr. Pero said that the Best Buddies video was amazing!

6. Motion was made by Mrs. McCluski, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its September 12, 2018, meeting. **APPROVED:**
MINUTES
9/12/18

Vote: Unanimously carried by those present

7. Board Reports:

Mrs. Thomas noted that there was a time change for the next Information Exchange Committee meeting on 10/17/18. It will now be held from 4:00 - 5:30 pm and the topic will be on school safety.

Mr. Aroesty arrived at this point in the meeting, 7:23 pm.

Mrs. McCluski noted that the Community Outreach Advisory Committee meeting will take place on either 10/10/18 or 10/11/18 as they are waiting to hear from the other co-chair.

Mr. Aroesty reported that the 9/19/18 Labor Relations meeting was awesome, he felt that the presentation on tenure was captivating. Message: tenure is one of the most impactful decisions that a Board member makes

and that it's an extraordinary benefit that teachers earn. He encouraged the Board members to visit the MCSBA website to view the online power point presentation.

Mr. Aroesty briefly reported on the 9/19/18 Audit Oversight Committee (AOC) meeting where the year end audit report and internal control reports were covered. He deferred to Mr. Kenney for details. Mr. Kenney noted that Dr. Cimmerer attended the AOC meeting and spoke about cyber security and addressed those audits. Mr. Kenney summarized that there were no issues or problems found in the year-end financial audit. He noted that Tom Zuber (managing partner from the firm) was extremely positive when speaking to the committee about the district's management of the reserves, and having a long range financial plan. Due to those positive accolades, Mr. Zuber noted and that our district is being used as a model for other school districts throughout the state. Mr. Kenney said that we are very healthy and that our reserves increased even though we have been using them. He touched on post employee benefits as well. Mr. Aroesty added that it's truly a testament to Darrin, Leeanne and the rest of the staff that when you hear outside people who go through the financial statements, constantly refer to Pittsford as a model, the work that's being done and how easy it is to come in and do the audits. He said that it's a huge credit to our people.

Mrs. Thomas reviewed the dates to remember and noted that the Homecoming football game is this Friday and the parade is on Saturday and asked members if they were ready for the float competition.

Mr. Pero noted that Homecoming is really the whole weekend where Friday night is the football game and Saturday, every other fall sporting event that we have has a home game. He noted that KEEP usually has an alumni tent at the football game, but there won't be one for this year. A new committee member was just approved yesterday to run the alumni association. This new member has many new ideas around Homecoming and they are looking to grow those concepts starting next year.

Mrs. Thomas reminded the Board to save the date for a Board Retreat scheduled for 10/15/18, where she will ask the subcommittees to report on the work that they have been doing. Mr. Pero shared that the first half of the retreat will focus on the code of conduct and restorative practices. Addendums of mental health as well as health & safety may be shared as well.

8. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer's Report for the months of June, July and August, 2018.

**ACCEPTED:
TREASURER'S
REPORT**

Vote: Unanimously carried

9. Motion was made by Mrs. McCluski, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the 4th Quarter Extraclassroom Activities Report as presented.

**APPROVED:
4TH QUARTER
EXTRACLASSROOM
ACTIVITIES REPORT**

Vote: Unanimously carried

Mr. Pero noted that athletics has the hardest time regarding the collections of funds, where to store it and when it's deposited. They are looking at and reviewing alternatives.

10. Motion was made by Mrs. Baum, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, at its regular meeting held on September 26, 2018 and on the recommendation of the Audit Oversight Committee accepts the Basic Financial Statements and Communicating Internal Control Related Matters Identified in an Audit Report (formerly Management Letter) for the year ended June 30, 2018 as presented.

**APPROVED:
AUDIT REPORTS**

Vote: Unanimously carried

11. Motion was made by Mrs. McCluski, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District at its regular meeting of September 26, 2018 does hereby declare the above equipment scrap or obsolete and does hereby authorize the auction and receipt of proceeds from the sale of the vehicles and equipment listed on the Consignment Contract from Roy Teitsworth, Inc.

**APPROVED:
AUCTION OF
EQUIPMENT**

Vote: Unanimously carried

This report in its entirety is duly made a part of these minutes and is kept in a supplemental file for this meeting.

12. Motion was made by Mr. Aroesty, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution:

**APPROVED:
USE OF
INSURANCE
RESERVE**

Vote: Unanimously carried

BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby authorize, in accordance with Board of Education Policy and General Municipal Law, the expenditure not to exceed \$50,000 for the purposes of settlement of claims, professional costs and litigation expenses directly associated with the cancelled April 27, 2018 New York City student trip and related lawsuit against the tour provider.

BE IT FURTHER RESOLVED that the Board of Education authorizes the District Treasurer to reimburse parents in a manner similar to the insurance available at that time and as recommended above, and to pay associated professional costs. The Assistant Superintendent of Business will provide the Board of Education a financial summary report as insurance funds are expended.

BE IT FURTHER RESOLVED that the Board of Education instructs the District Treasurer to use any and all potential recoveries related to this issue to replenish the Insurance Reserve Fund as per General Municipal Law.

13. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, approves the following Professional Staff Report:

**APPROVED:
PROFESSIONAL
STAFF REPORT**

Vote: Unanimously carried

A. Appointment – School Related Professional

Name: Teresa Lamb
Position: JRE - CSE Paraprofessional
Type of Position: Civil Service
Probationary Period: 09/17/2018 – 09/16/2019
Salary: \$16,676.66
Effective Date: September 17, 2018

Name: Marla Cain
Position: CRMS - CSE Paraprofessional
Type of Position: Civil Service
Probationary Period: 09/24/2018 – 09/23/2019
Salary: \$14,654.64
Effective Date: September 24, 2018

B. Modification

Name: Benjamin Wilson
Position: Second Grade - TRE
Type of Position: Probationary
Tenure Area: Elementary Education

36.

Probationary Period: 08/30/2018 – 08/29/2021
 Certification: Permanent
 Salary: \$60,782
 Effective Date: August 30, 2018

14. Motion was made by Mrs. McCluski, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent’s recommendation, approves the following Support Staff Report:
 Vote: Unanimously carried

**APPROVED:
 SUPPORT
 STAFF REPORT**

CLERICAL

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Kathy Brimacombe	School Aid	JRE	2.5 day	9/10/18	\$11.05 per hr
Mary Hingle	School Aid	JRE	2.5 day	9/05/18	\$11.05 per hr
Mary Beth Burke	Office Clerk III	Athletics	37.5 wk	9/11/18	\$21,768.75

<u>RESIGNATIONS/ TERMINATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Michael Holahan	School Aid	JRE	2.5 yrs.	09/21/2018

TRANSPORTATION

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Diane Badger	Bus Driver	TMF	4.5 day	9/17/18	\$13,252.14
Richard Essen	Bus Driver	TMF	4.5 day	9/06/18	\$14,107.68
Terry Schutt	Bus Driver	TMF	4.5 day	9/21/18	\$13,252.14
Jeffrey Voak	Bus Driver	TMF	4.5 day	9/21/18	\$13,252.14

CUSTODIAL/MAINTANANCE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Mark Donavan	Security Worker Substitute	As Needed	Per Diem	9/27/2018	\$14.50 per hr.

<u>RESIGNATIONS/ TERMINATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Douglas Bates	Cleaner	MHS	2 yrs.	9/5/2018

FOOD SERVICE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Janice O’Keeffe	Food Service Sub	Varies	As needed	8/30/18	\$11.10 hr.
David Braun	Food Service Sub	Varies	As needed	8/30/18	\$11.10 hr.
Sharon Fitzsimmons	Food service Sub	Varies	As needed	9/10/18	\$11.10 hr.

15. Motion was made by Mr. Sullivan, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the CRMS field trip to Quebec City, Canada from 1/18/19 to 1/20/19.
 Vote: Unanimously carried

**APPROVED:
 CRMS
 FIELD TRIP**

16. Mr. Pero thanked Pat Vaughan-Brogan for the work on Policy #7521 – Students with Life-Threatening Health Conditions.

17. Mr. Pero highlighted the year end status reports. He hoped that it provided the Board a sense of accomplishment from the building level all the way through district offices regarding the great work that’s being done in the district.

18. Mr. Pero also noted that 500 popsicles were delivered last Friday to Sutherland High Schools 3rd floor during 8th period by himself, Mrs. Thomas, Mr. Cerbone and Mr. Puma. The students were in awe and so polite, happy and thankful for the refreshing treat.

19. Mr. Pero shared information from his attendance at the Saratoga Fall Conference for Superintendents. The highlights from the conference on Sandy Hook: 1). Have locks on the inside of your doors 2). Practice drills 3). Have accurate rosters 4). Have immediate plans to take kids off site 5). Empower people to use common sense 6). Post tragedy communication 7). PTSD. Mr. Pero noted that they are looking at different safety features that can be considered. He also mentioned that it's about multiple layers of approaches to keep tightening every year and the concept of prevention is huge along with being prepared and being able to survive before someone is contained. The highlights from the Commissioner of Education were: APPR being re-written, 2020 computer based testing, social-emotional learning, loving your bus drivers and bus driver shortages.

20. Mrs. Thomas added that the end of year reports were remarkable and she thanked the Central Office Team and all department leaders for the effort they put forth and for the significant level of detail that is placed in the reports. She noted that they were truly amazing and the information is valuable.

21. Motion was made by Mr. Sullivan, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following items per the Consent Agenda:

**APPROVED:
CONSENT
AGENDA**

Vote: Unanimously carried

Committee on Special Education: Amendment – Agreement No Meetings, Annual Review, Reevaluation Review, Requested Reviews, Transfer Student – Agreement No Meeting.

Sub-Committee on Special Education: Amendment – Agreement No Meetings, Transfer Student – Agreement No Meeting.

Policy Approval: #7521-Students with Life-Threatening Health Conditions

22. Old Business:

Mrs. Thomas reviewed the details regarding NYSSBA membership for next year and noted that it would be roughly \$12,000 to join. Various comments were made and a discussion ensued regarding some of the following: effort that NYSSBA makes to reach out to districts like ours, legal team usage, value of their communications piece, On Board publication, E-Clips, advocacy, training, research, story-telling and testing the value added by targeting some projects and the turn-around time of those projects and research questions. After a lengthy discussion, Mrs. Thomas asked the Board if they were comfortable proceeding at this point or if they needed more time. It was decided that no additional time was needed and by a show of hands it was determined to continue NYSSBA membership for 2019/20.

23. New Business:

Mr. Pero noted that for clarification purposes regarding the Quebec trip that First Choice is the tour company that they are working with and the contract that was reviewed was from them. Mr. Kenney confirmed that they are a tour company as they put together educational packages where they arrange everything from lodging to bus companies. Mr. Pero said that First Choice would probably be the company that they would recommend to the Board for the future.

24. Public Comment:

Mrs. Meredith Graham, resident, asked some questions regarding walking to school safely and had ideas on how to make safer routes to school. Mr. Pero noted that at the Town/Village/School meeting they talked about their extensive plan for sidewalks and solicited feedback regarding the Jefferson Rd. area.

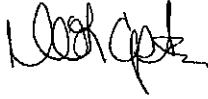
38.

25. Motion was made by Mrs. McCluski, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Regular Meeting at 8:19 p.m.

Vote: Unanimously carried

**APPROVED:
ADJOURNMENT**

Respectfully submitted

A handwritten signature in black ink, appearing to read "Deborah L. Carpenter". The signature is written in a cursive, somewhat stylized font.

Deborah L. Carpenter
School District Clerk

Pittsford Schools

Administrative Offices
75 Barker Road - East Wing
Pittsford, NY 14534
585.267.1036

Fax: 585.381.9368

Leeanne_Reister@pittsford.monroe.edu

Leeanne G. Reister
Director of Finance

TO: Michael Pero, Superintendent
Darrin Kenney, Asst. Superintendent for Business

FROM: Leeanne G. Reister, Director of Finance *LGR*

SUBJECT: 2017-18 Basic Financial Statements and Communicating Internal Control Matters
Identified in an Audit

DATE: October 1, 2018

Prior Year Deficiency Pending Corrective Action:

Off-site Collections – Our examination revealed several instances where Athletic Admissions, Summer Enrichment Program & Driver's Education receipts were not deposited in a timely manner

We recommend the District continue to make every effort to deposit funds within 3-5 business days after being received.

The district will continue to review cash collection procedures with staff that are responsible for collecting money in off-site locations. These procedures will include cash collection, reconciliation, signatures of ticket takers, and deposit preparation. In addition, the District will perform random audits of cash collection events or activities. The BOE Cash Collection Policy will be included in these written procedures to reinforce timeliness of deposits. An online registration and payment system has been implemented which significantly reduces the amount of cash and checks that are handled. Drop safes are being placed in every building to enhance security for staff to place deposits for transport to the Business Office.

Pittsford Schools

Administrative Offices
75 Barker Road – East Wing
Pittsford, NY 14534
585.267.1053

fax: 585.381.9368

Darrin_Kenney@pittsford.monroe.edu

Darrin Kenney
Assistant Superintendent for Business

Date: October 4, 2018
To: Michael Pero, Superintendent of Schools
From: Darrin T. Kenney, Assistant Superintendent for Business
Re: Declaration of Scrap Equipment

DTK

Mendon High School is in the process of purchasing new fitness equipment. After checking with other schools/departments in the district there are three pieces of equipment that are not wanted:

- 2 weight lifting benches – both approximately 17 years old, one needs repair
- 1 weight rack – approximately 25 years old, donated to the district

A sales representative was contacted about the possibility of trading in or reselling these items and his opinion was they did not have any value.

It is my recommendation that the Board of Education declare these items scrap and sold as such and proceeds be deposited into the General Fund according to Policy Board Policy 5410 which states “The Superintendent or designee may dispose of property in such a manner that brings the most financial benefit to the District.”

Therefore, in accordance with Policy 5410 and applicable laws, I recommend the following:

BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby declare the above equipment scrap, and does hereby authorize the sale for scrap and receipt of proceeds from such.

DTK:kd

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

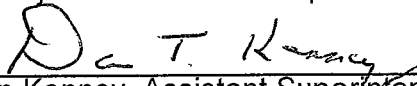
TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston)
BOE Date: October 9, 2018
TOPIC: Kitchen Equipment
Advertised Date: August 30, 2018, *The Daily Record*
Date of Bid Opening: September 6, 2018
Time of Bid Opening: 11:00 A.M.
SOURCE OF FUNDS: C94 2860 200 PCSD Food Service Budget

BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendor as low responsive bidder meeting specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
18-19 FS Equipment		
Refrigerated Merchandiser	Second & Broad Street Sales Corp/ DBA Joseph Flihan Co.	\$ 2,559.00
TOTAL:		<u>\$ 2,559.00</u>

BE IT FURTHER RESOLVED, That the Board of Education of the Pittsford Central School District reject all bids for the proofer cabinet in expectation of obtaining a lower bid price in the future.

Comments: Food Service Cafeteria Equipment represents two items. Two bid responses were received. The bid responses were reviewed by Paulette Vangellow, Director of Food Service; Cynthia Heagerty, Deputy Purchasing Agent; and Karen L. Houston, Purchasing Agent. Ms. Vangellow recommends awarding the bid on a line by line basis to the vendor submitting the lowest responsive and responsible bid meeting all required specifications for the refrigerated merchandiser and rejects all bids for the proofer cabinet.



Darrin Kenney, Assistant Superintendent for Business

Received

SEP 24 2018

5230F

Superintendent's Office

PITTSFORD CENTRAL SCHOOL DISTRICT

ACCEPTING GIFTS FROM THE PUBLIC

If you wish to have a gift considered for acceptance by the school district, please read Board policy "Accepting Gifts from the Public" and complete the form below.

Name: CRMS PTSA

Phone: 203-2878

Address: Elizabeth Devaney, CRMS PTSA Secretary, 143 West Brook Rd., Pittsford, NY, 14534

School: Calkins Road Middle School

Date: September 24, 2018

1. Describe the gift. What is it? List the condition, age, size, and other details as applicable. If not cash or new item, please estimate fair market value.

CRMS PTSA purchased and gifted school-wide student agendas at a cost of \$2,595.60

2. Describe any conditions or restrictions for use.

3. If the gift is in trust, describe specifically your intentions for the use of the principle and for the investment. (You may contact the District Treasurer to agree on a method for treating the principle.)

4. Which of the following conditions does the gift fulfill?

- ✓ Is it in support of and a benefit to all district schools or to a particular district school?
- ✓ Is it for a purpose for which the district could legally expend its own funds?
- € Is it for the purpose of awarding scholarships to students graduating from the district?

Thank for your consideration of the district as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

PLEASE NOTE:

In the case of Technology/Computer equipment, the gift needs to be approved by our Director of Technology, Melissa Julian. In the case of Athletic donations, the gift needs to be approved by our Athletic Director, Scott Baker.

Director's Approval:

Date:

Principals Approval:

Date: 9/27/18

Superintendent's Approval:

[Handwritten signatures]

Date: 9/25/18

Board Action:

Date:

Introduction

Pittsford Central School District (hereafter, "Pittsford Schools") is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Pittsford Schools. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Pittsford School's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Pittsford Schools. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action consistent with NYS Education Law or NYS Civil Service Law.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Pittsford Schools will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Pittsford Schools who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Michael Leone, Assistant Superintendent for Human Resources. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Pittsford Schools to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment,

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct consistent with NYS Education Law and NYS Civil Service Law.

5. Pittsford Schools will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Pittsford Schools will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Pittsford Schools will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to Michael Leone, Assistant Superintendent for Human Resources.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal

or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Pittsford Schools cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or Michael Leone, Assistant Superintendent for Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Michael Leone, Assistant Superintendent for Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Michael Leone, Assistant Superintendent for Human Resources.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Pittsford Schools will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Michael Leone, Assistant Superintendent for Human Resources will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Pittsford Schools but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Pittsford Schools, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Pittsford Schools does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

**PITTSFORD CENTRAL SCHOOL DISTRICT
Complaint Form**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Michael Leone, Assistant Superintendent for Human Resources, by mail or in person at 75 Barker Road East, Pittsford, New York 14564. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. 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 who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____