

2024-2025
SENECA FALLS CENTRAL SCHOOL DISTRICT

Mission Statement

The mission of the Seneca Falls Central School District is to provide quality educational opportunities and experiences for all students in a safe and positive environment that promotes academic excellence.

Vision

Pride & Opportunity

REVISED

Wednesday
September 25, 2024
Board Meeting

6:00 PM

Public Meeting #5
Robert McKeveny Training Room
2 Butler Avenue

MEMBERS OF THE BOARD OF EDUCATION

Deborah Corsner

Anthony Ferrara

Cara Lajewski

Matthew Lando

Denise Lorenzetti

Joseph McNamara

Michael Mirras

Erica Sinicropi

Heather Zellers

Student Board Member

Searah Reardon

Dr. Michelle Reed, Superintendent
James Bruni, Business Administrator

I. Meeting called to order

II. Quorum Check

III. Pledge of Allegiance

IV. Approval of Agenda

MOTION: to approve the agenda with addendums as listed:

ADD under X. Consent Agenda

B. Appointments

1. Professional Appointments

c. Name: Genevieve Pietrusinski

Position: Art Teacher

Certification: Pending

Tenure: Pending Certification

Effective date: 10/07/2024

Probation: Pending Certification

2. 2024-2025 Coaching

<u>Kaleb Stenquest</u>	Football-NON-Paid Assistant	n/a
<u>Jake Frescatore</u>	Soccer-NON-Paid Assistant	n/a

3. Civil Service Appointments

a. Name: Jeffrey Curry

Position: Cleaner

Effective: 09/13/2024 (retro)

Probationary Period: 09/13/2024 through 09/12/2025

Hours/day: 8.0

Hourly Rate: \$15.71

D. Gifts and Donations- revisions

Mary McDonald, Seneca Properties	\$500	A2855-450-00-0000	Athletic supplies
<u>Tonimarie Constantino</u>	\$3,000	A2855-450-00-0000	Athletic supplies

V. Approve or Amend

A. Board Minutes- September 12, 2024

MOTION: to approve the Board of Education minutes dated September 12, 2024

B. Treasurer's Report-None at this time.

C. Extra-Curricular Treasurer's Report August 2024

MOTION to approve the Extra-Curricular Treasurer's Report for August 2024

VI. Recognitions, Celebrations and Presentations

VII. Public Comment

For anyone interested in addressing the Board, please review the Public Comment statement below.

The Seneca Falls Board of Education welcomes public comment. Speakers may comment on matters related to agenda items specifically or district matters generally. No speaker will be permitted to speak for longer

than three (3) minutes. Public comments will be limited to thirty (30) minutes. All speakers and observers are to conduct themselves in a civil manner. Obscene language, defamatory statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated. In the unlikely event the meeting becomes unruly, the board will recess the meeting and return once order has been restored.

Persons addressing the Board of Education during public comment should not expect to engage in discussion with the Board. The Board will not permit any comments involving specific individual personnel or students.

Questions and comments from the public concerning matters which are not on the agenda will be referred to the Superintendent. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation.

VIII. Committee Reports

A. Facilities Committee

IX. Information

A. Warrants 08/01/2024-08/31/2024

Warrant A (10)	\$ 24,908.77
Warrant A (15)	\$1,152,325.89
Warrant C (6)	\$ 14,332.69
Warrant CM (1)	\$ -250.00
Warrant F (3)	\$ 28,063.63
Warrant H (4)	\$ 70,128.26

Warrants 09/01/2024-09/30/2024

Warrant A (18)	\$ 36,174.57
Warrant A (19)	\$ 403,620.22
Warrant C (7)	\$ 5,644.18
Warrant F (6)	\$ 600.00

B. Student Board Member

C. Business Administrator-SMARTBOND Preliminary Plan presentation

D. Superintendent Report

E. BOE President Report

F. BOE Member Comments

G. Important Dates to Remember

September 26, 2024-Open House MA & SFMS

October 3, 2024- 4-County SBA General Membership Meeting (NYS Regent Adriane Hale)

October 10, 2024-BOE Meeting

October 20-22, 2024-2024 NYSSBA Convention

October 24, 2024-BOE Meeting

November 2, 2024- BOE Meeting/Workshop

November 7, 2024-BOE Meeting

November 21, 2024-BOE Meeting

November 25, 2024- 4-County SBA General Membership Meeting (Brain Fessler, NYSSBA Director of Governmental Relations)

X. Consent Agenda

A. Resignations/Retirements/Terminations

1. SFEA-None at this time

2. SFSSA-Resignation

Upon the recommendation of the Superintendent, the Board of Education accept the following Resignation(s)

a. Name: Tammy Butler

Position: Teacher Aide

Effective: end of the day on 09/27/2024

3. SFSSA-Termination

Upon the recommendation of the Superintendent, the Board of Education terminates the following employee:

- a. Name: Jacob Quill
Position: Cleaner
Effective: 09/15/2024

B. Appointments

1. Professional Appointment(s)

The Board of Education of the Seneca Falls Central School District, pursuant to Section 3012 of the Education Law and in compliance with Part 30.3 of the Rules of the Board of Regents, upon the recommendation of Dr. Michelle Reed, Superintendent of Schools, hereby appoints (*Probation dates are tentative and conditional only. Except to the extent required by the applicable provisions of Education Law sections 2509, 2573, 3212 and 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.*)

a. Name: Amberlynn Jones

Position: Elementary Education Teacher (Gr. 2)
Certification: Childhood Education Gr. 1-6 (Initial Certification)
Tenure: Elementary Education
Effective date: 08/28/2024
Probation: 08/28/2024 to 08/27/2028
Base Salary: \$45,039 (Step 2)

b. Name: Jennifer Young

Position: Literacy Coach/Reading Teacher
Certification: Literacy Coach Gr. B-6 and Gr. 5-12 (Professional Certification)
Tenure: Reading Education
Effective date: 10/17/2024
Probation: 10/17/2024 to 10/16/2028
Base Salary: \$51,407 (Step 7)

c. Name: Genevieve Pietrusinski

Position: Art Teacher
Certification: Pending
Tenure: Pending Certification
Effective date: 10/07/2024
Probation: Pending Certification
Base Salary: \$46,018 (Step 3)

2. 2024-2025 Coaching

Upon the recommendation of the Superintendent, the Board of Education appoints the following coaches (*All appointments are conditional until paperwork is completed and fingerprints are cleared*).

Position	Employee	Stipend
<u>Kaleb Stenquest</u>	Football-NON-Paid Assistant	n/a
<u>Jake Frescatore</u>	Boys Soccer-NON-Paid Assistant	n/a

3. Civil Service Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following civil service position(s) (*All appointments are conditional until paperwork is completed and fingerprints are cleared*).

- a. Name: Jeffrey Curry
 Position: Cleaner
 Effective: 09/13/2024 (retro)
 Probationary Period: 09/13/2024 through 09/12/2025
 Hours/day: 8.0
 Hourly Rate: \$15.71

4. Substitute Appointments
 Upon the recommendation of the Superintendent, the Board of Education approves the following substitute appointment(s) (*All appointments are conditional until paperwork is completed and fingerprints are cleared*).

- a. Name: Melissa Picchi
 Position: Teacher Aide
 Effective: 09/26/2024
- b. Name: Frank Turo
 Position: School Bus Driver
 Effective: 09/26/2024

5. Provisional to Permanent
 Upon the recommendation of the Superintendent, the Board of Education approves the provisional to permanent appointment of the following employee(s):

Employee	Position	Effective
Harry Morgan	Senior Custodian	09/01/2024

C. CSE Minutes
 Upon the recommendation of the Superintendent, the Board of Education approves the following CSE Minutes: 09/03/2024, 09/05/202, 09/06/2024, 09/12/2024 (1), 09/12/2024 (2)

D. Gifts and Donations
 Upon the recommendation of the Superintendent, the Board of Education accepts the following gifts or donations:

Donor	Amount	Account	
Mary McDonald, Seneca Properties	\$500	A2855-450-00-0000	Athletic supplies-football helmets.
Tonimarie Costantino	\$3,000	A2855-450-00-0000	Athletic supplies-caps/football

E. 2024-2025 Transportation Requests-None at this time.

F. Overnight Conference Requests/Field Trips
 Upon the recommendation of the Superintendent, the Board of Education approves the following overnight trip request, pending compliance with Board of Education Policy #4531-Field Trips and Excursions:

- 1. 88th Annual NYSSMA Winter Conference
 December 5-8, 2024
 Joseph A. Floreano Rochester Riverside Convention Center
 Rochester, NY
 Anna Luisi-Elli, Music Teacher +1 Student

MOTION: To approve the consent agenda as listed.

XI. Old Business

A. Corrections

MOTION: to approve the following corrections as listed:

1. Correction to July 11, 2024 Appointment

2024-2025 MTSS (Multi-Tiered Support System)-Frank Knight Elementary School

<i>MTSS Case Manager</i>	<i>Abby Dunphy</i>	<i>\$606 \$697.60</i>
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2. Corrections to Sept. 12, 2024 resignation(s) and appointment(s)

A. Resignations/Retirements/Terminations

1. SFEA

a. Name: Stephanie Moll

Position: Literacy Coach/Reading Teacher

Effective: end of the day on ~~09/25/2024~~ 09/26/2024

b. Name: Alexis Becker

Position: Art Teacher

Effective: end of the day on ~~09/25/2024~~ 09/22/2024

B. Appointments

1. Professional Appointments

b. Name: Dr. Shereasa Braxton

Position: Reading Teacher

Base Salary: ~~\$57,407~~ \$51,407 (Step 7)

5. Civil Service Appointments

b. Name: Brianna Cuny

Position: Typist (10 month)

Effective: ~~09/17/2024~~ 09/23/2024

*Probationary Period: ~~09/17/2024 through 09/16/2025~~
09/23/2024 through 09/22/2025*

Hours/day: 7.0

Hourly Rate: \$16.48

XII. New Business

A. Policy-1st Reading

MOTION: upon the recommendation of the Superintendent, the Board of Education approves the first reading of the following policies:

Policy-0100- Non-Discrimination and Equal Opportunity

Policy-0110- Sexual Harassment

Policy-0110.2- Sexual Harassment in the Workplace

Policy 0111 (New) - Sex Discrimination and Sex-Based Harassment under Title IX

Policy 0111-E (New) Sex Discrimination and Sex-Based Harassment under Title IX Exhibit-definitions

Policy-0115-Student Harassment and Bullying Prevention and Intervention

Regulation 0115- Student Harassment and Bullying Prevention and Intervention

Policy 9520.6 (New) –The Rights of Employees to Express Breast Milk in the Workplace

B. SMART Schools Investment Preliminary Plan

WHEREAS, The Smart Schools Bond Act (the “Act”) was passed as part of the 2014-15 enacted state budget and was approved by voter referendum during the 2014 general election; and

WHEREAS, the Act authorizes New York State to issue \$2 billion in general obligation bonds to finance improved educational technology and infrastructure projects for public schools; and

WHEREAS, the District was allocated \$1,152,629 to finance improved educational technology and infrastructure projects in the District; and

WHEREAS, the monies allocated are paid out as refunds to the District upon expenditure of funds under an approved Smart Schools Investment Plan (“SSIP”); and

WHEREAS, the District, pursuant to its allocation of funds through the Act, has developed a preliminary SSIP to expend up to \$847,246 for Security Infrastructure Upgrades; and

WHEREAS, the Board of Education has reviewed the preliminary SSIP and determined that approval of the preliminary SSIP is in the best interest of the District.

NOW, THEREFORE, BE IT RESOLVED, that the proposed Smart Schools Investment Preliminary Plan to complete security infrastructure upgrades (up to \$847,246) as more fully described in the District Plan is hereby approved.

XIII. Executive Session-2024-2025 Seneca Falls CSD Confidential District Emergency Response Plans and Details of proposed, current or pending litigation. (Contingent upon adoption of a motion during the public portion of the meeting in accordance with Section 105 of the Public Officers Law).

MOTION: to move into Executive Session to discuss matters that would jeopardize public safety if disclosed and details of proposed, current or pending litigation.

XIV. Adjourn

MOTION: to adjourn the meeting.

Seneca Falls Central School District
Board of Education Meeting
September 12, 2024-6:00 PM
Robert McKeveny Board/Training Room

Deborah Corsner, Anthony Ferrara, Cara Lajewski, Matthew Lando, Denise Lorenzetti, Michael Mirras, and Erica Sinicropi

BOE Absent

Joseph McNamara and Heather Zellers

Others Present

Dr. Michelle Reed, James Bruni, Faith Lewis, Kevin Rhinehart, Amy Hibbard, Janet Clendenen, Karissa Blamble, and Carrie Heffron. Ariel Denny, Amanda Fleig, Lauren Passalacqua, Ashley Leederman, Jared Federman, Elizabeth Jones, and Kelley Grieco and family members present for tenure recognition. New employees present: Emma St. Martin (Psychologist), Kathryn Mosca (Psychologist), Julie Trembley (Spanish), Mark Solan (Social Studies), and Michelle Quigley (School Bus Driver).

Michael Mirras called the meeting to order at 6:02 pm. A quorum of the Board of Education was present; the Pledge of Allegiance was said.

Approval of Agenda

Michael Mirras asked for a motion to approve the agenda with addendums listed.

ADD under X. Consent Agenda

A. Resignations/Retirements/Terminations

B. Appointments

3. 2024-2025 Coaching

Hannah Brown-Trice	Varsity Girls Soccer-Paid Assistant	\$2,000
Sarah Levis	Modified Volleyball NON- Paid Assistant	n/a

4. 2024-2025 Bus Driver/Monitor Bidding

Bus Monitors	
Judy Fairbanks	4.0

5. Civil Service Appointments-Change Brianna Cuny start date to **09/17/24**

7. Substitute Appointments

a. Name: **Jacob Anderson**

Position: Math Teacher-Long Term Substitute (Level I)

ADD under XII. New Business

A. Tenure

1. **Hande McDonald**-School Social Worker

Cara Lajewski made the motion, seconded by Matthew Lando.

Yes 7 No 0 Abstain 0 Motion carried

Approve or Amend

Board Minutes

Aug 8, 2024

Michael Mirras asked for a motion to approve the Board of Education minutes dated August 8, 2024

Matthew Lando made the motion, seconded by Denise Lorenzetti.

Yes 7 No 0 Abstain 0 Motion carried

Treasurer's Report

None at this time.

Extra-Curricular Treasurer's Report

Michael Mirras asked for a motion to approve the Extra-Curricular Treasurer's Report for July 2024

Anthony Ferrara made the motion, seconded by Matthew Lando.

Yes 7 No 0 Abstain 0 Motion carried

Recognitions, Celebrations and Presentations

Student Liaison

Searah Reardon introduced herself to the community as the new student Board member. Searah is the first student Board member. Her hobbies include writing, Girl Scouts, mental health advocacy to name a few.

Searah is also Senior Class Vice President, active in Student Council and the yearbook committee.

Search is excited to be on the Board and is looking forward to learning and the experience.

Retirees

Deborah Mead and Steve Dougherty were not present for the meeting. Their respective building principals recognized their years of service.

Tenure

Ariel Denny, Amanda Fleig, Lauren Passalacqua, Ashley Leederman, Jared Federman, Elizabeth Jones, and Kelley Grieco and family members present for tenure recognition.

New Employees present:

Emma St. Martin (Psychologist), Kathryn Mosca (Psychologist), Julie Trembley (Spanish), Mark Solan (Social Studies), and Michelle Quigley (School Bus Driver).

Public Comment

For anyone interested in addressing the Board, please review the Public Comment statement below.

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Committee Reports
Policy Committee

Cara Lajewski reported that the committee has met Sept. 10. The July NYSSBA updates were reviewed. The first policy reading will be on the next board agenda (Sept. 25). Almost all the updates are based on current law.

A cell phone policy will be discussed at a future committee meeting as well as a few regulations that need to be updated.

Information

Warrants 08/01/2024-08/30/2024

Warrant A (11)	\$ 24,066.04
Warrant A (14)	\$435,531.64
Warrant C (4)	\$ 726.22
Warrant C (5)	\$ 189.10
Warrant F (4)	\$ 6,500.00
Warrant F (5)	\$ 513.84
Warrant H (#)	\$ 742.14

Student Board Member

Search Reardon reported that students would be setting up for the pep rally and homecoming this weekend. The MA football game was today; soccer game scheduled for Friday (13th) and a volley ball game is scheduled for Saturday morning.

Business Administrator

James Bruni reported on the following:

The school tax bills went out late. The Star exemption in Fayette changed by NYS. The school tax bills were mailed Sept. 3, 2024. The district has been received a number of phone calls. Information is on the school website with a phone # to call with questions. Michael Mirras asked is the district could waive the late fee. James Bruni stated that the State does not allow it.

The external audit is coming up. A meeting will be scheduled possibly at the end of September.

Superintendent Report

Dr. Reed reported on the following:

The district had a great opening day of school.

Welcomed the new student liaison, Searah Reardon. Dr. Reed has been meeting with Searah frequently. Dr. Reed thank the many business that sent donation (school supplies, food pantry items, etc.)

Informed the district that the Board will review the confidential emergency plan next BOE agenda during executive session.

Dr. Reed will meet with CSO's to get feedback on ho their district gather information regarding GPA rankings.

BOE President Report

Michael Mirras reminded the board members of the two upcoming Four County SBA events:

October 3, 2024- 4- General Membership Meeting (NYS Regent Adriane Hale)

November 25, 2024- General Membership Meeting (Brian Fessler, NYSSBA Director of Governmental Relations

BOE Member Comments

Matthew Lando wanted to thank Brian Heitmann for the great job he, and his crew did, in preparing the concession stand for the opening of sports. New floor, paint, new cooler are just some of the upgrades. The stand looks great and it is appreciated.

Matthew Lando also stated that he was disappointed that there would be no organized fundraising by the school for the 2025 Costa Rica trip.

Anthony Ferrara commended Dr. Reed, faculty and staff on a great first day opening of school.

Important dates to Remember

September 14, 2024-Homecoming

September 25, 2024-BOE Meeting

September 26, 2024-Open House MA & SFMS

October 3, 2024- 4-County SBA General Membership Meeting (NYS Regent Adriane Hale)

October 10, 2024-BOE Meeting

October 24, 2024-BOE Meeting

November 2, 2024- Board Meeting/Workshop

November 25, 2024- 4-County SBA General Membership Meeting (Brain Fessler, NYSSBA Director of Governmental Relations

Consent Agenda

Resignations/Retirements/Terminations

SFEA

Upon the recommendation of the Superintendent, the Board of Education accepts the following instructional resignations:

Name: Stephanie Moll

Position: Literacy Coach/Reading Teacher

Effective: end of the day on 09/25/2024

Name: Alexis Becker

Position: Art Teacher

Effective: end of the day on 09/25/2024

Name: Virginia Brady

Position: Teacher Aide

Effective: end of the day on 09/13/2024

Name: Grace Harter

Position: Reading Teacher-Long Term Substitute (Level I)

Effective: 08/29/2024

SFSSA

Upon the recommendation of the Superintendent, the Board of Education accepts the following support Staff resignation:

Name: Holly Stackus

Position: Teacher Aide
Effective: 08/23/2024

Name: Molly Burnham
Position: School Bus Driver
Effective: 08/30/2024

Appointments
Professional Appointment(s)

The Board of Education of the Seneca Falls Central School District, pursuant to Section 3012 of the Education Law and in compliance with Part 30.3 of the Rules of the Board of Regents, upon the recommendation of Dr. Michelle Reed, Superintendent of Schools, hereby appoints (*Probation dates are tentative and conditional only. Except to the extent required by the applicable provisions of Education Law sections 2509, 2573, 3212 and 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.*)

Name: Emma St. Martin
Position: School Psychologist
Certification: School Psychologist (Provisional)
Tenure: School Psychologist
Probation: 08/23/2024-08/22/2028

Name: Dr. Shereasa Braxton
Position: Reading Teacher
Certification: Generalist in Middle Childhood Education (Initial Certification)
Tenure: Generalist in Middle Childhood Education
Effective date: 09/13/2024
Probation: 09/13/2024 to 09/12/2028
Base Salary: \$57,407

Name: Christine Petrocci
Position: Teaching Assistant
Certification: Nursery, Kind. Gr. 1-6 (Permanent Certification)
Tenure: Teaching Assistant
Effective date: 09/03/2024
Probation: 09/03/2024 to 09/02/2027
Base Salary: \$27,159

Name: Holly Stackus
Position: Teaching Assistant
Certification: Teaching Assistant III
Tenure: Teaching Assistant
Effective date: 08/27/2024
Probation: 08/28/2024 to 08/27/2027
Base Salary: \$22,519.40

2024-2025 Annual Appointment

Upon the recommendation of the Superintendent, the Board of Education approves following annual appointments for the 2024-2025 school year.

Position	Employee	Stipend
Teacher Mentor	Mary Lee	\$350.00
Teacher Mentor	Meghan Barbay	\$350.00
College & Career Coordinator	Amanda Fleig	\$3,100
HS Musical Co-Director	Margaret Little	\$774

HS Musical Co-Director	Rhonda Jasper	\$774
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2024-2025 Coaching

Upon the recommendation of the Superintendent, the Board of Education appoints the following coaches
(All appointments are conditional until paperwork is completed and fingerprints are cleared).

Employee	Position	Stipend
Hannah Brown -Trice	Varsity Girls Soccer-Paid Assistant	\$2000
Sarah Levis	Modified Volleyball NON- Paid Assistant	n/a

2024-2025 Bus Driver/Monitor Bidding

Upon the recommendation of the Superintendent, the Board of Education does hereby approve the following bus driver and bus monitor hours for the 2024-2025 school year.

Bus Drivers	Hours
Mabel Roffe	5.25
Mary Ridley	5.0
Linda Bush	5.5
Jim Fairbanks	5.5
Carolyn Breese	5.5
Mary True	7.25
Gerald Knox	6.0
Jeff DeLong	5.25 (M-Th.) & 5.0 (Fri.)
Shawn Burns	5.0
James Marley	5.0
Robert Wood	5.5
Tonja Ticconi	5.0
Ronald Donk	6.00 (M-Th.) & 5.0 (Fri.)
Peter Soscia	5.5 (M-Th.) & 5.0 (Fri.)
Michelle Quigley	5.0
Open Route	Vacant
Floater Position	Vacant
Bus Monitors	
Sonya Jesmer	5.75
Deanna Monaghan	5.25
Kathy Arsenault	4.25
Jeaneth Dellefave	4.75
Dustin Bennett	4.0
Jada Buck	4.0
Samantha Jesmer	4.0
Judy Fairbanks	4.0
Stephen Tillinghast	2.0

Civil Service Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following civil service position(s) (All appointments are conditional until paperwork is completed and fingerprints are cleared).

Name: James Biccum
 Position: School Bus Driver
 Effective: 09/04/2024
 Probationary Period: 09/04/2024 through 09/03/2025
 Hours/day: 6.0
 Hourly Rate: \$28.19 (Option A)

Name: Brianna Cuny

Position: Typist (10 month)
Effective: 09/17/2024
Probationary Period: 09/17/2024 through 09/16/2025
Hours/day: 7.0
Hourly Rate: \$16.48

Name: Meaghan Hagadorn
Position: Teacher Aide
Effective: 09/03/2024 (retro)
Probationary Period: 09/03/2024 through 03/02/2025
Hours/day: 6.0
Hourly Rate: \$16.48

Name: Jenna Strong
Position: Teacher Aide
Effective: 09/03/2024 (retro)
Probationary Period: 09/03/2024 through 09/02/2025
Hours/day: 6.0
Hourly Rate: \$16.48

Name: Aionna Johnson
Position: Teacher Aide
Effective: 09/13/2024
Probationary Period: 09/13/2024 through 09/12/2025
Hours/day: 6.0
Hourly Rate: \$16.48

Name: Mary Fulkerson
Position: Cashier/FSH
Effective: 08/26/2024 (retro)
Probationary Period: 08/26/2024 through 08/25/2025
Hours/day: 3.75
Hourly Rate: \$16.48

Change in in Hours

Upon the recommendation of the Superintendent, the following change in hours is approved:

Name: Jeaneth Dellefave
Civil Service Position: Cashier/FSH
Increase in hours: 2.75 to 3.25
Effective: 09/05/2024

Substitute Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following long term substitute appointment:

Name: Jacob Anderson
Position: Math Teacher-Long Term Substitute (Level I)
Effective: 08/28/2024
Salary: \$44,200 (Step I)

Probationary to Permanent

Upon the recommendation of the Superintendent, the Board of Education approves the probationary to permanent appointment of the following employee(s):

Employee	Position	Effective
Stephen Tillinghast	Bus Monitor	09/01/2024

Upon the recommendation of the Superintendent, the Board of Education approves the following CSE Minutes:

07/15/2024, 07/24/2015, 08/01/2024, 08/09/2024, 08/12/2024, 08/13/2024, 08/15/2024, 08/19/2024, 08/26/2024, 08/27/2024, 08/28/2024, 09/03/2024

Gifts and Donations

Upon the recommendation of the Superintendent, the Board of Education accepts the following gifts or donations:

Donor	Amount	Account	
Ohioyle, Inc.	\$52.00	A2110-450-04-PBIS	PBIS Supplies

2024-2025 Transportation Requests

None at this time

Overnight Conference Requests/Field Trips

Upon the recommendation of the Superintendent, the Board of Education approves the following overnight trip request, pending compliance with Board of Education Policy #4531-Field Trips and Excursions:

2025 Senior Trip

April 30-May 2, 2025
Woodloch Pine Resorts
Hawley, Pennsylvania

Michael Mirras asked for a motion to approve the consent agenda as listed.

Anthony Ferrara made the motion, seconded by Cara Lajewski.

Yes 7 No 0 Abstain 0 Motion carried

Old Business

None at this time

New Business

Tenure

Hande McDonald-School Social Worker

Michael Mirras asked for a motion that pursuant to Section 3012 of the Education Law and in compliance with Part 30.3 of the Rules of the Board of Regents, and upon the recommendation of Dr. Michelle Reed., Superintendent of Schools, the Seneca Falls Central School District Board of Education does hereby appoint Hande McDonald, Baldwinsville, NY, Professional Certificate in School Social Work, permitting her to teach in the public schools of New York State, to tenure in School Social Work, effective September 1, 2024.

Matthew Lando made the motion, seconded by Cara Lajewski.

Yes 7 No 0 Abstain 0 Motion carried

Contracts, Agreements and MOA's

Michael Mirras asked for a motion that upon the recommendation of the Superintendent, the Seneca Falls Board of Education approves the following Contracts, Agreements and MOA's:

SFEA MOA-Additional Instructional Assignments

Independent Contractor -James Marley (Consultant TIES: Together Involving Every Student)

Cara Lajewski made the motion, seconded by Matthew Lando.

Yes 7 No 0 Abstain 0 Motion carried

Policy-2nd Reading

Michael Mirras asked for a motion that upon the recommendation of the Superintendent, the Board of Education approves the second and final reading of the following policies:

Policy 4772-Graduation Ceremonies

Policy 4773-Diploma and Credential Options for Students with Disabilities

Policy 5500-Student Records
Regulation 5500-Student Records
Policy 5550-Student Privacy
Regulation 8635- Information and Data Privacy, Security, Breach and Notification Regulation

Cara Lajewski made the motion, seconded by Matthew Lando.
Yes 7 No 0 Abstain 0 Motion carried

Executive Session
No motion

Adjourn

Michael Mirras asked for a motion to adjourn the meeting at 6:44 pm.
Anthony Ferrara made the motion, seconded by Cara Lajewski.
Yes 7 No 0 Abstain 0 Motion carried

Monica Kuney, District Clerk

SENECA FALLS CSD

Bank Reconciliation for period ending on 8/31/2024



Account: ExtraClass Checking
Cash Account(s): E 200

Ending Bank Balance:		59,223.91
Outstanding Checks (See listing below):	-	125.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	59,098.91
Cash Account Balance:	59,098.91

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/31/2024	4361	BLEAU E. LILLIAN	25.00
06/24/2024	4386	KELLI WARD	91.63
06/24/2024	4386	KELLI WARD	-91.63
06/25/2024	4389	LAURAL MARTIN-TANNER	100.00
Outstanding Check Total:			125.00

Prepared By

Approved By

SENECA FALLS CSD

Check Warrant Report For A - 10: GENERAL-8/8/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
609144	08/02/2024	9934 **VOID**	Gerald Ortego	A 1001		-84.55	
						Check Total:	-84.55
609226	08/02/2024	9924 **VOID**	James Troisi	A 1001		-84.55	
						Check Total:	-84.55
610052	08/02/2024	9806 **VOID**	William Morrissey	A 1001		-84.55	
						Check Total:	-84.55
610271	08/05/2024	7286 **VOID**	JEFFREY DE LONG	A 5510.400-00-4300		-10.00	
				A 5510.400-00-4300		-10.00	
						Check Total:	-20.00
610344	08/08/2024	30	ADVANTAGE AUTO STORES	A 5510.450-00-0000	250275	116.93	116.93
				A 5510.450-00-0000	250275	10.10	10.10
						Check Total:	127.03
610345	08/08/2024	10808	BARDO CHRISTINA	A 1001		84.55	
						Check Total:	84.55
610346	08/08/2024	5339	BENEFIT RESOURCE LLC	A 9060.800-00-8030	250335	1,952.50	1,952.50
						Check Total:	1,952.50
610347	08/08/2024	8519	KARISSA BLAMBLE	A 2250.400-00-0000	250329	151.05	151.05
				A 2250.400-00-0000	250329	18.99	18.99
				A 2250.400-00-0000	250329	6.35	6.35
				A 2250.400-00-0000	250329	105.33	105.33
						Check Total:	281.72
610348	08/08/2024	6573	CARDIAC LIFE	A 1620.450-00-0000	250225	603.10	603.10
						Check Total:	603.10
610349	08/08/2024	6488	CINTAS CORPORATION #2				

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SENECA FALLS CSD

Check Warrant Report For A - 10: GENERAL-8/8/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 5510.400-00-0000	250265	177.56	177.56
					Check Total:	177.56	
610350	08/08/2024	6854	DAY AUTOMATION SYSTEMS, INC.	A 1621.400-00-0000	250229	420.00	420.00
					Check Total:	420.00	
610351	08/08/2024	7286	JEFFREY DE LONG	A 5510.400-00-4300		10.00	
				A 5510.400-00-4300		10.00	
					Check Total:	20.00	
610352	08/08/2024	5230	DISCOUNT SCHOOL SUPPLY	A 2250.450-01-0000	250366	36.95	36.95
					Check Total:	36.95	
610353	08/08/2024	10810	DONNA L BAGNALL	A 1001		229.32	
					Check Total:	229.32	
610354	08/08/2024	7633	ECONOMY PRODUCTS & SOLUTIONS	A 1620.450-00-0000	250253	4,737.86	4,737.86
					Check Total:	4,737.86	
610355	08/08/2024	2298	ELAN FINANCIAL SERVICES	A 5510.400-00-0000	250451	338.00	338.00
				A 5510.400-00-0000	250451	322.00	322.00
				A 5510.400-00-0000	250451	567.00	567.00
				A 5510.400-00-0000	250451	567.00	517.00
				A 5510.400-00-0000	250451	-50.00	0.00
					Check Total:	1,744.00	
610356	08/08/2024	3238	EMPIRE NATURAL GAS CORP	A 1620.400-04-4020	250340	44.34	44.34
				A 1620.400-05-4020	250340	36.27	36.27
					Check Total:	80.61	
610357	08/08/2024	805	GRAINGER	A 1621.450-00-0000	250236	141.48	141.48
					Check Total:	141.48	
610358	08/08/2024	1736	J.C.EHRLICH., INC.				

SENECA FALLS CSD

Check Warrant Report For A - 10: GENERAL-8/8/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1620.400-00-0000	250255	78.57	78.57
				A 1620.400-00-0000	250255	64.70	64.70
				A 1620.400-00-0000	250255	64.70	64.70
				A 1620.400-00-0000	250255	78.57	78.57
					Check Total:	286.54	
610359	08/08/2024	9924	James Troisi				
				A 1001		84.55	
					Check Total:	84.55	
610360	08/08/2024	1110	LAKESHORE LEARNING MATERIALS				
				A 2250.450-00-0000	250371	103.24	103.24
					Check Total:	103.24	
610361	08/08/2024	4009	LEONARD BUS SALES, INC.				
				A 5510.450-00-0000	250266	193.62	193.62
					Check Total:	193.62	
610362	08/08/2024	5280	LINEAGE				
				A 1310.400-00-0000	250357	1,555.20	1,555.20
					Check Total:	1,555.20	
610363	08/08/2024	5868	NCS PEARSON INC				
				A 2250.450-02-00RS	250375	180.47	180.47
					Check Total:	180.47	
610364	08/08/2024	6951	NOCO ENERGY CORP.-FUELS				
				A 5510.450-00-5720	250264	652.91	652.91
					Check Total:	652.91	
610365	08/08/2024	1459	NYS ELECTRIC & GAS				
				A 1620.400-04-4020	250339	256.76	256.76
				A 1620.400-05-4020	250339	210.08	210.08
					Check Total:	466.84	
610366	08/08/2024	1464	NYSSBA				
				A 1010.400-00-0000	250417	900.00	900.00
				A 1010.400-00-0000	250417	0.00	
					Check Total:	900.00	
610367	08/08/2024	1464	NYSSBA				
				A 1010.400-00-0000	250414	540.00	540.00

SENECA FALLS CSD

Check Warrant Report For A - 10: GENERAL-8/8/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610368	08/08/2024	1513	OTC BRANDS, INC.			540.00	
				A 2250.450-01-0000	250364	121.93	121.93
					Check Total:	121.93	
610369	08/08/2024	1513	OTC BRANDS, INC.				
				A 2250.450-00-0000	250369	13.06	13.06
					Check Total:	13.06	
610370	08/08/2024	8469	PDQ.COM CORPORATION				
				A 2630.460-00-0000	250434	669.37	669.37
					Check Total:	669.37	
610371	08/08/2024	5523	PIONEER VALLEY EDUCATIONAL PRESS, INC.				
				A 2110.480-02-0000	250378	275.00	275.00
				A 2110.480-02-0000	250379	220.00	220.00
				A 2110.480-02-0000	250376	275.00	275.00
				A 2250.450-00-0000	250372	52.80	52.80
					Check Total:	822.80	
610372	08/08/2024	9210	RAINBOW RESOURCE CENTER INC				
				A 2110.480-02-0000	250377	302.40	302.40
					Check Total:	302.40	
610373	08/08/2024	8748	READING READING BOOK LLC				
				A 2250.450-00-0000	250370	35.50	35.50
					Check Total:	35.50	
610374	08/08/2024	1726	REGIONAL INTERNATIONAL CORP				
				A 5510.450-00-0000	250267	78.93	78.93
				A 5510.450-00-0000	250267	252.14	252.14
					Check Total:	331.07	
610375	08/08/2024	1748	RIDDELL/ALL AMERICAN SPORTS CORP				
				A 2855.450-00-0000	250354	725.95	725.95
					Check Total:	725.95	
610376	08/08/2024	3619	SARGENT-WELCH				
				A 2110.450-04-1100	250142	31.60	31.60
				A 2110.450-05-1100	250145	30.30	30.30

SENECA FALLS CSD

Check Warrant Report For A - 10: GENERAL-8/8/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2110.450-04-1100	250142	15.80	15.80
					Check Total:	77.70	
610377	08/08/2024	8846	THOMAS H SCALZO				
				A 2850.400-00-0900	250298	300.00	300.00
					Check Total:	300.00	
610378	08/08/2024	7078	SCHOLASTIC, INC.				
				A 2250.450-01-0000	250365	55.97	55.97
					Check Total:	55.97	
610379	08/08/2024	8714	**CONTINUED** SCHOOL SPECIALTY LLC				
					Check Total:	0.00	
610380	08/08/2024	8714	SCHOOL SPECIALTY LLC				
				A 2250.450-00-0000	250025	295.75	295.75
				A 2110.450-02-0010	250169	60.84	60.84
				A 2110.450-04-1100	250141	586.30	586.30
				A 2110.450-05-0300	250085	68.57	68.57
				A 2110.450-05-0000	250082	39.41	39.41
				A 2110.450-04-0700	250054	47.19	47.19
				A 2110.450-01-0003	250000	109.73	109.73
				A 2110.450-05-1100	250144	194.84	194.84
				A 2110.450-05-0000	250116	43.12	43.12
				A 2110.450-05-0000	250107	44.96	44.96
				A 2250.450-05-0000	250091	56.27	56.27
				A 2110.450-01-0900	250010	167.34	167.34
				A 2110.450-04-0300	250055	37.36	37.36
				A 2110.450-05-0000	250098	45.31	45.31
				A 2110.450-05-0000	250109	46.60	46.60
				A 2250.450-02-0000	250159	35.24	35.24
				A 2815.450-00-0000	250012	34.33	34.33
					Check Total:	1,913.16	
610381	08/08/2024	6693	SPEECH CORNER LLC				
				A 2250.450-02-00RS	250374	163.93	163.93

SENECA FALLS CSD

Check Warrant Report For A - 10: GENERAL-8/8/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
						Check Total:	163.93
610382	08/08/2024	10809	TILTON GEORGE	A 1001		84.55	
						Check Total:	84.55
610383	08/08/2024	8393	UNITED SUPPLY CORP	A 2110.450-02-0002	250165	34.39	34.39
				A 2110.450-05-0800	250136	60.88	60.88
						Check Total:	95.27
610384	08/08/2024	5597	US OMNI & TSACG COMPLIANCE SERVICES, INC.	A 1310.400-00-0000	250407	1,500.00	1,500.00
						Check Total:	1,500.00
610385	08/08/2024	8053	US TICKET	A 2110.450-05-0000	250347	360.35	360.35
						Check Total:	360.35
610386	08/08/2024	2320	WARD'S SCIENCE	A 2110.450-04-1100	250143	24.52	24.52
						Check Total:	24.52
610387	08/08/2024	2383	WILLIAM V. MACGILL & CO.	A 2815.450-00-0000	250293	674.53	674.53
				A 2815.450-00-0000	250291	936.07	936.07
						Check Total:	1,610.60
610388	08/08/2024	3584	ZOETEK MEDICAL SALES & SERVICE INC	A 2815.400-00-0000	250324	374.25	374.25
						Check Total:	374.25

SENECA FALLS CSD

Check Warrant Report For A - 10: GENERAL-8/8/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions:						Warrant Total:	24,908.77
						Vendor Portion:	24,908.77

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-9-24

Date

Cathy Ross
Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For A - 15: GENERAL-8/29/24 For Dates 8/1/2024 - 8/31/2024



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Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610488	08/29/2024	8729	AMAZON CAPITAL SERVICES INC	A 2110.480-10-0000	250456	448.14	448.14
				A 2110.480-10-0000	250456	349.55	349.55
				A 2110.480-10-0000	250456	22.48	22.48
				A 2110.480-10-0000	250456	537.48	537.48
					Check Total:	1,357.65	
610489	08/29/2024	10820	ARMITAGE ELLEN	A 9060.800-00-0000		29.84	
					Check Total:	29.84	
610490	08/29/2024	4679	JANE ATKACHONIS	A 2810.450-00-0000	250482	931.00	931.00
					Check Total:	931.00	
610491	08/29/2024	5757	BALDWINVILLE HARRIERS BOOSTER CLUB INC.	A 2855.400-00-0000	250461	200.00	200.00
					Check Total:	200.00	
610492	08/29/2024	524	BLICK ART MATERIALS	A 2110.450-05-0400	250193	126.66	126.66
				A 2110.450-02-0400	250183	180.30	180.30
					Check Total:	306.96	
610493	08/29/2024	4443	BSN SPORTS LLC	A 2855.450-00-0000	250428	2,365.01	2,365.01
					Check Total:	2,365.01	
610494	08/29/2024	6488	CINTAS CORPORATION #2	A 5510.400-00-0000	250265	177.87	177.87
					Check Total:	177.87	
610495	08/29/2024	3395	JANET CLENDENEN	A 2110.400-02-0000		28.14	
					Check Total:	28.14	
610496	08/29/2024	6854	DAY AUTOMATION SYSTEMS, INC.	A 1621.400-00-0000	250229	135.00	135.00
					Check Total:	135.00	
610497	08/29/2024	505	DEMCO INC	A 2610.450-02-0000	250195	80.40	80.40

SENECA FALLS CSD

Check Warrant Report For A - 15: GENERAL-8/29/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
						Check Total:	80.40
610498	08/29/2024	3238	EMPIRE NATURAL GAS CORP				
				A 1620.400-01-4020	250340	12.26	12.26
				A 1620.400-02-4020	250340	214.17	214.17
						Check Total:	226.43
610499	08/29/2024	7012	ENERGY CO-OP OF AMERICA, INC.				
				A 1620.400-01-4030	250338	859.73	859.73
						Check Total:	859.73
610500	08/29/2024	660	FERRARA LUMBER				
				A 1621.450-00-0000	250254	87.52	87.52
				A 1621.450-00-0000	250254	169.83	169.83
				A 1621.450-00-0000	250254	59.35	59.35
						Check Total:	316.70
610501	08/29/2024	4593	FINGER LAKES / CASTLE				
				A 5510.450-00-0000	250276	178.20	178.20
						Check Total:	178.20
610502	08/29/2024	8826	FLH MEDICAL PC				
				A 5510.400-00-0000	250361	25.00	25.00
						Check Total:	25.00
610503	08/29/2024	701	FLINN SCIENTIFIC, INC.				
				A 2110.450-04-1100	250448	842.25	842.25
				A 2110.450-04-1100	250448	47.44	47.44
						Check Total:	889.69
610504	08/29/2024	805	GRAINGER				
				A 1621.450-00-0000	250236	227.04	227.04
				A 1621.450-00-0000	250236	64.92	64.92
						Check Total:	291.96
610505	08/29/2024	1736	J.C.EHRLICH., INC.				
				A 1620.400-00-0000	250255	64.70	64.70
				A 1620.400-00-0000	250255	64.70	64.70
				A 1620.400-00-0000	250255	78.57	78.57
				A 1620.400-00-0000	250255	78.57	78.57
						Check Total:	286.54

SENECA FALLS CSD

Check Warrant Report For A - 15: GENERAL-8/29/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610506	08/29/2024	8133	LANDPRO EQUIPMENT LLC	A 1621.450-00-0000	250241	28.77	28.77
						Check Total:	28.77
610507	08/29/2024	9015	MARCUS WHITMAN CROSS COUNTRY AND TR	A 2855.400-00-0000	250467	175.00	175.00
						Check Total:	175.00
610508	08/29/2024	1356	NASCO	A 2110.450-05-0600	250180	253.40	253.40
				A 2110.450-02-0010	250213	142.56	142.56
				A 2110.450-04-0600	250177	75.77	75.77
				A 2110.450-04-0400	250175	148.08	148.08
				A 2110.450-01-0003	250211	21.21	21.21
				A 2110.450-04-1100	250202	28.40	28.40
				A 2110.450-04-0800	250199	31.28	31.28
				A 2110.450-05-0800	250201	28.06	28.06
						Check Total:	728.76
610509	08/29/2024	6951	NOCO ENERGY CORP.-FUELS	A 5510.450-00-5720	250264	1,238.27	1,238.27
						Check Total:	1,238.27
610510	08/29/2024	1459	NYS ELECTRIC & GAS	A 1620.400-01-4030	250337	1,036.08	1,036.08
				A 1620.400-01-4020	250339	53.37	53.37
				A 1620.400-02-4020	250339	334.66	334.66
						Check Total:	1,424.11
610511	08/29/2024	7818	RED JACKET CROSS COUNTRY BOOSTERS	A 2855.400-00-0000	250460	165.00	165.00
				A 2855.400-00-0000	250460	0.00	
						Check Total:	165.00
610512	08/29/2024	1726	REGIONAL INTERNATIONAL - HENRIETTA	A 5510.450-00-0000	250267	15.50	15.50
						Check Total:	15.50

SENECA FALLS CSD

Check Warrant Report For A - 15: GENERAL-8/29/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610513	08/29/2024	6856	RURAL SCHOOLS ASSOCIATION	A 1010.400-00-0000	250280	850.00	850.00
				A 1010.400-00-0000	250280	0.00	
				Check Total:		850.00	
610514	08/29/2024	1825	S.A.N.E. SEWING & HOUSEWARES	A 2110.450-04-0400	250176	77.58	77.58
				A 2110.450-04-0600	250178	283.78	283.78
				Check Total:		361.36	
610515	08/29/2024	8714	SCHOOL SPECIALTY LLC	A 2110.450-01-0005	250002	183.38	183.38
				A 2110.450-04-0300	250071	37.01	37.01
				A 2110.450-01-0003	250004	212.46	212.46
		Check Total:		432.85			
610516	08/29/2024	2080	SUPER DUPER PUBLICATIONS	A 2250.450-01-0000	250205	29.90	29.90
				Check Total:		29.90	
610517	08/29/2024	6518	TOWN OF SENECA FALLS DEPARTMENT	A 1620.400-01-4040	250336	862.00	862.00
				A 1620.400-02-4040	250336	862.00	862.00
				A 1620.400-04-4040	250336	862.00	862.00
				A 1620.400-05-4040	250336	862.00	862.00
				A 1620.400-07-4040	250336	442.66	442.66
				A 5530.400-00-4040	250336	212.02	212.02
						Check Total:	
610518	08/29/2024	2344	**CONTINUED** WAYNE-FINGER LAKES BOCES				
				Check Total:		0.00	
610519	08/29/2024	2344	WAYNE-FINGER LAKES BOCES	A 1010.490-00-0000	250501	700.70	700.70
				A 1310.490-00-0000	250501	38,502.70	38,502.70
				A 1345.490-00-0000	250501	787.30	787.30
				A 1420.490-00-0000	250501	4,518.50	4,518.50

SENECA FALLS CSD

Check Warrant Report For A - 15: GENERAL-8/29/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1430.490-00-0000	250501	2,013.48	2,013.48
				A 1620.490-00-0000	250501	21,549.30	21,549.30
				A 1670.490-00-0000	250501	500.00	500.00
				A 1680.490-00-0000	250501	83,109.40	83,109.40
				A 1981.490-00-4910	250501	23,471.54	23,471.54
				A 2070.490-00-0000	250501	6,236.58	6,236.58
				A 2110.490-00-0000	250501	49,266.31	49,266.31
				A 2250.490-00-0000	250501	496,159.99	496,159.99
				A 2280.490-00-0000	250501	68,046.30	68,046.30
				A 2330.490-00-0000	250501	5,789.00	5,789.00
				A 2610.490-00-0000	250501	5,654.39	5,654.39
				A 2630.490-00-0000	250501	326,719.32	326,719.32
				A 5581.490-00-0000	250501	850.00	850.00
					Check Total:	1,133,874.81	
610520	08/29/2024	2876	WILSON LANGUAGE TRAINING CORP				
				A 2250.450-05-0ESL	250331	212.76	212.76
					Check Total:	212.76	

SENECA FALLS CSD



Check Warrant Report For A - 15: GENERAL-8/29/24 For Dates 8/1/2024 - 8/31/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 33						Warrant Total:	1,152,325.89
						Vendor Portion:	1,152,325.89

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-30-24

Cathy Ross

Date

Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For A - 18: GENERAL-9/5/24 For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610523	09/05/2024	8729	AMAZON CAPITAL SERVICES INC	A 1621.450-00-0000	250468	354.47	354.47
						Check Total:	354.47
610524	09/05/2024	5339	BENEFIT RESOURCE LLC	A 9060.800-00-8030	250335	1,425.00	1,425.00
						Check Total:	1,425.00
610525	09/05/2024	10822	BESTMADE PRODUCTS, INC.	A 1081		1,770.38	
						Check Total:	1,770.38
610526	09/05/2024	10821	CROWN COLLABORATIVE, LLC	A 2110.450-04-0200	250509	189.00	189.00
						Check Total:	189.00
610527	09/05/2024	447	CURRICULUM ASSOCIATES LLC	A 2110.480-10-0000	250452	28.90	28.90
				A 2110.480-10-0000	250454	36.97	36.97
				A 2110.480-10-0000	250455	57.80	57.80
						Check Total:	123.67
610528	09/05/2024	10815	CUT THROAT TREE SERVICE LLC	A 1621.400-00-0000	250465	8,800.00	8,800.00
						Check Total:	8,800.00
610529	09/05/2024	4308	EDUCATIONAL DATA SERVICES, INC	A 1310.400-00-0000	250405	983.75	983.75
						Check Total:	983.75
610530	09/05/2024	660	FERRARA LUMBER	A 1621.450-00-0000	250254	36.50	36.50
				A 1621.450-00-0000	250254	16.18	16.18
				A 1621.450-00-0000	250254	15.53	15.53
				A 1621.450-00-0000	250254	30.01	30.01
				A 1621.450-00-0000	250254	2.86	2.86
				A 1621.450-00-0000	250254	11.02	11.02
				A 1621.450-00-0000	250254	26.29	26.29
				A 1621.450-00-0000	250254	25.18	25.18
						Check Total:	1,323.00

SENECA FALLS CSD

Check Warrant Report For A - 18: GENERAL-9/5/24 For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1621.450-00-0000	250254	22.32	22.32
					Check Total:	1,508.89	
610531	09/05/2024		720 FOUR COUNTY SCHOOL BDS ASSOC				
				A 1010.400-00-0000		20.00	
					Check Total:	20.00	
610532	09/05/2024		8675 FUN AND FUNCTION LLC				
				A 2250.450-02-0000	250209	30.58	30.58
					Check Total:	30.58	
610533	09/05/2024		10819 FUSION DIGITAL LLC				
				A 2630.220-00-0000	250506	5,568.39	5,568.39
					Check Total:	5,568.39	
610534	09/05/2024		5447 GLEASON SALT AND SUPPLY				
				A 1621.450-00-0000	250234	1,770.00	1,770.00
					Check Total:	1,770.00	
610535	09/05/2024		805 GRAINGER				
				A 1621.450-00-0000	250236	44.10	44.10
					Check Total:	44.10	
610536	09/05/2024		858 HARRIS BEACH PLLC				
				A 1420.400-00-0000	240466	111.60	111.60
					Check Total:	111.60	
610537	09/05/2024		9014 KONE				
				A 1621.400-00-0000	250240	4,057.56	4,057.56
					Check Total:	4,057.56	
610538	09/05/2024		9217 D'ALLAH LAFFOON				
				A 5510.400-00-0000	250516	1,000.00	1,000.00
					Check Total:	1,000.00	
610539	09/05/2024		8100 LIFETRACK SERVICES INC				
				A 2810.450-00-0000	250498	1,350.00	1,350.00
					Check Total:	1,350.00	
610540	09/05/2024		1176 LOWE'S COMPANIES, INC.				
				A 5510.450-00-0000	250439	444.96	444.96
				A 1621.450-00-0000	250243	171.00	171.00

SENECA FALLS CSD

Check Warrant Report For A - 18: GENERAL-9/5/24 For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
						Check Total:	615.96
610541	09/05/2024	3103	MATRIX COMMUNICATIONS	A 1621.400-00-0000	250244	580.60	580.60
						Check Total:	580.60
610542	09/05/2024	1356	NASCO	A 2110.450-01-0003	250197	20.10	20.10
				A 2110.450-01-0003	250197	18.58	18.58
						Check Total:	38.68
610543	09/05/2024	1623	PIONEER ATHLETICS	A 1621.450-00-0000	250246	744.00	744.00
						Check Total:	744.00
610544	09/05/2024	1748	RIDDELL/ALL AMERICAN SPORTS CORP	A 2855.450-00-0000	250520	224.45	224.45
						Check Total:	224.45
610545	09/05/2024	8663	CATHY A ROSS	A 1320.400-00-0000	250333	342.50	342.50
						Check Total:	342.50
610546	09/05/2024	8711	SAVVAS LEARNING COMPANY LLC	A 2110.480-10-0000	250453	30.68	30.68
						Check Total:	30.68
610547	09/05/2024	8846	THOMAS H SCALZO	A 2850.400-00-0900	250298	750.00	750.00
						Check Total:	750.00
610548	09/05/2024	2655	SCHOLASTIC INC	A 2110.480-02-0000	250395	716.75	716.75
						Check Total:	716.75
610549	09/05/2024	1857	SCHOOL HEALTH CORPORATION	A 2250.450-02-0000	250206	168.29	168.29
						Check Total:	168.29
610550	09/05/2024	6966	SCHOOL OUTFITTERS LLC	A 1621.450-00-0000	250307	289.99	289.99
				A 1621.450-00-0000	250307	1,199.94	1,199.94
						Check Total:	1,489.93

SENECA FALLS CSD

Check Warrant Report For A - 18: GENERAL-9/5/24 For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610551	09/05/2024	8714	SCHOOL SPECIALTY LLC	A 2110.450-04-0300	250069	206.47	206.47
				A 2110.450-04-1100	250447	639.64	639.64
				A 2110.450-04-0300	250069	13.85	13.85
				Check Total:		859.96	
610552	09/05/2024	1858	SENECA FALLS SCHOOL LUNCH PROG	A 1240.400-00-0000		115.44	
				Check Total:		115.44	
610553	09/05/2024	2146	THE LIBRARY STORE INC	A 2610.450-02-0000	250196	185.58	185.58
				Check Total:		185.58	
610554	09/05/2024	8393	UNITED SUPPLY CORP	A 2250.450-02-0000	250150	59.83	59.83
				Check Total:		59.83	
610555	09/05/2024	2276	VASCO BRANDS INC	A 1620.450-00-0000	250250	144.53	144.53
				Check Total:		144.53	

SENECA FALLS CSD



Check Warrant Report For A - 18: GENERAL-9/5/24 For Dates 9/1/2024 - 9/30/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 33						Warrant Total:	36,174.57
						Vendor Portion:	36,174.57

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

9-6-24

Cathy Rose

Date

Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For A - 19: GENERAL-9/12/24 For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610556	09/12/2024	30	ADVANTAGE AUTO STORES	A 5510.450-00-0000	250275	128.65	128.65
						Check Total:	128.65
610557	09/12/2024	6240	JORDAN ANGIE	A 2855.400-00-1500		121.70	
						Check Total:	121.70
610558	09/12/2024	3632	JANET BRISTOL	A 2855.400-00-1500		103.70	
						Check Total:	103.70
				A 2855.400-00-1500		95.55	
						Check Total:	199.25
610559	09/12/2024	8883	BUELL FUEL LLC	A 5510.450-00-5710	250263	1,379.80	1,379.80
						Check Total:	1,379.80
610560	09/12/2024	6485	GEOFF CARVEY	A 2855.400-00-1500		103.70	
						Check Total:	103.70
610561	09/12/2024	1199	CDW GOVERNMENT INC.	A 2630.450-00-0000	250464	95.00	95.00
						Check Total:	95.00
				A 2630.450-00-0000	250499	1,171.00	1,171.00
						Check Total:	1,171.00
				A 2630.460-00-0000	250320	800.00	800.00
						Check Total:	800.00
				A 2630.450-00-0000	250499	285.00	285.00
						Check Total:	2,351.00
610562	09/12/2024	6488	CINTAS CORPORATION #2	A 5510.400-00-0000	250265	177.87	177.87
						Check Total:	177.87
610563	09/12/2024	8796	DAYFERTS TRUCK & AUTO REPAIR INC	A 5510.400-00-0000	250484	2,747.37	2,747.37
						Check Total:	2,747.37
610564	09/12/2024	5230	DISCOUNT SCHOOL SUPPLY	A 2110.450-02-0010	250215	25.89	25.89
						Check Total:	25.89
				A 2110.450-02-0010	250215	0.00	
						Check Total:	25.89
610565	09/12/2024	7633	ECONOMY PRODUCTS & SOLUTIONS				

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SEP 18 2024

DISTRICT OFFICE

SENECA FALLS CSD

Check Warrant Report For A - 19: GENERAL-9/12/24 For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				SOLUTIONS			
				A 1620.450-00-0000	250253	2,263.08	2,263.08
				Check Total:		2,263.08	
610566	09/12/2024	3238	EMPIRE NATURAL GAS CORP	A 1620.400-04-4020	250340	33.04	33.04
				A 1620.400-05-4020	250340	27.03	27.03
				Check Total:		60.07	
610567	09/12/2024	7012	ENERGY CO-OP OF AMERICA, INC.	A 1620.400-07-4030	250338	44.70	44.70
				A 5530.400-00-4030	250338	1,325.59	1,325.59
				Check Total:		1,370.29	
610568	09/12/2024	5406	ERIC ARMIN INC	A 2110.450-01-0003	250210	31.64	31.64
				A 2110.450-01-0003	250212	46.42	46.42
				Check Total:		78.06	
610569	09/12/2024	660	FERRARA LUMBER	A 1621.450-00-0000	250254	5.49	5.49
				A 1621.450-00-0000	250254	7.19	7.19
				A 1621.450-00-0000	250254	11.36	11.36
				A 1621.450-00-0000	250254	29.46	29.46
				A 1621.450-00-0000	250254	23.17	23.17
				Check Total:		76.67	
610570	09/12/2024	4593	FINGER LAKES / CASTLE	A 5510.450-00-0000	250276	74.75	74.75
				Check Total:		74.75	
610571	09/12/2024	8958	RYAN FISCHER	A 2855.400-00-1500		91.40	
				A 2855.400-00-1500		105.00	
				Check Total:		196.40	
610572	09/12/2024	5435	FLEETPRIDE, INC.	A 5510.450-00-0000	250435	807.12	807.12
				Check Total:		807.12	
610573	09/12/2024	805	GRAINGER				

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SEP 18 2024

DISTRICT OFFICE

SENECA FALLS CSD

Check Warrant Report For A - 19: GENERAL-9/12/24 For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1621.450-00-0000	250236	19.45	19.45
					Check Total:	19.45	
610574	09/12/2024	806	GRASSLAND EQUIP. & IRRIGATION	A 1621.450-00-0000	250510	363.39	363.39
					Check Total:	363.39	
610575	09/12/2024	7395	DAVID HARTNEY	A 2855.400-00-1500		103.70	
					Check Total:	103.70	
610576	09/12/2024	5593	STEVEN HILFIKER	A 2855.400-00-1500		91.40	
				A 2855.400-00-1500		119.00	
					Check Total:	210.40	
610577	09/12/2024	8133	LANDPRO EQUIPMENT LLC	A 1621.450-00-0000	250241	565.14	565.14
					Check Total:	565.14	
610578	09/12/2024	8591	LANGUAGE LINE SERVICES	A 2250.400-00-0000	250463	27.20	27.20
					Check Total:	27.20	
610579	09/12/2024	4009	LEONARD BUS SALES, INC.	A 5510.450-00-0000	250266	1,652.58	1,652.58
					Check Total:	1,652.58	
610580	09/12/2024	9047	DENISE LORENZETTI	A 1010.400-00-0000	250308	298.00	298.00
				A 1010.400-00-0000	250308	105.00	105.00
					Check Total:	403.00	
610581	09/12/2024	3103	MATRIX COMMUNICATIONS	A 1621.400-00-0000	250244	131.25	131.25
					Check Total:	131.25	
610582	09/12/2024	1269	MC QUAID JESUIT HIGH SCHOOL	A 2855.400-00-0000	250497	70.00	70.00
				A 2855.400-00-0000	250497	70.00	70.00
				A 2855.400-00-0000	250497	30.00	30.00
					Check Total:	170.00	

SENECA FALLS CSD

Check Warrant Report For A - 19: GENERAL-9/12/24 For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610583	09/12/2024	4377	MIDWEST TECHNOLOGY PRODUCTS	A 2110.450-04-0400	250216	197.70	197.70
				A 2110.450-05-0400	250219	709.89	709.89
				Check Total:		907.59	
610584	09/12/2024	4662	MUSIC & ARTS CENTERS	A 2110.450-04-0900	250478	141.60	141.60
				Check Total:		141.60	
610585	09/12/2024	1356	NASCO	A 2110.450-02-0400	250184	104.76	104.76
				A 2110.450-04-0400	250190	399.75	399.75
				A 2110.450-04-0400	250187	111.80	111.80
				A 2110.450-04-0400	250190	20.80	20.80
				Check Total:		637.11	
610586	09/12/2024	6951	NOCO ENERGY CORP.-FUELS	A 5510.450-00-5720	250264	816.21	816.21
				A 5510.450-00-5720	250264	0.27	0.27
				Check Total:		816.48	
610587	09/12/2024	1459	NYS ELECTRIC & GAS	A 1620.400-07-4030	250337	109.63	109.63
				A 1620.400-04-4020	250339	255.82	255.82
				A 5530.400-00-4030	250337	1,361.58	1,361.58
				A 1620.400-05-4020	250339	209.31	209.31
				A 1620.400-07-4020	250339	34.17	34.17
				A 5530.400-00-4020	250339	0.00	0.00
				Check Total:		1,970.51	
610588	09/12/2024	4207	ON-SITE TESTING SERVICES INC	A 5510.400-00-0000	250469	95.00	95.00
				Check Total:		95.00	
610589	09/12/2024	5084	REGIONAL DISTRIBUTORS INC	A 1620.450-00-0000	250258	859.03	859.03
				A 1620.450-00-0000	250258	56.10	0.00
				A 1620.450-00-0000	250258	-56.10	0.00

SENECA FALLS CSD

Check Warrant Report For A - 19: GENERAL-9/12/24 For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
						Check Total:	859.03
610590	09/12/2024	1726	REGIONAL INTERNATIONAL - HENRIETTA	A 5510.450-00-0000	250267	15.50	15.50
						Check Total:	15.50
610591	09/12/2024	8714	SCHOOL SPECIALTY LLC	A 2250.450-02-0000	250033	178.09	178.09
				A 2110.450-04-1100	250078	3.33	3.33
				A 2110.450-04-0000	250061	65.55	65.55
				A 2110.450-01-0003	250003	173.19	173.19
				A 2110.450-01-0003	250483	229.85	229.85
				A 2110.450-01-0000	250443	72.74	72.74
				A 2110.450-02-0010	250037	271.11	271.11
				A 2250.450-02-0000	250033	20.74	20.74
				A 2110.450-04-1100	250078	183.67	183.67
						Check Total:	1,198.27
610592	09/12/2024	1900	SENECA COUNTY SELF INSURANCE	A 9040.800-00-0000		11,206.71	
				A 9040.800-00-0000	250360	174,044.06	174,044.06
						Check Total:	185,250.77
610593	09/12/2024	3020	SENECA FALLS COUNTRY CLUB	A 2855.450-00-0000	250518	468.00	468.00
						Check Total:	468.00
610594	09/12/2024	4201	SENECA FALLS LIBRARY	A 631		183,500.00	
						Check Total:	183,500.00
610595	09/12/2024	8829	STEVE SHANNON TIRE CO INC	A 5510.450-00-5750	250521	403.98	403.98
						Check Total:	403.98
610596	09/12/2024	6289	SURVEILLANCE247 LLC	A 5510.400-00-0000	250270	4,320.00	4,320.00
						Check Total:	4,320.00
610597	09/12/2024	10812	THE GOOD AND THE BEAUTIFUL LLC				

SENECA FALLS CSD



Check Warrant Report For A - 19: GENERAL-9/12/24 For Dates 9/1/2024 - 9/30/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2110.480-10-0000	250457	140.91	140.91
					Check Total:	140.91	
610598	09/12/2024	8393	UNITED SUPPLY CORP	A 2110.450-05-0400	250119	111.07	111.07
				A 2110.450-04-0400	250120	131.68	131.68
				A 2110.450-05-0400	250173	226.88	226.88
				A 2110.450-04-0400	250120	6.26	6.26
					Check Total:	475.89	
610599	09/12/2024	3624	VERIZON WIRELESS	A 2630.400-00-0000	250471	45.31	45.31
					Check Total:	45.31	
610600	09/12/2024	4172	WEST FIRE SYSTEMS INC	A 1620.400-00-0000	250251	1,296.00	1,296.00
				A 1620.400-00-0000	250251	1,200.00	1,200.00
					Check Total:	2,496.00	
610601	09/12/2024	2392	WILSON PRESS	A 2110.450-00-0000	250440	2,145.00	2,145.00
				A 2110.450-00-0000	250494	861.00	861.00
				A 1480.400-00-0000	250359	280.00	280.00
				A 1670.400-00-0000	250359	585.24	585.24
					Check Total:	3,871.24	
610602	09/12/2024	2609	BRIAN YOUNGLOVE	A 2855.400-00-1500		103.70	
				A 2855.400-00-1500		95.55	
					Check Total:	199.25	

SENECA FALLS CSD



Check Warrant Report For A - 19: GENERAL-9/12/24 For Dates 9/1/2024 - 9/30/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 47						Warrant Total:	403,620.22
						Vendor Portion:	403,620.22

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

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9-13-24

Cathy Rose

Date

Auditor's Signature

Title

SENECA FALLS CSD



Check Warrant Report For C - 6: CAFETERIA-8/29/24 For Dates 8/1/2024 - 8/31/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
207493	08/29/2024	6760	STEPHANIE LYON-LAWRENCE	C 2860.400-00-0000	250388	1,345.17	1,345.17
				C 2860.400-00-0000	250388	0.00	
					Check Total:	1,345.17	
207494	08/29/2024	10799	PENSKE TRUCK LEASING CO, LP	C 2860.200-00-0000	250387	3,326.72	4,000.00
					Check Total:	3,326.72	
207495	08/29/2024	2344	WAYNE-FINGER LAKES BOCES	C 2860.490-00-0000	250502	9,660.80	9,660.80
				C 2860.490-00-0000	250502	0.00	
					Check Total:	9,660.80	
					Warrant Total:	14,332.69	
					Vendor Portion:	14,332.69	

Number of Transactions: 3

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

RECEIVED
SEP 09 2024
DISTRICT OFFICE

Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-30-24 Cathy Rose
Date Auditor's Signature Title

SENECA FALLS CSD

Check Warrant Report For C - 7: CAFETERIA-9/5/24 For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
207496	09/05/2024	4017	BIMBO FOODS, INC.	C 2860.450-00-0000	250489	327.68	327.68
					Check Total:	327.68	
207497	09/05/2024	9365	FSDS	C 2860.400-00-0000	240972	365.00	365.00
					Check Total:	365.00	
207498	09/05/2024	7916	RON GREEN	C 2860.450-00-4520	250505	330.00	330.00
					Check Total:	330.00	
207499	09/05/2024	5084	REGIONAL DISTRIBUTORS INC	C 2860.450-00-4520	250504	986.80	986.80
					Check Total:	986.80	
207500	09/05/2024	2253	UPSTATE NIAGARA COOPERATIVE, INC	C 2860.450-00-SUPP	250491	138.11	138.11
				C 2860.450-00-SUPP	250491	256.95	256.95
				C 2860.450-00-SUPP	250491	224.84	224.84
				C 2860.450-00-SUPP	250491	156.11	156.11
					Check Total:	776.01	
207501	09/05/2024	2257	US FOOD INC.	C 2860.450-00-0000	250486	2,858.69	2,858.69
					Check Total:	2,858.69	

SENECA FALLS CSD



Check Warrant Report For C - 7: CAFETERIA-9/5/24 For Dates 9/1/2024 - 9/30/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 6					Warrant Total:	5,644.18	
					Vendor Portion:	5,644.18	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

9-6-24

Date

Cathy Rose

Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For CM - 1: SPECIAL REVENUE AWARDS-8/29/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
12235	08/26/2024	10745	**VOID** SHELL EVAN	CM 2989.400-00-0000		-250.00	
						Check Total:	-250.00
Number of Transactions: 1						Warrant Total:	-250.00
						Vendor Portion:	-250.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-30-24 _____
Date Auditor's Signature Title

RECEIVED
SEP 09 2024
DISTRICT OFFICE

SENECA FALLS CSD

Check Warrant Report For F - 3: FEDERAL-8/8/2024 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
304068	08/08/2024	9353	ACCUTRAIN CORPORATION	FQ223 2820.460-00-00	240898	1,390.00	1,404.00
				Check Total:		1,390.00	
304069	08/08/2024	8729	AMAZON CAPITAL SERVICES INC	FQ223 2820.450-00-00	250389	1,302.18	1,302.18
				FQ223 2820.450-00-00	250389	248.43	248.43
				Check Total:		1,550.61	
304070	08/08/2024	8506	NYSSCA	FQ223 2820.400-00-00	240612	25,000.00	25,000.00
				FQ223 2820.400-00-00	240612	0.00	
				Check Total:		25,000.00	
304071	08/08/2024	3099	WAYNE FINGER LAKES BOCES	FQ223 2820.450-00-00	250390	123.02	123.02
				FQ223 2820.450-00-00	250390	0.00	
				Check Total:		123.02	

RECEIVED
 AUG 14 2024
 DISTRICT OFFICE

SENECA FALLS CSD



Check Warrant Report For F - 3: FEDERAL-8/8/2024 For Dates 8/1/2024 - 8/31/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 4						Warrant Total:	28,063.63
						Vendor Portion:	28,063.63

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-9-24

Date

Cathy Rose

Auditor's Signature

Title

SENECA FALLS CSD



Check Warrant Report For F - 6: FEDERAL-9/5/24 For Dates 9/1/2024 - 9/30/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
304075	09/05/2024	6518	TOWN OF SENECA FALLS DEPARTMENT	FN422 2110.400-00-00	250532	600.00	600.00
						Check Total:	600.00
						Warrant Total:	600.00
						Vendor Portion:	600.00

Number of Transactions: 1

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For H - 4: CAPITAL-8/29/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
102122	08/28/2024	9362	CAMPUS CONSTRUCTION MANAGEMENT	H24 2110.201-00-0000	240927	10,533.33	10,533.33
				H24 2110.201-00-0001	250394	1,396.88	1,396.88
					Check Total:	11,930.21	
102123	08/28/2024	9123	HUNT ENGINEERS, ARCHITECTS, LAND SURVEYORS & LANDSCAPE ARCHITECTS D.P.C.	H24 2110.245-00-0001	241076	1,685.53	1,685.53
				H24 2110.245-00-0000	241060	56,512.52	56,512.52
					Check Total:	58,198.05	
Number of Transactions: 2						Warrant Total:	70,128.26
						Vendor Portion:	70,128.26

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

RECEIVED

SEP 09 2024

DISTRICT OFFICE

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-30-24

Cathy Ross

Date

Auditor's Signature

Title

0100 NON-DISCRIMINATION AND EQUAL OPPORTUNITY

REQUIRED

NEW NOTE: We suggest updated language to comply with new federal requirements for website accessibility, and to refer Title IX complaints to the Title IX grievance procedure. Cross-references and legal citations are also updated.

The Board of Education, its officers and employees, will not discriminate in its programs and activities on the basis of legally protected classes, such as, but not limited to: race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, national origin, creed, religion (including religious practices), marital status, sex (including pregnancy, childbirth, or related medical condition), gender identity and expression (i.e., actual or perceived gender-related identity, appearance, behavior, expression, or other gender-related characteristic regardless of the sex assigned to that person at birth, including but not limited to the status of being transgender), age, sexual orientation, disability (physical or mental), predisposing genetic characteristic, military work or status, domestic violence victim status, or use of a guide dog, hearing dog, or service dog, as applicable. The district will provide notice of this policy in accordance with federal and state law and regulation.

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

Employees also have protections under state law against discrimination on the basis of their familial status, reproductive healthcare decisions (their own or their dependents) and certain prior criminal history.

NEW NOTE: The second sentence of the paragraph below is optional, and would require the district to follow SED guidance on transgender and gender-expansive students. This guidance offers assistance in implementing state and federal legal protections for such students, as well as in navigating classroom and administrative situations. Districts are urged to consult with their school attorney in implementing laws prohibiting discrimination on the basis of gender identity.

Specific protections for students under the Dignity for All Students Act are addressed in policy 0115, Student Bullying and Harassment Prevention and Intervention. The district will follow the guidance from the State Education Department on creating a safe, supportive, and affirming school environment for transgender and gender-expansive students.

As a condition of participation in federal meal programs, the district will post the following statement: "In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity." Discrimination complaint

information is available at <https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>.

NEW NOTE: For clearer organization, we suggest moving the following two paragraphs to here, moved up from lower down in the policy.

A finding that an individual has engaged in conduct in violation of this policy may result in disciplinary action and/or filing of a report with third parties in the manner prescribed by the district code of conduct, the law or applicable contract.

Nothing in this policy will be construed to prohibit a denial of admission into, or exclusion from, a course of instruction or activity based on a person's gender that would be permissible under the law, or to prohibit, as discrimination based on disability, actions that would be permissible under the law.

Website Accessibility

NEW NOTE: The U.S. Department of Justice issued amended regulations for website accessibility of public entities under the Americans with Disabilities Act, 28 CFR Part 35. Website content and mobile apps of local governments, including school districts, must adhere to the Web Content Accessibility Guidelines (WCAG) version 2.1, Level AA. WCAG 2.1 can be found here: <https://www.w3.org/TR/WCAG21/>.

The deadline for adhering to this standard is April 24, 2026 (for districts with a total population of at least 50,000 people), or April 26, 2027 (for districts with a total population under 50,000 people). School district population estimates are as calculated by the United States Census Bureau in the most recent Small Area Income and Poverty Estimates (located here: <https://www.census.gov/programs-surveys/saipe.html>).

While the district does not need to adopt a policy, for accountability and to aid in compliance, we recommend the text below.

~~Additionally, to promote the district website's accessibility to staff, students, and members of the community with disabilities, the district will maintain a website that is accessible (or contains accessible alternatives) on perceivability, operability and understandability principles. The district's Director of Technology is responsible for considering the following when developing or updating the district website:~~

- ~~● Adding the text equivalent to every image;~~
- ~~● Posting documents in a text-based format such as HTML or RTF in addition to PDFs;~~
- ~~● Avoiding dictating colors and font settings;~~
- ~~● Including audio descriptions and captions to videos;~~
- ~~● Identifying other barriers to access; and~~
- ~~● Making other considerations when developing the district's website.~~

To promote the accessibility of the district's website and social media to persons with disabilities, and as required by federal regulations implementing the Americans With Disabilities Act, the district's website content and mobile apps will conform to the WCAG 2.1 Level AA standard for accessibility on or after April 26, 2027. If a technical or legal limitation prevents accessibility, conforming alternate versions of web content may be used.

Exceptions to this requirement are outlined in federal regulations 28 CFR Part 35, and includes certain archived web content, certain preexisting electronic documents, certain third-party content, individualized secured electronic documents, and preexisting social media posts). The district's Administrator of Business and Operations is responsible for addressing the accessibility of the district's website content and mobile apps.

The Board of Education, its officers and employees shall not discriminate against students on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, political affiliation, sex; sexual orientation, or gender (including gender identity and expression).

~~A finding that an individual has engaged in conduct in violation of this policy may result in disciplinary action and/or filing of a report with third parties in the manner prescribed by the District Code of Conduct, the law or applicable contract.~~

~~Nothing in this policy will be construed to prohibit a denial of admission into, or exclusion from, a course of instruction or activity based on a person's gender that would be permissible under the law, or to prohibit, as discrimination based on disability, actions that would be permissible under the law.~~

Annual Notification

At the beginning of each school year, the district will publish a notice of the established grievance procedures for resolving complaints of discrimination to parents/guardians, employees, students and the community. The public notice will:

- inform parents, employees, students and the community that education programs, including but not limited to vocational programs, are offered without regard to actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex; sexual orientation, or gender (including gender identity and expression);
- provide the name, address and telephone number of the person designated to coordinate activities concerning discrimination; and
- be included in announcements, bulletins, catalogues, and applications made available by the district.

Complaints of sex discrimination and sex-based harassment are addressed by the district's Title IX grievance procedure, and will also be addressed by other district policies if the conduct is not a violation of Title IX. Complaints All complaints of discrimination and harassment made by employees and applicants are also addressed by the process outlined in policy 0110.2, Sexual Harassment in the Workplace. Complaints of discrimination and harassment by students are addressed by the process outlined in policy 0115, Student Bullying and Harassment Prevention and Intervention.

All complainants and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

The Board authorizes the Superintendent of Schools to establish such rules, regulations and procedures necessary to implement and maintain this policy.

Cross-ref:

0110.2, Sexual Harassment in the Workplace
[0111, Sex Discrimination and Sex-Based Harassment Under Title IX](#)
[0115, Student Bullying and Harassment Prevention and Intervention](#)
5030, Student Complaints and Grievances
5300, Code of Conduct
9140.1, Staff Complaints and Grievances

Ref:

Age Discrimination in Employment Act of 1967 [29 U.S.C. §§621](#) *et seq.*
Americans with Disabilities Act, [42 U.S.C. §§12101](#) *et seq.*
Title VI, Civil Rights Act of 1964, [42 U.S.C. §§2000d](#) *et seq.* (nondiscrimination based on race, color, and national origin in federally assisted programs)
Title VII, Civil Rights Act of 1964, [42 U.S.C. §§2000e](#) *et seq.* (nondiscrimination based on race, color, and national origin in employment)
Title IX, Education Amendments of 1972, [20 U.S.C. §§1681](#) *et seq.* (nondiscrimination based on sex)
§504, Rehabilitation Act of 1973, [29 U.S.C. §794](#)
Individuals with Disabilities Education Law, [20 U.S.C. §§1400](#) *et seq.*
Genetic Information Nondiscrimination Act of 2008 [P.L. 110-233](#)
[34 C.F.R. §§ 100.6; 104.8; 106.9; 110.25](#)
[Executive Law §§290](#) *et seq.* (New York State Human Rights Law)
[Education Law §§10-18](#) (The Dignity for All Students Act)
[Education Law §§313\(3\); 3201; 3201-a](#)

~~ADA Best Practices Tool Kit for State and Local Governments, Website Accessibility Under Title II of the ADA (see Chapter 5 and Chapter 5 Addendum checklist),~~
www.ada.gov/pcatoolkit/toolkitmain.htm

Creating a Safe, Supportive, and Affirming School Environment for Transgender and Gender Expansive Students: 2023 Legal Update and Best Practices,
<https://www.nysed.gov/sites/default/files/programs/student-support-services/creating-a-safe-supportive-and-affirming-school-environment-for-transgender-and-gender-expansive-students.pdf>

Adoption date: 07/12/2018

Revised: 10/21/2021

Revised: 10/12/2023

Revised:

Seneca Falls Central School District

0110 SEXUAL HARASSMENT

Required

NEW NOTE: If your district has adopted this policy 0110 as an introductory statement against sexual harassment, minor changes are suggested to the cross-referenced policies.

Sexual harassment is against federal and state law. The Board is committed to maintaining an educational and working environment free from such harassment, and therefore prohibits sexual harassment of students and employees in the district. The district will establish detailed policies and regulations for both students and employees which address definitions, protections, prohibited behavior (including retaliation), prevention activities, training/education, complaint reporting, investigations, and consequences.

Cross-ref:

0110.1, Sexual Harassment of Students

0110.2, Sexual Harassment of Employees

[0111, Sex Discrimination and Sex-Based Harassment Under Title IX](#)

[0115, Student Bullying and Harassment Prevention and Intervention](#)

Ref:

Education Amendments of 1972, Title IX, [20 U.S.C. §1681](#) et seq.; [34 CFR 106](#) et seq.

Title VII of Civil Rights Act (1964), [42 U.S.C. §2000-e](#); [34 CFR §100](#) et seq.

[Education Law §§10-18](#) (Dignity for All Students Act)

[Executive Law §296-d](#) (prohibition of sexual harassment of employees and non-employees)

[Labor Law §201-g](#) (required workplace sexual harassment policy and training)

[Civil Practice Law and Rules §§5003-b](#) (nondisclosure agreements optional); [7515](#) (mandatory arbitration prohibited)

[General Obligations Law §5-336](#) (nondisclosure agreements optional)

[Davis v. Monroe County Board of Education](#), 526 U.S. 629, 652 (1999)

[Gebser v. Lago Vista Independent School District](#), 524 U.S. 274 (1998)

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998)

[Burlington Industries v. Ellerth](#), 524 U.S. 742 (1998)

[Oncale v. Sundowner Offshore Services, Inc.](#), 523 U.S. 75 (1998)

[Franklin v. Gwinnett County Public Schools](#), 503 U.S. 60 (1992)

[Meritor Savings Bank, FSB v. Vinson](#), 477 U.S. 57 (1986)

[Cannon v. University of Chicago](#), 441 U.S. 677 (1979)

Office for Civil Rights Revised Sexual Harassment Guidance (January 19, 2001)

Office for Civil Rights, Dear Colleague Letter: Sexual Harassment Issues (2006)

Office for Civil Rights, Dear Colleague Letter: Bullying (October 26, 2010)

Adoption date: 07/12/2018

Revised: 06/10/2021

Revised:

Seneca Falls Central School District

0110.2 SEXUAL HARASSMENT IN THE WORKPLACE

Required

NEW NOTE: We suggest changes to this policy to refer to Title IX grievance procedures. Because of the different definitions and legal standards for sexual harassment under Title IX and in state law for workplaces, we recommend reviewing all complaints of sexual harassment via the Title IX complaint procedure as well as this policy. New text is underlined below.

Purpose and Goals

The Seneca Falls Central School District (“the district”) is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the district recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, religion, citizenship/immigration status, military status, disability, pre-disposing genetic characteristics, familial status (including pregnancy, childbirth, or related medical condition), marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual’s race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual’s intersecting identities, and provide the tools to take action when it occurs. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of the district’s commitment to a discrimination-free work environment.

Goals of this Policy

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with the district. Employees can also file a complaint with a government agency or in court under federal, state, or local anti-discrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

NEW NOTE: The paragraph below addresses Title IX reporting.

The district is also required under the federal Title IX law and its implementing regulations to adopt a grievance procedure for addressing complaints of sex discrimination and sex-based harassment. The Title IX regulations contain a definition of sex discrimination and sex-based harassment, and a standard under which complaints must be assessed, that is different from the one in state law and this policy. The district is required to address complaints that might constitute sex discrimination and sex-based harassment prohibited under Title IX pursuant to its grievance procedure. Because of this, any complaint of sexual harassment under this policy (covered by state law) should also be reviewed under the district's Title IX grievance procedure, either prior to or in tandem with this policy. See policy 0111 and regulation 0111-R.

Sexual Harassment and Discrimination Prevention Policy

- The district's policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals including anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the district. These individuals 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 through a contract with the district. For the remainder of this policy, we will use the term "covered individual" to refer to these individuals who are not direct employees of the company.
- Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
- Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of the district who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor, administrator, or Superintendent. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.
- Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject the district to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability, and employers or supervisors who fail to report or act on harassment may be liable for aiding and

abetting such behavior. Employees at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.

- The district will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever administration receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The district will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, the district will act as required. In addition to any required discipline, the district will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.
- All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their supervisors and administration may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency. Administrators and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Superintendent.]. This person must also notify the Title IX Coordinator to determine whether a Title IX complaint is warranted. If this person is also designated as the Title IX Coordinator, they must determine whether to proceed under Title IX either instead of or in addition to this policy.
- This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that 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 is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes; gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common

ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the district's policy. The intent of the behavior for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a hostile work environment include, but are 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, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee'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 or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by 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. This list is just a sample of behaviors and should not be considered exhaustive. Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- 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; or
 - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, 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;
 - Subtle or obvious pressure for unwelcome sexual activities; or
 - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- 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;
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, 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, or name-calling;
 - Intentional misuse of an individual's preferred pronouns; or
 - Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. Harassers can be anyone in the workplace. A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, student, volunteer, parent, community member, board member, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

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 or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example,

threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

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 or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; 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. Intentionally false or malicious complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant.

Reporting Sexual Harassment

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, administrator or superintendent. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, administrator or superintendent.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may

use the complaint form and should note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All employees in a supervisory role have a responsibility to prevent sexual harassment and discrimination. All administrators and supervisors who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to the superintendent. Administrators and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Administrators and supervisors can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Administrators and supervisors can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Administrators and supervisors will also be subject to discipline for engaging in any retaliation.

While administrators and supervisors have a responsibility to report harassment and discrimination, administrators and supervisors must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Administrators and supervisors must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. An administrator or supervisor that is a bystander to harassment is required to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

- A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
- A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
- A bystander can record or take notes on the harassment incident to benefit a future investigation;

- A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
- If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. An administrator or supervisor that is a bystander to harassment is required to report it.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The district will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

The district recognizes that participating in a harassment investigation can be uncomfortable and has the potential to re-traumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the Title IX Compliant Officer(s):

- Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If the complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, the Title IX Compliant Officers will prepare a complaint form or equivalent documentation based on the verbal reporting;
- Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The Title IX Compliant Officer(s) will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
- Will seek to interview all parties involved, including any relevant witnesses;
- Will 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 any prior relevant incidents disclosed in the investigation, reported or unreported; and
- The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Will keep the written documentation and associated documents in a secure and confidential location;
- Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
- Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

The district will retain the written documentation described above for a period of three years.

Appeals

Either party who is not satisfied with the outcome of the investigation may appeal to the Superintendent by submitting a written request within 15 calendar days of receiving notification of the outcome. The Superintendent will review the documentation from the initial complaint and will hold an informal hearing within 15 calendar days of the receipt of the appeal, where all involved parties may appear. The Superintendent will make a determination in writing within 15 calendar days of the hearing and notify the complainant and alleged harasser in writing of the determination, or that additional time is needed to complete the appeal.

If the Superintendent is the subject of the complaint, the appeal must be filed with the Board President, who will refer the complaint to a trained investigator not employed by the district.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the district, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals 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 also seek the legal advice of an attorney.

New York State Division of Human Rights

The New York State Human Rights Law (HRL), [N.Y. Executive Law, art. 15, § 290](#) *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time within three years of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, 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 the district does not extend your time to file with DHR or in court. The three years are counted from the 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 receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive 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.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at 1(800) HARASS3 for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, [42 U.S.C. § 2000e et seq.](#) An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of 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. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, 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 the New York State Division of Human Rights, DHR will automatically 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 or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st 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. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Contact the District's Title IX Coordinator

NEW NOTE: The paragraph below addresses Title IX reporting.

The district is required to address instances of sex discrimination and sex-based harassment which could be prohibited under Title IX and its regulations. Employees are encouraged to contact the district's Title IX Coordinator with complaints of sex discrimination and sex-based harassment.

Notice and Training

The district will provide all existing employees with either a paper or electronic copy of the district's sexual harassment policy and regulation, and will provide the same to new employees before the employee starts their job. These materials will be provided in English and in an employee's primary language, for those languages for which the NYS Department of Labor has provided a translated template policy.

All new employees will receive training on this policy and regulation at new employee orientation or as soon as possible after starting their job, unless they can demonstrate that they have received equivalent training within the past year from a previous employer. All

other employees will be provided training at least once a year regarding this policy and the district's commitment to a harassment-free working environment. Principals and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment will receive yearly training on this policy, regulation and related legal developments. Training will be provided in English and in an employee's primary language, for those languages for which the NYS Department of Labor has provided translated model training.

Annual employee training programs will be interactive and include: (i) an explanation of sexual harassment consistent with guidance issued by the NYS Department of Labor and the NYS Division of Human Rights; (ii) examples of conduct that is unlawful sexual harassment; (iii) information on federal and state laws about sexual harassment and remedies available to victims of sexual harassment; (iv) information concerning employees' right to make complaints and all available forums for investigating complaints; and (v) address the conduct and responsibilities of supervisors.

Conclusion

The policy outlined above is aimed at providing district employees and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

Cross-ref: [0111, Sex Discrimination and Sex-Based Harassment under Title IX](#)

Ref:

Title VII of Civil Rights Act (1964), [42 U.S.C. §2000-e](#); [34 CFR §100](#) *et seq.*

[Executive Law §296](#)

[Executive Law §296-d](#) (prohibition of sexual harassment of employees and non-employees)

[Labor Law §201-g](#) (required workplace sexual harassment policy and training)

Title VII of Civil Rights Act (1964), [42 U.S.C. §2000-e](#); [34 CFR §100](#) *et seq.*

[Executive Law §296-d](#) (prohibition of sexual harassment of employees and non- employees)

[Labor Law §201-g](#) (required workplace sexual harassment policy and training)

[Civil Practice Law and Rules §§5003-b](#) (nondisclosure agreements optional); [7515](#)

(mandatory arbitration prohibited)

[General Obligations Law §5-336](#) (nondisclosure agreements optional)

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998)

[Burlington Industries v. Ellerth](#), 524 U.S. 742 (1998)

[Oncale v. Sundowner Offshore Services, Inc.](#), 523 U.S. 75 (1998)

[Meritor Savings Bank, FSB v. Vinson](#), 477 U.S. 57 (1986)

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Revised:

Seneca Falls Central School District

NEW POLICY FOR THE DISTRICT

0111-SEX DISCRIMINATION AND SEX-BASED HARASSMENT UNDER TITLE IX

Required

NOTE: Under federal Title IX regulations, all recipients of Department of Education funding (including elementary and secondary school systems such as school districts and BOCES) are required to (1) adopt, publish, and implement a nondiscrimination policy, (2) publish a notice of nondiscrimination, and (3) adopt, publish and implement grievance procedures for complaints of sex discrimination, which includes sex-based harassment. This policy is designed to satisfy the first requirement, and outline the other two requirements. This policy also outlines the district's other main responsibilities under Title IX, and includes information on other related policies.

The district does not discriminate on the basis of sex, and prohibits sex discrimination in all of its education programs and activities, as required by Title IX and its regulations. Such discrimination includes sex-based harassment. This policy and related procedures apply to all students, employees, and applicants for employment.

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Title IX Coordinator

The district will designate at least one employee as Title IX Coordinator to receive complaints of sex-based discrimination and harassment, and coordinate the district's efforts to comply with Title IX and its regulations. If the district has more than one Title IX Coordinator, the district will designate one to have ultimate oversight over the district's Title IX responsibilities and ensure compliance with the law and its regulations.

Students, employees and applicants may contact the Title IX Coordinator to make complaints about sex discrimination and sex-based harassment.

Grievance Procedures

The district will adopt, publish, and implement grievance procedures, consistent with the requirements of Title IX regulations, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or are attempting to participate in the district's programs or activities, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.

Notice

The district will provide notice of nondiscrimination, this policy, and its grievance procedures, to district students, the parents/guardians/other legal representatives of

students, employees, applicants for employment, and collective bargaining units. The notice will include:

- A statement of nondiscrimination;
- A prohibition of discrimination;
- That questions about Title IX can be referred to the Title IX Coordinator, the U.S. Office of Civil Rights, or both;
- The name and contact information of the Title IX coordinator(s);
- How to locate this policy;
- The district's Title IX grievance procedure;
- How to report information about conduct that may be sex discrimination under Title IX; and
- How to make a complaint of sex discrimination under Title IX and its regulations.

The district's notice of nondiscrimination will be posted on its website and in each handbook, catalog, announcement, bulletin, and application form which are available to people who are entitled to notice, or otherwise used in connection with the recruitment of employees. However, due to the size or format of those publications, the district may instead include a statement that the district prohibits sex discrimination in its education programs and activities, that individuals may report concerns or questions to the Title IX Coordinator, and the location of the full notice on the district's website.

Employee Requirements

All employees (except those designated as "confidential" under Title IX and those who have been personally subjected to conduct which may constitute sex discrimination under Title IX) are required to notify the Title IX Coordinator if they have information about conduct that reasonably may constitute sex discrimination under Title IX and its regulations.

Supportive Measures

The district will offer supportive measures to complainants or respondents in cases alleging sex discrimination and sex-based harassment, as required by Title IX's regulations. Supportive measures may include, but are not limited to:

- Counseling;
- Extensions of deadlines and other course-related adjustments;
- Escorts while on school grounds or activities;
- Increased security and monitoring of certain areas of the district;
- Restrictions on contact applied to one or more parties;
- Leaves of absence;

- Changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and
- Training and education programs related to sex-based harassment.

Emergency Removals and Administrative Leave

The district may remove a respondent from the district's education program or activity on an emergency basis. To do so, the district must perform an individualized safety and risk analysis, determine that an imminent and serious threat to the health or safety of a complainant or any student, employee, or other person justifies removal, and provide the respondent with notice and opportunity to challenge the decision immediately following the removal. Any such removal will be in accordance with the district's responsibilities under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and state Education Law section 3214.

The district may also place an employee respondent on administrative leave while the Title IX grievance process is pending. Any such leave will be in accordance with the district's responsibilities under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, state Education Law section 3020-a, and state Civil Service Law Section 75.

Pregnancy and Related Conditions

Under Title IX regulations, "pregnancy or related conditions" means:

- Pregnancy, childbirth, termination of pregnancy, or lactation;
- Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
- Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

The district will not discriminate against students, employees, or applicants for employment based on their current, potential, or past pregnancy or related conditions.

Under the Title IX regulations, the district has specific responsibilities regarding students who are pregnant or have related conditions:

NOTE: For the 5th bullet below, the Title IX regulations do not make exceptions for leaves of absence for students who are of compulsory education age. If this should occur, we advise consulting with your legal counsel.

For item 6 below, in the assessment of public comment for the Title IX regulations, the USDOE clarified that lactation spaces may be used for breastfeeding, if students are already permitted to bring their child to the district's program or activity.

- Providing the student with the contact information of the Title IX Coordinator (required of all employees who are informed by the student or their legal representative of their pregnancy or related condition);

- Informing the student (and, if applicable, their legal representative who informed the Title IX Coordinator of the pregnancy or related conditions) of their rights under the Title IX regulations and the district's nondiscrimination notice;
- Making reasonable modifications, based on the student's needs and in consultation with the student, as long as they do not fundamentally alter the district's education program or activity (including but not limited to: health or lactation breaks, absences, online/homebound instruction, time extensions, sitting/standing, access to water, counseling, physical space or supply changes, elevator access, or changes to policies, practices or procedures);
- Allowing the student to voluntarily access separate programs and activities which are comparable to those offered to students who are not pregnant or have related conditions;
- **May allow the student**, if they are over the compulsory education age, to voluntarily take a leave of absence and to be reinstated to their academic and extracurricular (if possible) status when they return.
- Providing access to a lactation space (other than a bathroom, which is clean, shielded from view, and free from intrusion from others) to express breast milk or breastfeed (if students are permitted to bring their children to the district's program or activity);
- Only requiring supporting documentation that is necessary and reasonable for the district to determine the reasonable modifications to make;
- Providing medical services comparable to what the district would provide for other temporary medical conditions; and
- Only requiring certification from a healthcare provider that the student is physically able to participate in the district's education program or activity if: (a) a certain level of physical ability or health is necessary for participation; (b) all students participating in the class, program or activity are required to provide such certification; and (c) the information is not used as a basis for prohibited discrimination.

NOTE: The Title IX regulations address workplace lactation rights. In the assessment of public comment for the Title IX regulations, the USDOE clarified that lactation spaces may be used for breastfeeding, if employees are already permitted to bring their children to the district's program or activity. Other federal and state laws offer additional protections and requirements, which are more fully covered in policy 9520.6. We suggest the following paragraph.

The Title IX regulations require the district to provide reasonable break time and access to a lactation space for employees to express breast milk or breastfeed (if employees are permitted to bring their children to the district's program or activity) as needed. Employees have specific rights to express breast milk under federal and state laws. See policy district policy 9520.6, Policy on the Rights of Employees to Express Breast Milk in the Workplace, for more information.

Training

The district will ensure that all employees receive training related to their duties under Title IX promptly upon hiring or change of position, and annually thereafter. Such training will include the district's obligation to address sex discrimination, the scope of conduct that constitutes sex discrimination and sex-based harassment, and employee notification requirements under Title IX.

Personnel in positions with additional responsibilities under Title IX will receive training specific to those responsibilities. Those positions include investigators, decisionmakers, persons who implement the district's grievance procedures or can modify or terminate supportive measures, informal resolution facilitators (if the district offers informal resolution), and Title IX Coordinator(s) and designees.

Students with Disabilities

For students with disabilities who are either a complainant or respondent for a Title IX complaint, the Title IX Coordinator will consult with members of a student's IEP or placement team to determine how to comply with the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

Recordkeeping

The district will maintain for at least seven years:

- All records documenting the information resolution or grievance procedures for all complaints of sex discrimination, and the resulting outcome;
- All records documenting the actions the district took in response to notifications received by the Title IX Coordinator about conduct that reasonably may constitute sex discrimination; and
- All materials used to provide training under Title IX, which must be made available to members of the public upon request.

Related Laws and Policies

NOTE: The information in the following paragraph is not required by the Title IX regulations, but serves to clarify that sex discrimination and sex-based harassment are also prohibited by other state laws. Conduct that is the subject of a Title IX grievance may not meet the threshold required by Title IX, but may be pursued under those policies. Additionally, the district can require that conduct that may constitute a crime must be reported to law enforcement.

Sex discrimination and sex-based harassment are also prohibited under other district policies cross-referenced below. Complaints of sex-based discrimination and harassment should be first reported to the Title IX Coordinator. If reported to another employee, that employee is required to notify the Title IX Coordinator. If the alleged conduct, even if it were true, would not meet the definition or standard of sex-based discrimination or harassment under Title IX, the district will proceed under other

applicable policies. Any information gained during a Title IX investigation can be used in the investigation of violations of other policies and subsequent imposition of discipline. The Title IX Coordinator will facilitate the transfer of information to employees designated to address violations of other policies.

Additionally, if the Title IX coordinator has a reasonable suspicion that the alleged harassment involves criminal activity, they must immediately notify the Superintendent, who will then contact appropriate law enforcement authorities.

Cross-ref: 0100, Non-Discrimination and Equal Opportunity
0110.2, Sexual Harassment in the Workplace
0115, Student Harassment and Bullying Prevention and Intervention
5300, Code of Conduct
9520.6, Policy on the Rights of Employees to Express Breast Milk in the
Workplace

Ref: 20 USC §§1681 et seq.
34 CFR Part 106

Adoption date:

NEW EXHIBIT FOR DISTRICT

0111-E. -SEX DISCRIMINATION AND SEX-BASED HARASSMENT UNDER TITLE IX EXHIBIT - DEFINITIONS

Definitions of the following terms are based on the federal regulations implementing Title IX (34 CFR §106.2):

Complainant means:

- A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
- A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the district's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination under Title IX or its regulations.

Disciplinary sanctions means consequences imposed on a respondent following a determination under Title IX that the respondent violated the district's prohibition on sex discrimination.

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.

Remedies means measures provided, as appropriate, to a complainant or any other person the district identifies as having had their equal access to the district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the district's education program or activity after the district determines that sex discrimination occurred.

Respondent means a person who is alleged to have violated the district's prohibition on sex discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the district, a student, or an employee or other person authorized by the district to provide aid, benefit, or service under the district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- Quid pro quo harassment. An employee, agent, or other person authorized by the district to provide an aid, benefit, or service under the district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
 - The type, frequency, and duration of the conduct;
 - The parties' ages, roles within the district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - The location of the conduct and the context in which the conduct occurred; and
 - Other sex-based harassment in the district's education program or activity; or
- Specific offenses.
 - Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - Dating violence meaning violence committed by a person:
 - ❖ Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ❖ Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship;
 - Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - ❖ Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the district, or a person similarly situated to a spouse of the victim;
 - ❖ Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - ❖ Shares a child in common with the victim; or

- ❖ Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - ❖ Fear for the person's safety or the safety of others; or
 - ❖ Suffer substantial emotional distress.

Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- Restore or preserve that party's access to the district's education program or activity, including measures that are designed to protect the safety of the parties or the district's educational environment; or
- Provide support during the district's grievance procedures or during an informal resolution process.

Adoption date:

0115 STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION

REQUIRED

NEW NOTE: We suggest changes to this policy to refer to Title IX grievance procedures.

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.

The Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing, intimidation and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyberbullying, which can be reasonably expected to materially and substantially interfere with a student's ability to attend and learn at school, or impinge on the rights of other students, are prohibited and may be subject to disciplinary consequences.

Definitions

Bullying

Bullying, under the amended Dignity for All Students Act, has the same meaning as harassment (see below). The accompanying regulation provides more guidance regarding the definition and characteristics of bullying to help the school community recognize the behavior.

Cyberbullying

Cyberbullying is defined as harassment (see below) through any form of electronic communication.

Discrimination

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the *Definitions* section, under Harassment, below).

Hazing

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Harassment

Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act ([§§10-18 of Education Law](#)) defines harassment as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- Race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists),
- color,
- weight,
- national origin,
- ethnic group,
- religion,
- religious practice,
- disability,
- sex,
- sexual orientation, or
- gender (including gender identity and expression).

For the purpose of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

In some instances, bullying or harassment may constitute a violation of an individual's civil rights. The district is mindful of its responsibilities under the law and in accordance with district policy regarding civil rights protections.

In order to streamline the wording of this policy and regulation the term bullying will be used throughout to encompass harassment, intimidation, cyberbullying and hazing behaviors.

Prevention

The school setting provides an opportunity to teach children, and emphasize among staff, that cooperation with and respect for others is a key district value. A program geared to prevention is designed to not only decrease incidents of bullying but to help students build more supportive relationships with one another by integrating the bullying prevention program into classroom instruction. Staff members and students will be sensitized, through district-wide professional

development and instruction, to the warning signs of bullying, as well as to their responsibility to become actively involved in the prevention of bullying before overt acts occur.

Curricular material that raises awareness and sensitivity to discrimination or harassment and civility in the relationships of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, sexes or gender expression or identities will be included in the instructional program K-12.

In order to implement this program the Board will designate at its annual organizational meeting a District Dignity for All Students Act Coordinator and School Dignity Act Coordinators (DAC). The district-wide coordinator's responsibilities are described in the accompanying regulation. The role of each DAC is to oversee and enforce this policy in the school to which they are assigned.

The District Dignity Act Coordinator and Building Dignity Act Coordinators will provide updates to the BOE on an annual basis or as requested.

Intervention

Intervention by adults and bystanders is an important step in preventing escalation and resolving issues at the earliest stages. Intervention will emphasize education and skill building.

Successful intervention may involve remediation. Remedial responses to bullying include measures designed to correct the problem behavior, prevent another occurrence of the behavior and protect the target. Remediation may be targeted to the individual(s) involved in the bullying behavior or environmental approaches, which are targeted to the school or district as a whole.

In addition, intervention will focus upon the safety of the target. Staff is expected, when aware of bullying, to report it in accordance with this policy, refer the student to designated resources for assistance, or to intervene in accordance with this policy and regulation.

Provisions for students who do not feel safe at school

The Board acknowledges that, notwithstanding actions taken by district staff, intervention may require a specific coordinated approach if the child does not feel safe at school. Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of bullying, should determine if accommodations are needed in order to help ensure the safety of the student and bring this to the attention of the Dignity Act Coordinator and/or Building Principal. The building principal, other appropriate staff, the student, and the student's parent will work together to define and implement any needed accommodations.

The district recognizes that there is a need to balance accommodations, which enhance student safety against the potential to further stigmatize the targeted student.

Therefore, each case will be handled individually. The student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to

ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

Incident Reporting and Investigation

Although it can be difficult to step forward, the district cannot effectively address bullying if incidents are not reported. Students who have been bullied, parents whose children have been bullied or other students who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. Staff who observe or learn of incident(s) of bullying are required, in accordance with State law, to make an oral report to the Superintendent, Principal, or their designee within one school day and to fill out the district reporting form within two school days. Staff who are unsure of the reporting procedure are expected to ask their supervisors how to proceed. District employees may be deemed to have permitted unlawful discrimination or harassment if they fail to report an observed incident, whether or not the target complains.

At all times, complaints will be documented, tracked and handled in accordance with the regulations and procedures accompanying this policy or, if applicable, 0100, Equal Opportunity and Nondiscrimination, or 0110, Sexual Harassment and the district's Code of Conduct. The Building Principal of each elementary and secondary school will prepare a regular report (at least once during each school year) for the Superintendent based on complaints filed.

The district is also required under the federal Title IX law and its implementing regulations to adopt a grievance procedure for addressing complaints of sex discrimination and sex-based harassment. The Title IX regulations contain a definition of sex discrimination and sex-based harassment, and a standard under which complaints must be assessed, that is different from the one in state law and this policy. The district is required to address complaints that might constitute sex discrimination and sex-based harassment prohibited under Title IX pursuant to its grievance procedure. Because of this, any complaint of sexual harassment under this policy (covered by state law) should also be reviewed under the district's Title IX grievance procedure, either prior to or in tandem with this policy. See policy 0111 and regulation 0111-R.

An equitable and thorough investigation will be carried out by Building Principal or designee in accordance with the accompanying regulation. In addition, the results of the investigation will be reported back to both the target and the accused as specified in the accompanying regulation. If either of the parties disagrees with the results of the investigation, they can appeal the findings in accordance with the regulations that accompany this policy. Verified bullying incidents that meet the criteria established by the state will be included in the statewide reporting system when applicable, in accordance with law and regulation.

The Board will receive the annual School Safety and Educational Climate (SSEC) Summary Data Collection Form, the report, as well as any other state-required report relevant to bullying violent and disruptive incidents, and the school climate, for each building and for the district as whole. Based on the review of the data, the Board may consider further action, including but not limited to modification of this policy and additional training.

Disciplinary Consequences/Remediation

While the focus of this policy is on prevention, acts of bullying may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action that is measured, balanced and age-appropriate will be taken by the administration in accordance with the district's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

Consequences for a student who commits an act of bullying will be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors, and must be consistent with the district's Code of Conduct.

Non-Retaliation

All complainants and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Training

The Board recognizes that in order to implement an effective bullying prevention and intervention program, professional development is needed. The Superintendent, the districtwide DAC and the District Professional Development Team will incorporate training to support this program in new teacher orientation and the annual professional development plan, as needed. Training opportunities will be provided for all staff, including but not limited to bus drivers, cafeteria and hall monitors and all staff who have contact with students. The DACs will be trained in accordance with state requirements and will continue their professional development so as to successfully support this policy and program.

Dissemination, Monitoring and Review

This policy, or a plain language summary, shall be published in student registration materials, student, parent and employee handbooks, and posted on the district's website. A bullying complaint form will be available on the district's website. The district will ensure that the process of reporting bullying is clearly explained to students, staff and parents on an annual basis.

Each year, as part of the annual review of the Code of Conduct, this policy will be reviewed to assess its effectiveness and compliance with state and federal law. If changes are needed, revisions will be recommended to the Board for its consideration.

The district will ensure that reporting of information to the public in conjunction with this policy will be in a manner that complies with student privacy rights under the Family Educational Rights and Privacy Act (FERPA).

Cross-ref:

0100, Equal Opportunity and Nondiscrimination
0110, Sexual Harassment

4321, Programs for Students with Disabilities
5300, Code of Conduct
5710. School Safety and Educational Climate (SSEC) Reporting
9700, Staff Development

Ref:

Dignity for All Students Act, [Education Law, §10 – 18](#)
Americans with Disabilities Act, [42 U.S.C. §12101 et seq.](#)
Title VI, Civil Rights Act of 1964, [42 U.S.C. §2000d et seq.](#)
Title VII, Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#); [34 CFR §100 et seq.](#)
Title IX, Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#)
§504, Rehabilitation Act of 1973, [29 U.S.C. §794](#)
Individuals with Disabilities Education Law, [20 U.S.C §§1400 et seq.](#)
[Executive Law §290 et seq.](#) (New York State Human Rights Law)
[Education Law §§313\(3\), 3201, 3201-a](#)
[8 NYCRR 100.2\(c\), \(l\), \(jj\), \(kk\); 119.6](#)
[Tinker v. Des Moines Independent Community School Dist.](#), 393 US 503, (1969)
[Mahanoy Area School District v. B.L.](#), 594 U.S. ___, 141 S. Ct 2038 (2021)
Pollnow v. Glennon, 594 F.Sup. 220, 224 aff'd 757 F. 2d. 496
Zeno v. Pine Plains 702 F3rd 655 (2nd Cir. 2012)
Cuff v. Valley Central School District F3rd 109 (2nd Cir 2012)
[Davis v. Monroe County Board of Education](#), 526 U.S. 629 (1999)
[Gebser v. Lago Vista Independent School District](#), 524 U.S. 274 (1998)
[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998)
[Burlington Industries v. Ellerth](#), 524 U.S. 742 (1998)
[Oncale v. Sundowner Offshore Services, Inc.](#), 523 U.S. 75 (1998)
[Franklin v. Gwinnett County Public Schools](#), 503 U.S. 60 (1992)
[Meritor Savings Bank, FSB v. Vinson](#), 477 U.S. 57 (1986)
Appeal of K.S., 43 Ed. Dept. Rep. 492
Appeal of Ravick, 40 Ed. Dept. Rep. 262
Appeal of Orman, 39 Ed. Dept. Rep. 811

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Revised:

Seneca Falls Central School District

0115-R STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION REGULATION

The Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing, intimidation and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyberbullying, which can be reasonably expected to materially and substantially interfere with a student's ability to attend and learn at school, or impinge on the rights of other students, are prohibited and may be subject to disciplinary consequences.

Definitions

Bullying

Under the amended Dignity for All Students Act bullying and harassment are equivalent and used interchangeably. In order to facilitate implementation, provide meaningful guidance and prevent behaviors from rising to a violation of law, bullying is further understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Bullying often includes the following characteristics:

- Power imbalance - occurs when a bully uses their physical or social power over a target.
- Intent to harm - the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity.
- Threat of further aggression - the bully and the target believe the bullying will continue.
- Terror - when any bullying increases, it becomes a "systematic violence or harassment used to intimidate and maintain dominance."

There are at least three kinds of bullying: verbal, physical and social/relational.

- Verbal bullying (which can be delivered orally, electronically or in writing) includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs,), anonymous notes, etc.
- Physical bullying includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, or threatening gestures.
- Social or relational bullying includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

The New York State Education Department provides further guidance on bullying and cyberbullying prevention on the following website:

http://www.p12.nysed.gov/technology/internet_safety/documents/cyberbullying.html

Discrimination

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as listed under *Harassment* as defined below).

Harassment

Harassment has been defined in various ways in federal and state law (including the penal law) and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent behaviors from escalating to violations of law and, instead, to promote a positive school environment and limit liability. The Dignity for All Students Act ([§§10-18 of Education Law](#)) defines harassment as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- Race (including traits historically associated with race, including but not limited to hair texture
- color,
- weight,
- national origin,
- ethnic group,
- religion,
- religious practice,
- disability,
- sex,
- sexual orientation, or
- gender (including gender identity and expression).
 - Gender identity is defined as one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.
 - Gender expression is defined as the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

For purposes of this definition, the term "threats, intimidation or abuse" includes verbal and non-verbal actions.

Hazing

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Prevention

Prevention is the cornerstone of the district's effort to address bullying. The components of such an effort involve the following:

- Following the principles and practices of "*Educating the Whole Child Engaging the Whole School: Guidelines and Resources for Social and Emotional Development and Learning (SEDL) in New York State* – adopted by the Board of Regents July 18, 2011," District curriculum will emphasize developing empathy, tolerance and respect for others.
- Learning about and identifying the early warning signs and precursor behaviors that may lead to bullying.
- Gathering information about bullying at school directly from students (through surveys and other mechanisms); analyzing and using the data gathered to assist in decision-making about programming and resource allocation.
- Establishing clear school wide and classroom rules about bullying consistent with the district's code of conduct.
- Training adults in the school community to respond sensitively and consistently to bullying.
- Raising awareness among adults, through training, of the school experiences of marginalized student populations (as enumerated in the *Definitions* section above), social stigma in the school environment, gender norms in the school environment, and strategies for disrupting bullying or other forms of violence.
- Providing adequate supervision, particularly in less structured areas such as in the hallways, cafeteria, school bus, locker rooms and playground.
- Raising parental awareness and involvement in the prevention program and in addressing problems.
- Using educational opportunities or curriculum, including, if applicable, the Individual Educational Program (IEP), to address the underlying causes and impact of bullying.

Building level committees will assist with the development and implementation of the prevention and intervention program, which may include the strategies listed above. Building-level committees will be appointed by the building principal and may include representation from staff, administration, students and parents associated with that building.

Role of the Dignity Act Coordinator(s) (DAC)

The Board of Education will annually appoint a staff member, who has a thorough awareness in interpersonal relations, to include protected classes (e.g. race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression), and sex), as the Dignity Act Coordinator (DAC) for each school, accountable for implementation of this policy. In addition, a district employee will also be appointed as the district-wide coordinator who will be responsible for ensuring equivalency in programming across buildings. Each building-level DAC will be responsible for coordinating and enforcing this policy and regulation in the school to which they are assigned, including but not limited to coordination of:

- the work of the building-level committees;
- professional development for staff members and,

- the complaint process, and
- management of the Dignity Act's civility curriculum components.

Incident(s) Reporting

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets and persons with knowledge of bullying report such behavior immediately to the principal, the principal's designee or the Dignity Act Coordinator as soon as possible after the incident so that it may be effectively investigated and resolved. The district will also make a bullying complaint form available on its website to facilitate reporting. The district will collect relevant data from written and verbal complaints to allow for systematic reporting.

Staff who observe or learn of incident(s) of bullying are required, in accordance with State law, to orally report it to the DAC and/or Building Principal within one school day and to fill out the district reporting form within two school days. Staff who are unsure of the reporting procedure are expected to ask their supervisors how to proceed. District employees may be deemed to have permitted unlawful discrimination or harassment if they fail to report an observed incident, whether or not the target complains

The district will thoroughly, promptly and equitably investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a thorough investigation.

In order to assist investigators, individuals should document the bullying as soon as it occurs and with as much detail as possible including: the nature of the incident(s); dates, times, places it has occurred; name of perpetrator(s); witnesses to the incident(s); and the target's response to the incident.

Confidentiality

It is district policy to respect the privacy of all parties and witnesses to bullying. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's desire for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a prompt and thorough investigation, and/or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that their name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation will inform the complainant that:

- the request may limit the district's ability to respond to the complaint;
- district policy and federal law prohibit retaliation against complainants and witnesses;
- the district will attempt to prevent any retaliation; and

- the district will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the bullying and preventing the bullying of other students.

Investigation and Resolution Procedure

A. Initial (Building-level) Procedure

Whenever a complaint of bullying is received whether verbal or written, it will be subject to a thorough preliminary review and investigation. Except in the case of severe or criminal conduct, the principal, the principal's designee or the Dignity Act Coordinator shall make all reasonable efforts to resolve complaints informally at the school level. The goal of informal procedures is to end the bullying, prevent future incidents, ensure the safety of the target and obtain a prompt and equitable resolution to a complaint.

As soon as possible, but no later than three school days following receipt of a complaint, the principal, the principal's designee or the Dignity Act Coordinator will begin an investigation of the complaint by:

- Reviewing any written documentation provided by the target(s).
- Conducting separate interviews of the target(s), alleged perpetrator(s), and witnesses, if any, and documenting the conversations.
- Providing the alleged perpetrator(s) a chance to respond and notify them that if objectionable behavior has occurred, it must cease immediately. The individual will be made aware of remediation opportunities as well as potential disciplinary consequences.
- Determining whether the complainant needs any accommodations to ensure their safety and following up periodically until the complaint has been resolved. Accommodations may include, but are not limited to:
 - A "permanent" hall pass that allows the student to visit a designated adult at any time;
 - Access to private bathroom facilities;
 - Access to private locker room facilities;
 - An escort during passing periods;
 - If the student feels unsafe in a specific class, an opportunity for individual tutoring or independent study until the case is resolved;
 - An opportunity for independent study at home with district-provided tutor until the case is resolved;
 - Permission to use personal cell phone in the event that the student feels threatened and needs immediate access to parent or guardian;
 - Assignment of a bus monitor.

The district recognizes that there is a need to balance accommodations which enhance student safety against the potential to further stigmatize the targeted student. Therefore, each case will be handled individually, and the student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to

ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

Parents of student targets and accused students should be notified within one school day of allegations that are serious or involve repeated conduct.

Where appropriate, informal methods may be used to resolve the complaint, including but not limited to:

- discussion with the accused, informing them of the district's policies and indicating that the
- behavior must stop;
- suggesting counseling, skill building activities and/or sensitivity training;
- conducting training for the department or school in which the behavior occurred, calling attention
- to the consequences of engaging in such behavior;
- requesting a letter of apology to the target;
- writing letters of caution or reprimand; and/or
- separating the parties.

Appropriate disciplinary action will be recommended and imposed in accordance with district policy, the applicable collective bargaining agreement or state law. The district will make every reasonable effort to attempt to first resolve the misconduct through non-punitive measures.

The investigator their report back to both the target and the accused, within one week notifying them in writing/e-mail, and also in person, as appropriate, regarding the outcome of the investigation and the action taken to resolve the complaint. The actions taken will be in conformance with the *Remediation/Discipline/Penalties* section of this regulation. The target will be asked to report immediately if the objectionable behavior occurs again or if the alleged perpetrator retaliates against them.

If a complaint contains evidence or allegations of serious or extreme bullying, or a civil rights violation, the complaint shall be referred promptly to the Superintendent. The complainant will also be advised of other avenues to pursue their complaint, including contact information for state and federal authorities.

In addition, where the principal, the principal's designee or the Dignity Act Coordinator has a reasonable suspicion that the alleged bullying incident involves criminal activity, they must immediately notify the Superintendent, who will then contact the school attorney, appropriate child protection and, if appropriate, law enforcement authorities.

Any party who is not satisfied with the outcome of the initial investigation may request a district-level investigation by submitting a written complaint to the Superintendent within 30 days.

B. District-level Procedure

The Superintendent or designee will promptly investigate and equitably resolve all bullying complaints that are referred to them, as well as those appealed to the Superintendent following an initial investigation. In the event the complaint involves the Superintendent, the complaint will be filed with or referred to the Board President, who will refer the complaint to an appropriate independent individual for investigation.

The district level investigation should begin as soon as possible but not later than three school days following receipt of the complaint by the Superintendent or Board President.

In conducting the formal district level investigation, the district will endeavor to use individuals who have received formal training regarding such investigations or that have previous experience investigating such complaints.

If a district level investigation results in a determination that bullying did occur, prompt corrective action will be taken to end the misbehavior in accordance with the *Remediation/Discipline/Penalties* section of this regulation.

No later than 30 days following receipt of the complaint, the Superintendent (or in cases involving the Superintendent, the Board-appointed investigator) will notify the target and alleged perpetrator, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

Any party who is not satisfied with the outcome of the district-level investigation may appeal to the Board of Education by submitting a written request to the Board President within 30 days.

C. Board-level Procedure

When a request for review by the Board has been made, the Superintendent will submit all written statements and other materials concerning the case to the President of the Board.

The Board will notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within 15 school days of the receipt of the request of the complainant.

The Board will render a decision in writing within 15 school days after the hearing has been concluded.

The district will retain documentation associated with complaints and investigations in accordance with Schedule LGS-1.

Retaliation Prohibited

Any act of retaliation against any person who opposes bullying behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified assisted, or participated in any manner in an investigation, proceeding, or hearing of a bullying complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule,

bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action up to and including suspension or termination.

Remediation/Discipline/Penalties

Any individual who violates this policy by engaging in bullying will be subject to appropriate action, which may include disciplinary action. Remedial responses to bullying include measures designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial responses may include, but are not limited to:

- Restitution and restoration;
- Peer support group;
- Corrective instruction or other relevant learning or service experience;
- Changes in class schedule;
- Supportive intervention;
- Behavioral assessment or evaluation;
- Behavioral management plan, with benchmarks that are closely monitored;
- Student counseling;
- Parent conferences; or
- Student treatment or therapy.

Environmental remediation may include, but is not limited to:

- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- Modification of schedules;
- Adjustment in hallway traffic and other student routes of travel;
- Targeted use of monitors;
- Parent education seminars/workshops;
- Peer support groups.

Disciplinary measures available to school authorities include, but are not limited to the following:

- Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the Code of Conduct and applicable law.
- Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.
- Volunteers: Penalties may range from a warning up to and including loss of volunteer capabilities.
- Vendors: Penalties may range from a warning up to and including loss of district business.
- Other individuals: Penalties may range from a warning up to and including denial of future access to school property.

Policy Dissemination

All students and employees will be informed of this policy in student and employee handbooks, on the district website and student registration materials. A poster summarizing the policy will also be posted in a prominent location at each school.

All employees will receive information about this policy and regulation at least once a year.

Principals in each school will be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures for filing a complaint and information about the impact of bullying on the target and bystanders.

Training

Training needs in support of this bullying prevention and intervention program will be reflected in the district's annual professional development plan, new teacher orientation, in curriculum and will be considered in the budget process. The DAC(s), administrative employees and other staff, such as counselors or social workers who have specific responsibilities for investigating and/or resolving complaints of bullying will receive training to support implementation of this policy, regulation and on related legal developments.

Adoption date: 07/12/2018

Revised: 10/21/2021

Revised:

Seneca Falls Central School District

NEW POLICY FOR DISTRICT

9520.6- POLICY ON THE RIGHTS OF EMPLOYEES TO EXPRESS BREAST MILK IN THE WORKPLACE

Required

NEW NOTE: Pursuant to recent changes to NY Labor Law §206-c, the state's model policy has been revised, as shown below. The most important change to the law was to specify that employees must be provided with 30 minutes of break time, which must be paid, and that employees may use existing paid break or meal time for time beyond 30 minutes. The policy was also brought more in line with the law, reflecting that employees are permitted to take such paid break time as often as is reasonably needed, instead of at least every three hours.

OLD NOTE: NY Labor Law §206-c establishes rights of employees to express breast milk in the workplace, and requires the Commissioner of Labor to develop and implement a policy regarding these rights. While employers are not required to formally adopt this policy, all employers must provide this policy to employees upon hire and annually thereafter, and to employees returning to work following the birth of a child. We therefore consider this a "Required" policy.

This is the model policy developed by the NYS Department of Labor on expressing breast milk in the workplace. We have only modified it in format to be able to be adopted and included in the district's policy manual, and added appropriate legal citations. The district is free to go above the minimum requirements. The state's model policy is posted here, along with translations in 16 languages, and other resources: <https://dol.ny.gov/expressing-breast-milk-workplace>.

Introduction and Purpose

New York State Labor Law Section 206-c gives all employees in New York the right to express breast milk in the workplace. This law applies to all public and private employers in New York State, regardless of size or the nature of their business.

The New York State Department of Labor has developed the official policy on breast milk expression in the workplace as required by the law, ensuring that all employees know their rights and all employers understand their responsibilities. This policy is the minimum required standard, but employers are encouraged to include additional accommodations tailored to their workplace.

With the information provided below, employees will learn how much time they are allowed for breast milk expression, the kind of space employers are required to provide for breast milk expression, how to notify employers about the need to express breast milk in the workplace, and how to notify the Department of Labor if these rights are not honored.

Employers are required to provide this policy in writing to all employees when they are hired and again every year after. Employers are also required to provide the policy to employees as soon as they return to work following the birth of a child.

Using Break Time for Breast Milk Expression

Employers must provide ~~reasonable unpaid~~ **thirty (30) minutes of paid** break time for their employees to express breast milk **when the employee has a reasonable need to express breast**

milk. In addition, Employees must also be permitted to use their existing paid break time or meal time to express if they need additional time for breast milk expression beyond the paid 30 minutes. This time must be provided for up to three years following childbirth. Employers must provide ~~unpaid~~ paid break time at least every three hours if requested by the as often as an employee reasonably needs to express breast milk. The number of ~~unpaid~~ paid breaks an employee will need to express breast milk is unique to each employee and employers must provide reasonable break times based on the individual. Employers are prohibited from discriminating in any way against an employee who chooses to express breast milk in the workplace.

An employee ~~must be permitted~~ employer is prohibited from requiring an employee to work before or after their normal shift to make up for any time used as ~~unpaid~~ paid break time to express breast milk, ~~as long as this time falls within the employer's normal work hours.~~ However, an employee is not required to make up their unpaid break time.

All employers must continue to follow existing federal and state laws, regulations, and guidance regarding mealtimes and paid and unpaid break time and meal times regardless of whether the employee uses such time to express breast milk. For additional information regarding what constitutes a meal period or a break period under state and federal law, please see the following resources:

- NY Department of Labor Website on Day of Rest, Break Time, and Meal Periods: dol.ny.gov/day-rest-and-meal-periods
- NY Department of Labor FAQs on Meal and Rest Periods: dol.ny.gov/system/files/documents/2021/03/meal-and-rest-periods-frequently-asked-questions.pdf
- U.S. Department of Labor FLSA FAQ on Meal and Rest Periods: dol.gov/agencies/whd/fact-sheets/22-flsa-hours-worked
- U.S. Department of Labor FLSA Fact Sheet on Compensation for Break Time to Pump Breast Milk: dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers

While an employer cannot require that an employee works while expressing breast milk, ~~nothing in Labor Law 206-c prevents~~ does not otherwise prevent an employee from voluntarily choosing to do so if they want to. Time working while expressing breast milk must be compensated.

~~Unpaid~~ Paid breaks provided for the expression of breast milk must be at least ~~twenty~~ 30 minutes. However, if the designated lactation room where such break will be taken is not close to an employee's work station, the provided break must be at least thirty minutes. An employee must be allowed to use regular break or meal time to take a longer paid break if needed. Employees may also opt to take shorter ~~unpaid~~ paid breaks.

Employees who work remotely have the same rights to paid time off for the purpose of expressing breast milk, as all other employees who perform their work in-person.

Making a Request to Express Breast Milk at Work

If an employee wants to express breast milk at work, they need to must give employers the employer reasonable advance notice, ~~generally~~ before returning to the workplace if the employee is on leave. This advance notice is to allow employers the employer time to find an appropriate location and adjust schedules if needed.

Employees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a written request to their direct supervisor or individual designated by their employer for processing requests. Employers must respond to this request for a room or other location to express breast milk in writing within five days.

Employers must notify all employees in writing through email or printed memo when a room or other location has been designated for breast milk expression.

Lactation Room Requirements

In addition to providing the necessary time during the workday, employers must provide a private room or alternative location for the purpose of breast milk expression. The space provided for breast milk expression cannot be a restroom or toilet stall.

The room or other location must:

- Be close to an employee's work area
- Provide good natural or artificial light
- Be private – both shielded from view and free from intrusion
- Have accessible, clean running water nearby
- Have an electrical outlet (if the workplace is supplied with electricity)
- Include a chair
- Provide a desk, small table, desk, counter or other flat surface

There does not need to be a separate space for every nursing employee. An employer may dedicate a single room or other location for breast milk expression. Should there be more than one employee at a time needing access to a lactation room, an employer may dedicate a centralized location to be used by all employees.

Any space provided for breast milk expression must be close to the work area of the employee(s) using the space. The space must be in walking distance, and the distance to the location should not significantly extend an employee's needed break time.

Employers located in shared work areas, such as office buildings, malls and similar spaces may work together to establish and maintain a dedicated lactation room, as long as such space(s) are a reasonable distance from the employees using the room. Each employer utilizing this common space is individually responsible for making sure the room meets the needs of their employees.

If there is not a separate room or space available for lactation, an employer may use a vacant office or other available room on a temporary basis. This room must not be accessible to the public or other employees while an employee is using it for breast milk expression.

As a last resort, an available cubicle may be used for breast milk expression. A cubicle can only be used if it is fully enclosed with a partition and is not otherwise accessible to the public or other employees while being used for breast milk expression. The cubicle walls must be at least seven feet tall to insure the employee's privacy.

To ensure privacy, if the lactation room has a window, it must be covered with a curtain, blind or other covering. In addition, the lactation space should have a door equipped with a functional

lock. If this is not possible (such as in the case of a fully enclosed cubicle), as a last resort, an employer must utilize a sign advising the space is in use and not accessible to other employees or the public.

If the workplace has a refrigerator, employers must allow employees to use it to store breast milk. However, employers are not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator in the workplace.

Employees are required to store all expressed milk in closed containers and bring milk home each evening.

The space designated for expressing breast milk must be maintained and clean at all times.

If an employer can demonstrate undue hardship in providing a space with the above requirements, the employer must still provide a room or other location - other than a restroom or toilet stall - that is in close proximity to the work area where an employee can express breast milk in privacy, that meets as many of the requirements as possible.

Undue hardship is defined in the statute as “causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer’s business.” However, an employer may not deny an employee the right to express breast milk in the workplace due to difficulty in finding a location.

New York State Department of Labor Resources

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, they should contact the New York State Department of Labor’s Division of Labor Standards. Call us at 1-888-52-LABOR, email us at LSAsk@labor.ny.gov, or visit ~~the nearest Labor Standards office~~ [our website at dol.ny.gov/breast-milk-expression-workplace](https://dol.ny.gov/breast-milk-expression-workplace) to ~~personally~~ file a complaint.

A list of our offices is available at dol.ny.gov/location/contact-division-labor-standards.

Complaints are confidential.

Federal Resources

The federal PUMP Act went into effect in 2023, expanding protections for almost all employees expressing breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information, please visit dol.gov/agencies/whd/pump-at-work.

Ref: 29 USC §218d (Breastfeeding Accommodations in the Workplace)
Labor Law §206-c

Adoption date: