

**Brewster Central School District**  
**Employee Handbook**  
**2025-2026**



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## Welcome Back Letter to Staff from the Superintendent of Schools

August 2025

Dear Brewster Family,

It's that time of year again! As the hours of sunlight decrease each day and August wraps up, we feel that familiar call to return to this special place.

It has been a busy summer on campus. Our track replacement and new turf field look absolutely stunning, and many members of the community have already gotten their 'steps in' in style. The C.V. Starr Cafetorium is progressing as planned and will continue throughout the year. The footings have been laid for what will become our state-of-the-art BHS Field House and Fitness Center, which will greatly enhance student experiences across the board. These improvements are tangible reminders that our community continually invests and believes in our students and the work that we do each day, and we thank them for the trust that they place in us.

We also welcome two new administrative team members to Brewster, and one to a new role. Mr. Dave Carpanzano has been tapped to move from his role as assistant principal at BHS to split his time as P-TECH Coordinator and WMS Assistant Principal. We are confident Dave will take this unique and special program to the next level. We welcome Mrs. Adriana MacGregor to the full-time assistant principal position at Wells. Besides having experience and expertise as a bilingual teacher and interventionist, Adriana is a Brewster alum who plays a prominent role in several community organizations. Mr. Nicholas Malley (Nikko) fills the BHS Assistant Principal position, coming to us after an accomplished career as a high school social studies teacher in lower Westchester and New Jersey. Their skill sets, energy, and drive are palpable and will ensure that our students continue to have opportunities and multiple pathways for success.

Among these shifts and activities, we remain intensely focused on our instructional core. As with any district on the move that is committed to continual improvement, we have a lot going on. With that said, we distill our instructional mission to three areas: 1) the development and refinement of a common and rigorous curriculum with a focus on disciplinary literacy practices, 2) a commitment to identifying, communicating, and reinforcing a common understanding of highly effective instructional practices, and 3) an intense focus on improving student belonging. These three constructs have been continually proven in the research literature to improve student learning outcomes across settings and demographic groups. As a result, throughout the year, you will see and hear the administrative team tie our efforts to one or more of these three core principles.

We officially begin the year this Wednesday, August 26th, with a teacher-directed day from 8:30 - 3:00. Convocation will be held Thursday, August 27th, at 8:30 on Bears (the turf) Field. A more detailed schedule is attached to this letter.

With the 250th anniversary of the American Revolution upon us, it is a time to celebrate both our great country and the central role that public education plays in our democracy. In our little corner of the world, we contribute to that ideal with the work that we do each day, which lays the foundation for student success and literally changes lives. The nobility of the good that we do in Brewster cannot be understated, and, perhaps, can best be summarized as *dynamic opportunities rooted in tradition and pride*. I am proud to continue this work with you, with perpetual gratitude for your unwavering care, dedication, and professionalism.

See you next week,

Michelle

## **Overview of the Brewster Central School District**

The Brewster Central School District is composed of four different school buildings. There is one primary school - John F. Kennedy, one intermediate school - C.V. Starr, one middle school - Henry H. Wells, and one high school - Brewster High School.

### **John F. Kennedy Elementary School**

John F. Kennedy Elementary School was erected in 1964 with 21 classrooms in the original building. In 1968, ten "open" classrooms were added as the "roundhouse". Four portable classrooms were added in 1988 to accommodate the influx of children. John F. Kennedy had served as a kindergarten through grade five facility until 1990 when the fifth grade was moved to Henry H. Wells Middle School to accommodate its growing population. With the building of C.V. Starr Intermediate School in 1998, our fourth grade vacated. Subsequently, the third grade also vacated. John F. Kennedy now houses kindergarten through second grade.

### **C.V. Starr Intermediate School**

The C. V. Starr Intermediate School was opened in January 1998. The erection of this building helped to solve some of the major overcrowding situations in the elementary schools and the middle school. When the doors were opened, 4th grade students from JFK Elementary and GSS Elementary, along with 5th grade students from the Wells Middle School were welcomed into a learning experience created exclusively for their developmental needs. During the district-wide consolidation in 2011-12, C. V. Starr incorporated the 3<sup>rd</sup> grade to create a 3-5 intermediate school.

### **Henry H. Wells Middle School**

The Henry H. Wells Middle School was the second school building known to the Brewster Central School District. Opening in 1957, it was known as Brewster High School. At that time, it housed grades 6 - 12. In 1971, when Brewster High School was opened on Foggintown Road, the existing high school was rededicated as the Henry H. Wells Middle School, serving grades 6-8. As the Brewster community continued to grow and prosper, the middle school was called upon to assist by taking the fifth graders into their midst. From September 1990 – January 1998, the Henry H. Wells Middle School served grades 5-8. With the opening of C.V. Starr Intermediate School in January 1998, the building went back to grades 6-8.

### **Brewster High School**

Brewster High School was built in 1971. It was the fourth building to be added to the Brewster Central School campus. In 1999, a major bond issue was passed by the Brewster voters allowing the high school to nearly double in size. With this new construction, the high school opened its doors to new science, math, art and music facilities.

## The Schools

### Student Time

#### **Brewster High School (9-12)**

7:45 - 2:35

Nichole Horler, Principal  
Lauren Cole, Assistant Principal  
Nicholas Malley, Assistant Principal  
50 Foggintown Rd.  
Brewster, NY 10509  
845-279-5051

#### **H.H. Wells Middle School (6-8)**

7:46 - 2:40

Carlos Rodriguez, Principal  
Adrianna MacGregor, Assistant Principal  
David Carpanzano, Assistant Principal & P-Tech Coord.  
Donna Pryce, Dean of Students  
570 Route 312  
Brewster, NY 10509  
845-279-3702

#### **C.V. Starr Intermediate School (3-5)**

8:50 - 3:30

Paul Stellacci, Principal  
Melissa Tirado, Assistant Principal  
20 Farm to Market Rd.  
Brewster, NY 10509  
845-279-4018

#### **J. F. K. Elementary School (K-2)**

9:00 - 3:40

John Conroy, Principal  
Eileen Cruz, Assistant Principal  
31 Foggintown Rd.  
Brewster, NY 10509  
845-279-2087

## **Vision:**

**We believe that a Brewster Central School District education will be appropriate, challenging, holistic and will prepare students to be successful, productive citizens who contribute to society.**

## **Mission:**

To create a culture within BCSD that embraces the whole child, challenges children's abilities, values diversity, incorporates relevant technology, and develops a Professional Learning Community that strives to rigorously evaluate its effectiveness on student learning.

## **Vision 2026**

It would be an understatement to say that the world is changing. The mission of BCSD, the unifying center of a diverse community that embraces, engages, and supports every student, is to educate, inspire, and create multiple pathways for success that fosters responsible and impactful global citizens through the use of authentic and dynamic learning experiences that instill intellectual risk-taking, critical and creative thinking, and nurtures student well-being in partnership between school, home, and the community.

To this end, through the District's Vision 2026 initiative, five areas have been identified to ensure a unified and engaged community where priorities are identified and resources are maximized in an effort to facilitate success. Such areas are noted below.

*Academic Programming:* Students will engage in relevant, meaningful and challenging academic and extracurricular programming that fosters critical and creative thinking, problem solving, collaboration, communication, perseverance, adaptability and civic responsibility.

*Community Partners:* Students will be a part of a home-school community partnership and support system that allows opportunities for attainment of academic, personal and extracurricular goals.

*Human Resources:* Students will be part of an educational system in which high-quality staff are recruited, retained and supported to further student learning and growth.

*Learning Environment:* Students will be part of a dynamic learning environment that is safe and allows for optimal learning conditions and opportunities to develop individual strengths that lead to post-secondary success.

*Student Well-Being:* Students will be part of a safe, supportive learning community exhibited by a strong sense of belonging, strong student-staff relationships, and mental, physical and social emotional well-being.

## **Role of Employees in School System**

You are an essential partner in the educational operation of the Brewster Central School District and, as such, you serve as a role model for students within the system. This is an important responsibility. Your dress and grooming should be appropriate to your position. As a district employee, you often provide the



James Treloar	Director of Technology & Innovation
Bob Valdez	Assistant Director of Technology for Network Support and Operations
Dean Berardo	Director of Physical Education, Athletics & Health
Glen Freyer	Director of Facilities II
Kenny Winch	Supervisor of Maintenance Workers (Assistant Director of Facilities)
Cathy Hancock, RD, CDN.	Director of Child Nutrition Services
Jean Dohan	Assistant Director of Food Services
Mary Smith	Supervisor of Transportation
Michele Muentener	Assistant Supervisor of Transportation

**The District Office**

30 Farm to Market Road  
 Brewster, New York 10509  
 (845) 279-8000  
 (845) 279-6921 (fax)

**Superintendent's Office**

Michelle Gosh, Ed.D.                      Superintendent of Schools                      279-8000 X6121

Lauren Zagorski-Treuel                      Secretary to the Superintendent & District Clerk                      279-8000 X6121

**Business Office**

Victor J. Karlsson                      Assistant Superintendent for Finance & Operations                      279-8000 X6117

Kathleen Keane                      Secretary to the Assistant Superintendent for Finance & Operations                      279-8000 X6117

### **Human Resources**

Stephen P. Hancock, Ed.D.	Assistant Superintendent for Human Resources	279-8000 X6125
Andrea Colombo	Secretary to the Asst. Superintendent for Human Resources (Non-Instructional Staff)	279-8000 X6114
Alisa Ferrara	Secretary to the Asst. Superintendent for Human Resources (Instructional Staff)	279-8000 X6118
Aliza Trupia	Health Insurance	279-8000 X6112
Jennie Alvarado-Gonzalez	Receptionist	279-8000 X6110

### **Curriculum, Instruction and Assessment**

Maggie Andriello	Assistant Superintendent for Curriculum, Assessment & Instruction	279-8000 X6119
Alicia Balzano	Secretary to the Assistant Superintendent for Curriculum, Assessment & Instruction	279-8000 X6122

### **Business Office Staff**

Michele Kolhossler	Senior Payroll Clerk	279-8000 X6126
Shona Beal	Senior Payroll Clerk	279-8000 X6115
Kevin Ragan	Account Clerk-Payable	279-8000 X6144
Elona Vuljevic	Account Clerk-Receivable	279-8000 X6148
Ann Marie Kovaleski	Treasurer	279-8000 X6124
Matthew Wenz	School Business Adm.	279-8000 X6123

**Technology and Innovation**

James Treloar	Director of Technology & Innovation	279-8000 X1157
Robert Valdez	Asst. Dir. of Technology and Network Support & Operations	279-8000 X1162

**Operations and Maintenance**

Glen Freyer	Director Facilities II	279-8000 X6111
Theresa Sullivan	Typist II	279-8000 X6141

**Transportation**

Mary Smith	Supervisor of Transportation	279-4700 X5011
Michele Muentener	Assistant Supervisor of Transportation	279-4700 X5012

**Special Education**

Amelia Carpanzano	Director of Pupil Personnel Services	278-8570 X1371
Amalia Berdecia	Director of Pupil Personnel Services (Secondary)	279-8570 X1369
Sarah Vazquez	Director of Pupil Personnel Services (Elementary)	279-8570 X1367
Donna Marie Morey	Student Registrar	279-8000 X6110

**Child Nutrition Services**

Cathy Hancock	Dir. of Child Nutrition Serv.	279-8000 X2124
Donna Palmiero	Sr. Clerk	279-8000 X2125

# **Laws and Regulations**

## **Acceptable Use Policies for Technology**

### **5800 COMPUTER USE IN INSTRUCTION – RESPONSIBLE USE**

The Brewster Central School District is committed to optimizing student learning and teaching. The district considers student access to digital learning resources, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and other web enabled technology in district classrooms for the purpose of advancing and promoting learning, student engagement, and teaching. Digital learning resources can provide a powerful forum for learning and the use of software applications, online databases, collaborative tools, and other web based forums can significantly enhance learning experiences and provide global communication opportunities for staff and students.

The Director of Technology and Innovation shall establish regulations governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and those regulations. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges. The Director of Technology and Innovation shall oversee the use of district computer resources. S/he will coordinate the preparation of in-service programs for the training and professional learning of district staff in computer skills, and for the incorporation of digital learning in all subject areas.

The Director of Technology and Innovation, working in conjunction with the district's purchasing agent, and the district's technology committee, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. S/he shall prepare and submit for the Superintendent's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Adopted 8/22/2000 Revised: 4/12/2016 Adopted: 5/10/2016 Revised: 8/18/20

### **5800-R COMPUTER USE IN INSTRUCTION – RESPONSIBLE USE REGULATION**

The following rules and regulations govern the use of the District's computer network system and access to the Internet.

#### **I. Administration**

- The Director of Technology and Innovation is to oversee the district's computer network.
- The Director of Technology and Innovation shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The Director of Technology and Innovation shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's networks.
- The Director of Technology and Innovation shall coordinate employee training and professional learning for proper use of the network and will ensure, through school level administrators, that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.

## II. Internet Access

- Students will be provided access: during class time, during the school day when the students are not in class, and before or after school hours.
- Faculty and staff will have the option of utilizing a device and be provided access during the school day and before or after school hours.
- Faculty, staff, and students will be provided with secure, password protected individual accounts and will be responsible for all activity on their account.
- Students may browse the World Wide Web for items related to the district's instructional goals.
- Students are encouraged to participate in all district sponsored digital learning opportunities.
- Students may construct their own digital presence using district computer resources as related to the district's instructional goals and aligned with the district's responsible use policy.
- Students will have an individual e-mail address assigned by the district. The content of any district sponsored email shall not be considered private and may be reviewed by teachers, administrators, and others with no prior notification.
- Staff members will be required to oversee the use of technologies that they assign.

## III. Responsible Use and Conduct

- Access to the district's computer network and its digital learning resources is provided solely for educational purposes and research consistent with the district's mission and goals.
- Each individual in whose name an access account is issued is responsible at all times-- during school as well as outside of school hours-- for its proper use.
- All users of the district's network and digital resources will be issued a username and password. Passwords must be safeguarded and changed periodically.
- Only those network users with written permission from the Director of Technology and Innovation may access the district's internal network from off-site (e.g., from home). The district will make reasonable efforts to provide digital learning tools to students and staff which are available anytime, anywhere and on any device for which the user has access to the Internet.
- All users of the district's network and digital resources are expected to abide by the district's code of conduct.
- Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.
- Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.
- As part of this policy, and the District's Internet Content Filtering/Safety Policy (policy 4527), the District shall also provide age-appropriate instruction regarding appropriate online behavior,

including: o Interacting with other individuals on social networking sites and in chat rooms o Cyberbullying awareness and response.

- When using personal technology in school and/or on the school's network, students shall comply with the District's policy on Student Use of Personal Technology.

Such instruction will be provided even if the District prohibits students from accessing social networking sites or chat rooms on District computers.

#### IV. Prohibited Activity and Uses Active Restriction Measures:

The District will utilize filtering software or other technologies in an effort to prevent Network users from accessing inappropriate content. Use of such software and technologies cannot, however, guarantee that all inappropriate sites will be blocked. It is not possible to list all examples of unacceptable use, but below is a list of examples of activity that is prohibited on the district's computer network. Unacceptable use of the District resources may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
- Using another user's account or password without that person's knowing consent.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive email.
- Forging or attempting to forge email messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to transmit anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct .
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for sending and/or receiving personal messages not related to the district's goals.

- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software on the district's computers and/or network without the permission of the Director of Technology and Innovation.
- Using district computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources, including bandwidth and storage.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

#### V. No Privacy Guarantee

Users of the district's computer network and equipment should not expect, nor does the district guarantee privacy for electronic mail (email) or any use of the district's computer network or digital resources. The district reserves the right to access and view any material stored on district equipment, any of its digital resources, or any material used in conjunction with the district's digital resources.

#### VI. Theft and Device Protection

Damage or loss of a device must be reported to the main office and School Resource Officer. Loss of a device as a result of theft must be reported within 24 hours of the occurrence. If insurance is purchased through the district, a police report number must be produced for the school to complete an insurance claim. When a device is reported lost or stolen, the device will be disabled rendering it unusable. If the device is not insured the student is responsible for the cost as determined by the Department of Technology and Innovation and building administration. Students are strongly encouraged to purchase insurance on a device they are issued either through the district or on their own.

#### VII. Returning Devices

Students will return any issued device when requested on a date determined by administration. If a device is not returned, Brewster Central School District may avail itself of all legal options available to it for collection of the device or, if necessary, collection of the fair market value of the device.

#### VIII. Sanctions

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges. In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity

may be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secrets. Users must respect all intellectual and property rights and laws.

#### IX. District Responsibilities

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet access, download and otherwise use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided. The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the District policy and regulation.

The Brewster Central School District (the "District") purchase technology (i.e. Chromebooks) for students to use for instructional purposes. Students are expected to properly secure, transport and protect the District device and its related hardware, software and accessories.

Revised: 5/10/2016 Revised: 1/11/2017, 10/10/2017, 2/13/2018

### **Americans with Disabilities Act**

The District complies with the Americans with Disabilities Act (ADA). The district does not discriminate against qualified individuals with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that such individual holds or desires. It is the practice of the district to hire, promote, and maintain terms, conditions, and privileges of employment in a manner which does not discriminate on the basis of qualified individual's disability.

Inquiries concerning the district's compliance with the regulations implementing the Americans with Disabilities Act should be directed to the Director of Human Resources.

### **Annual Compliance Training**

State and federal regulations require that all school district employees complete mandatory compliance training every year. Certain employee groups may need to complete additional training on topics identified to be relevant to their job responsibilities. Annually you will be notified of the specific training tutorials you need to complete and how to complete them, either online or in a small group. Such training is completed through the platform Global Compliance Training (GCN) and employees are reminded monthly in the HR newsletter that is disseminated to all employees of the District.

## **Civil Service Regulations**

All non-certified employees are governed by Putnam County Civil Service. Employees hired in provisional positions are responsible for registering for and taking all tests and examinations required for their position.

All test announcements are available through Putnam County Civil Service as follows:

**Putnam County Personnel Department**  
Donald B. Smith County Government Campus  
110 Old Route 6 – Building #3  
Carmel, NY 10512  
Tel: (845) 808-1650, Ext. 46107  
Hours: Monday through Friday  
8 A.M. – 5 P.M.  
(8 A.M. – 4 P.M. from mid-June through mid-September)

*<http://www.putnamcountyny.gov/personnel/>*

**Please note that all test announcements may not always be posted in the District.**

Employees who are appointed in competitive positions must pass their examination and score in the top three of the available and interested candidate pool in order to be permanently appointed and continue working in the position.

## **Confidential Student Records Access**

It is important that all employees recognize that all student records are confidential. The procedures for the confidentiality of student records shall be consistent with federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations. Student records, personal information, and other information can only be shared with other school officials (an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) who have a legitimate educational interest in the student in order to fulfill her or her professional responsibilities.

Please refer to Board policy 7240-R for additional information.

## **Copyrighted Materials**

All employees of the district are bound by United States federal laws, which includes copyright regulations. All employees will comply with any and all federal laws governing the use of copyrighted materials. United States code (USC), chapter 17 addresses copyright law and regulations. These regulations address when individuals have the rights to reproduce and copy materials and to perform and distribute the materials publicly. All reproduction of copyrighted material must be conducted strictly in accordance with applicable provisions of law.

## **Employee Code of Ethics**

### **BOE POLICY 6110 SCHOOL DISTRICT OFFICER AND EMPLOYEE CODE OF ETHICS**

The Board of Education recognizes that sound, ethical standards of conduct serve to increase the effectiveness of Board members and their staff, as educational leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of district goals. The Board also recognizes its obligation to set forth a code of ethics under the provisions of General Municipal Law 806-808, to adopt a code of ethics setting forth the standards of conduct required of all district officers and employees.

Therefore, every officer and employee of the district, whether paid or unpaid, including members of the Board of Education, shall adhere to the following code of conduct : This policy shall also apply to agents of the District only in relation to the selection, award or administration of a contract supported by a Federal grant award. Additionally, no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract .

1. Gifts:

An officer or employee shall not directly or indirectly solicit any gift, or accept or receive any gift, having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence them in the performance of their official duties or was intended as a reward for any official action on their part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential Information:

An officer or employee shall not disclose confidential information acquired by them in the course of their official duties or use such information to further their personal interest. In addition, they shall not disclose information regarding any matters discussed in an executive session of the Board whether such information is deemed confidential or not.

3. Representation before the Board:

4.

An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school District.

4. Representation before the Board for a Contingent Fee:

An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school District, whereby the compensation is to be dependent or contingent upon any action by the school District

with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

5. Disclosure of Interest in Matters before the Board:

A member of the Board of Education and any officer or employee of the District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest they have in such matter. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.

6. Investments in Conflict with Official Duties:

An officer or employee shall not invest, or hold any investment, directly in any financial, business, commercial or other private transaction that creates a conflict with their official duties.

7. Private Employment:

An officer or employee shall not engage in, solicit, negotiate for, or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of their official duties.

8. Future Employment:

An officer or employee shall not, after the termination of service or employment with the Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which they personally participated during the period of their service or employment, or that was under their active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the District on their own behalf, or on behalf of any member of their family arising out of any personal injury or property damage, for any lawful benefit authorized or permitted by law.

9. Legal Remedies:

District Officers, Employees, Board Members

In accordance with the Penal Law Section 60.27(5), if a District officer (district clerk, treasurer, board trustee, superintendent or central office administrator) is convicted of a violation against the District under Penal Law Article 155 relating to larceny, the courts may require an amount of restitution up to the full amount of the offense or reparation up to the full amount of the actual out-of-pocket loss suffered by the District. In addition, the District shall take necessary steps to seek restitution in the full amount.

Board Members and Employees

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Board member or employee of any claim, account, demand or suit against the Brewster Central School District, or any agency thereof on behalf of themselves or any member of their family arising out of any personal injury damage or for any lawful benefit authorized or permitted by law.

#### 10. Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the school district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of their office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the District's jurisdiction in a place conspicuous to officers and employees.

#### 11. Annual Filing

Each member of the Board of Education and each administrative employee shall annually acknowledge in writing that they have read Policy 6110, School District Officer and Employee Code of Ethics, that they understand its provisions, and shall certify that they are in compliance with the policy and disclose exceptions, if any. The Superintendent of Schools shall be responsible for the issuance and content of the annual filing.

#### 12. Penalties

In addition to any penalty contained in any other provision of law, person(s) who knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Adopted: 5/26/09

Revised: 3/12/24

### **Equal Opportunity Employer**

The Brewster Central School District does not discriminate on the basis of gender, race, color, national origin, age or disability in its employment, admissions practices, vocational education opportunities, or access to and treatment in programs and activities in accordance with the Title IX and Section 504 of the Rehabilitation Act of 1973.

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

### **BOE POLICY 8130 EQUAL EDUCATIONAL OPPORTUNITIES**

The District provides equal opportunity for students and does not discriminate against any student enrolled in (or any candidate for admission to) its programs and activities on the basis of actual or perceived race, color, national origin, sex, disability, or age. Further, the District does not discriminate on the basis of weight, ethnic group, religion, religious practice, sexual orientation, gender, or any other basis prohibited by state or federal non-discrimination laws, and provides equal access to its facilities to other designated youth groups.

Additionally, the District does not discriminate on the basis of sex and prohibits sex discrimination in any of its education programs and activities, as required by Title IX, including in admission and employment.

## **Investigation of Complaints and Grievances**

The District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of discrimination and will promptly take appropriate action to protect individuals from further discrimination. All complaints will be handled in a manner consistent with the District's policies, procedures, and/or regulations regarding the investigation of discrimination and harassment complaints, including Policy #3420 -- Non-Discrimination and Anti-Harassment in the District and Policy #3421--Title IX and Sex Discrimination.

Additional information regarding the District's discrimination and harassment complaint and grievance procedures, including, but not limited to, the designation of the Civil Rights Compliance Officer (CRCO), knowingly making false accusations, and possible corrective actions, can be found in Policy #3420 -- Non-Discrimination and Anti-Harassment in the District and Policy #3421--Title IX and Sex Discrimination.

Revised: July 2, 2024

## **Prohibition of Retaliatory Behavior**

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination. Complaints of retaliation may be directed to the CRCO. In the event the CRCO is the alleged offender, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity, or to the Superintendent.

When appropriate, follow-up inquiries will be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination have not suffered retaliation.

## **Policy 6121 SEXUAL HARASSMENT IN THE WORKPLACE**

### **SECTION 1: PURPOSE**

The Brewster Central School District believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, the Brewster Central School District (hereinafter "District"), is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without subjugation to harassment or discrimination in the workplace. It is the District's policy to provide an employment environment free from harassment and discrimination based on race, color, gender, religion, religious creed, sex, familial or marital status, age, national origin or ancestry, physical or mental disability, genetic information/predisposition or carrier status, military or veteran status, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender, pregnancy (including childbirth and related medical conditions, and including medical conditions related to lactation) citizenship, prior arrest or conviction record, domestic violence victim status or any other characteristics protected by applicable federal, state or local law.

- A. **Scope of Policy** This Policy applies to all District employees and all personnel in a contractual or other business relationship with the District including, for example, applicants, temporary or leased employees, interns (whether paid or unpaid), volunteers, visitors, independent contractors, contractors, subcontractors, vendors, consultants or other persons providing services pursuant to a contract in the workplace, including employees of independent contractors, contractors, subcontractors, vendors, consultants, or others providing services pursuant to a contract in the workplace. In the remainder of this Policy, the term "employees" refers to this collective group. This Policy applies with equal force on District property as it does at District-sponsored events, programs, and activities that take place off District premises.

**B. Policy Objectives** By adopting and publishing this Policy, it is the intention of the District's Board of Education to:

1. Notify employees about the types of conduct that constitute harassment and discrimination prohibited by this Policy;
2. Inform employees about the complaint and investigation procedures established by the District that enable any employee who believes (s)he is the victim of harassment or discrimination to submit a complaint which will be investigated by the District;
3. Clearly advise all supervisory staff, administrators, and employees that harassment, discrimination and retaliation is strictly prohibited and no such person possesses the authority to harass or discriminate; and
4. Notify all employees that the District has appointed Civil Rights Compliance Officers who are specifically designated to receive complaints and ensure compliance with this Policy.

## **SECTION 2: DEFINITIONS**

### **"Prohibited Discrimination of Employees"**

Prohibited discrimination of employees can take the form of any adverse employment action against an employee, by either a District employee or official or a third party engaged in activities sponsored by the District which is based upon the employee's protected characteristic. Prohibited discrimination of employees also includes harassment based on a protected characteristic even where there is no tangible impact upon the employee's employment opportunities and/or employment benefits. The phrase "prohibited discrimination" as used in this Policy includes all forms of prohibited discrimination and harassment based on a protected characteristic, including "Sexual Harassment" as defined below.

### **"Harassment"**

Harassment is strictly prohibited and includes, but is not limited to, any conduct that is unwelcome and that subjects an employee to inferior terms, conditions, or privileges of employment because of an individual's membership in one or more of the protected categories. There are various legal standards of sexual harassment on the federal, state and local level. At a minimum, harassment does not have to be severe or pervasive to be illegal or violate this policy. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Such harassment of employees is prohibited by this Policy if it is based on a protected characteristic or directed at an individual because of a protected characteristic. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.

### **"Sexual Harassment"**

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

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

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an

individual's employment;

- b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual (e.g., promotion, transfer, demotion, termination); or
- c. Such gender-based conduct has the purpose or effect of subjecting an employee to inferior terms, conditions, or privileges of employment, even if the reporting individual is not the intended target of the sexual harassment.

The foregoing includes offensive comments, jokes, innuendoes or other statements of a sexual or gender-based nature as well as favoritism between a supervisor and subordinate based on an intimate/sexual relationship or desire for the same.

### **Who can be the target of harassment?**

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

### **Where can harassment occur?**

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

### **"Prohibited Behavior and Examples of Harassment, including Sexual Harassment"**

Specific forms of behavior the District considers harassment or sexual harassment are set forth below. Every conceivable example cannot be delineated herein, and thus the descriptions below are examples and should not be interpreted in any way as being all-inclusive.

- a. **Verbal:** Abusive verbal language including jokes, comments, teasing or threats related to an employee's protected characteristic, sexual activity and/or body parts whether or not said in that person's presence including, but not limited to: sexual innuendos; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes; propositions; threats; comments on a person's appearance that make the person feel uncomfortable because of their protected characteristic; sex stereotyping; continuing to ask someone for dates or to meet after work after the person has made it clear that he or she does not want to go; comments about an employee's anatomy or protected characteristic that are unwelcome; and unwelcome advances or demands based on someone's protected characteristic.
- b. **Nonverbal:** Abusive written language showing or displaying pornographic or sexually explicit objects or pictures; graphic commentaries based on a protected characteristic; derogatory cartoons or caricatures; luring or obscene gestures in the workplace; staring at a person's body in a sexually suggestive manner; gestures or motions based on a protected characteristic; sending material through the District e-mail system or other electronic communication devices (e.g. voice mail) or using the District's mail, computers or cell phones to view material that is demeaning or derogatory based on

one's protected characteristic. This includes the virtual or remote workspace and can include materials visible in the background of one's home during a virtual meeting.

- c. **Physical:** Unwelcome physical conduct, including but not limited to: hitting, pushing, shoving, slapping, petting, pinching, grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, coerced sexual intercourse, rape or assault or attempts to commit these assaults, persistent brushing up against a person's body, unnecessary touching and flashing or other unwelcome physical conduct.
- d. **Other:** Hostile actions taken against an individual because of an individual's sex, sexual orientation, gender identity and the status of being transgender or because of any other protected characteristic, 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.

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

### **SECTION 3: POLICY**

The District prohibits harassment and discrimination based on any characteristic protected by applicable law and will not tolerate any form of unlawful discrimination or harassment. The District will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment, including sexual harassment, in the workplace.

All employees, including but not limited to, District officials and supervisory personnel, are responsible for ensuring a work environment free from prohibited harassment and discrimination. All employees will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of harassment or discrimination. Employees are encouraged to report violations to a supervisor, administrator, or one of the Civil Rights Compliance Officers of this Policy in accordance with the Complaint Procedure set forth in this Policy. Officials, administrators and supervisors must take immediate and appropriate corrective action when suspected instances of prohibited harassment and/or discrimination come to their attention to assure compliance with this Policy as well as report the suspected misconduct to the District's designated Civil Rights Compliance Officers. Furthermore, if any employee believes that any member of management has violated this policy or has not properly responded to and/or handled a report or concerns of discrimination or harassment, the employee should immediately contact one of the District's designated Civil Rights Compliance Officers.

Each employee is assured pursuant to *Section 6* of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy. Employees who engage in retaliation against any employee for making or encouraging another employee to make a good faith complaint of harassment or discrimination, for opposing in good faith any practices forbidden by applicable anti-discrimination laws or for filing a good faith complaint with, or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws may be subject to corrective action and discipline, up to and including termination of employment. Any employee who believes they have been retaliated against in violation of this policy should report violations to one of the Civil Rights Compliance Officers in accordance with the Complaint Procedure set forth in this Policy.

Any questions regarding the scope or application of this Policy should be directed to one of the Civil Rights Compliance Officers.

## **SECTION 4: POLICY ENFORCEMENT**

### **A. Complaint Procedure for Employees**

#### **1. Notification Procedure**

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged and essential, regardless of the offender's identity or position. An employee or other individual who feels aggrieved because of harassment or discrimination shall contact their supervisor or a Civil Rights Compliance Officer, or another administrator. Likewise, anyone who witnesses or becomes aware of instances of harassment or discrimination should report such behavior to their supervisor or a Civil Rights Compliance Officer listed in *Section 11* of this Policy, or another administrator.

#### **2. Making a Complaint**

Complaints are accepted orally and in writing. All employees are encouraged to use the District's "Complaint of Alleged Discrimination" form. A copy of this form is attached to this Policy. Additional complaint forms can be obtained from a Civil Rights Compliance Officer, with no questions asked, or from the District's website. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination or harassment, the District encourages employees to place complaints in writing, even if originally made orally. If an employee has any questions or difficulty filling out the complaint form, they can obtain assistance from any one of the Civil Rights Compliance Officers or the supervisor to which they complained. All complaints should include: the name of the complaining party, the name of the alleged offender(s), date(s) of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the complaining party.

Once the complaining party has completed and dated a complaint, with or without the assistance of one of the District's Civil Rights Compliance Officers or a supervisor, the written complaint, or oral complaint as the case may be, should be immediately forwarded to one of the District's Civil Rights Compliance Officers.

Complainants are expected to cooperate with the District's investigation procedures by providing all relevant information relating to the complaint, as are other supervisory and non-supervisory employees having relevant or related knowledge or information.

If the allegations forming the basis of a complaint of sexual harassment, if proven, would constitute prohibited conduct under Title IX, then the District's response, including the investigation procedures, will be governed by Title IX and the District's Title IX Policy.

#### **3. Supervisory Responsibilities**

Supervisors and administrators have a responsibility to prevent sexual harassment and discrimination. All supervisors and administrators who receive a complaint or information about suspected harassment or discrimination, observe what may be harassing behavior or for any reason suspects that harassment is occurring, are required to report such suspected harassment or discrimination to one of the District's Civil Rights Compliance Officers.

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

Supervisors and administrators will also be subjected to discipline for engaging in any retaliation.

While supervisors and administrators have a responsibility to report harassment and discrimination, supervisors and administrators must be mindful of the emotional impact to the complainant as well as all parties involved. Supervisors and administrators will ensure complaints are handled with sensitivity and without retaliation.

#### **4. Bystander Intervention**

Any employee witnessing harassment as a bystander is encouraged to report it.

### **B. Time for Reporting a Complaint**

Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of complaints and effective remedial action oftentimes is possible only when complaints are promptly filed.

### **C. Confidentiality and Privacy**

The District shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees. To the extent complaints made under this Policy implicate criminal conduct, the District may be required by law to contact and cooperate with the appropriate law enforcement authorities. During the pendency of an investigation the District will consider implementation of appropriate interim measures.

### **D. Acknowledgment of Complaint**

Upon receipt of an oral or written complaint, the Civil Rights Compliance Officer should endeavor to contact the complainant promptly to confirm that the complaint has been received. If the complainant does not receive such confirmation promptly, they are encouraged to contact a Civil Rights Compliance Officer or their supervisor or the supervisor to whom the complaint was made to ensure its receipt. The purpose of this acknowledgment procedure is to ensure that all complaints are received by authorized individuals, carefully processed and promptly investigated.

## **SECTION 5: INVESTIGATION PROCEDURES**

### **A. Timing of Investigations**

The District will promptly investigate all allegations of discrimination and harassment prohibited by this Policy. The District will also attempt to complete investigations under this Policy promptly.

The length of the investigation will depend upon the complexity and particular circumstances of each complaint. If more than 60 days is needed, the Civil Rights Compliance Officer will notify the parties and provide a reason for the extension.

## **B. Method of Investigation**

Investigations will provide all parties due process, and reach reasonable conclusions based on the evidence collected. Investigations will be conducted by District Civil Rights Compliance Officers, District's legal counsel, and/or other impartial persons designated by the District. The primary purposes of all investigations under this Policy will be to determine:

- a. Did the conduct complained of occur?;
- b. Did the conduct complained of violate this Policy?; and
- c. What remedial measures or preventative steps, if any, shall be taken?

Investigations will necessarily vary from case to case and may typically include the following: fact-finding interviews, including of the accuser and the accused; document request, review and preservation, observations, or other reasonable methods. District investigators should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created by District employees or agents conducting an investigation under this Policy shall be deemed confidential and privileged to the extent allowed by law.

Investigators will typically create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

- a. A list of all documents reviewed, along with a detailed summary of relevant documents;
- b. A list of names of those interviewed, along with a detailed summary of their statements;
- c. A timeline of events;
- d. A summary of prior relevant incidents, reported or unreported; and
- e. The basis for the decision and final resolution of the complaint, together with any remedial actions.

## **C. Notification to Complaining Party and the Accused Party**

The results of the investigation shall be communicated in writing to both the person filing the complaint and the accused party.

## **D. Remedial Measures**

This Policy is intended to prevent all forms of unlawful discrimination and harassment and put an end to any prohibited discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination or harassment. During the pendency of any investigation being conducted pursuant to this Policy, interim measures may be taken if appropriate and necessary.

Any individual who is found to have engaged in prohibited discrimination or harassment or conduct which may be prohibited by this Policy, may receive education, training, counseling, warnings, discipline, or other measures designed to prevent future violations of this Policy. Disciplinary action may include: warnings, suspension, or discharge from employment or such disciplinary action as may be permitted by applicable collective bargaining agreements and law. Any third party found to have engaged in discrimination or harassment of an employee may be barred from District property.

### **SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY**

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

Retaliation is strictly prohibited by this Policy and by law against anyone for making or encouraging another employee to make a good faith complaint of harassment or discrimination, for opposing in good faith any practices forbidden by applicable anti-discrimination laws or for filing a good faith complaint with, or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws.

Even if the alleged harassment or discrimination does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if they 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 or discrimination.

Complaints of retaliation should be brought directly to a Civil Rights Compliance Officer. Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship.

### **SECTION 7: APPEALS**

Any complainant or accused party who wishes to appeal for the following reasons, may do so within ten (10) calendar days of receipt of the appealing party's notification of the investigation outcome:

1. Procedural irregularity that would change the outcome;
2. New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
3. The Compliance Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Superintendent. The District may determine whether someone other than the Superintendent will be appointed to hear an appeal. The Superintendent shall provide the parties a reasonable and equal opportunity to make a written statement in support of, or challenging, the outcome; and shall notify the parties of the result of the appeal and the rationale for the result.

The Superintendent shall make their decision within fifteen (15) calendar days of receipt of the appeal. If the Superintendent requires a reasonable extension of time for good cause, they shall notify both parties as to the reason and the approximate date by which they anticipate being able to complete the process. The Superintendent's decision shall be final. The parties shall be notified of the decision in writing.

Nothing set forth in the Appeal Process above shall be construed to in any way confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal the District's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the District at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint.

## **SECTION 8: RECORD KEEPING**

The District shall maintain a written record of all complaints of discrimination and/or harassment for a period of at least three years. The District shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The District shall also maintain these documents for, at a minimum, three years.

The District's records regarding alleged discrimination and harassment shall be maintained separate and apart from personnel records in a secure and confidential location.

## **SECTION 9: LEGAL PROTECTIONS AND EXTERNAL REMEDIES**

Discrimination and harassment based on protected characteristics, including sexual harassment, are not only prohibited by the District but are also prohibited by state, federal, and, where applicable, local law.

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

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

Aside from the internal process, employees may also choose to pursue legal remedies available to them, including, but not limited to, filing complaints with governmental entities. Employees and non-employees have the right to file a complaint with the New York State Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, or with the Equal Employment Opportunity Commission, 1-800-669-4000, w [www.eeoc.gov](http://www.eeoc.gov), [info@eeoc.gov](mailto:info@eeoc.gov). Individuals may also call the New York State Division of Human Rights' (NYSDHR's) toll free confidential hotline at 1-800-HARASS-3 (1-800-427-2773) Monday through Friday, 9:00 AM to 5:00 PM, for counsel and assistance regarding complaints of workplace sexual harassment. The hotline connects individuals with attorneys who have experience in responding to issues relating to sexual harassment and can provide pro bono assistance. 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. If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

## **SECTION 10: QUESTIONS**

Any questions by employees of the District about this Policy or potential harassment or discrimination should be brought to the attention of one of the District's Civil Rights Compliance Officers. The names, addresses, and telephone numbers of the District's Civil Rights Compliance Officers are listed on the District's website: <https://www.brewsterschools.org/Page/1118>.

## **SECTION 11: EFFECTIVE DATE AND POLICY DISSEMINATION**

The Superintendent shall ensure that this Policy is adequately disseminated and made available to all employees of the District. This Policy shall be distributed at the time of hire, and at every annual training regarding prevention of sexual harassment. In addition, copies of this Policy and Complaint Form shall be maintained in the office of each Civil Rights Compliance Officer as well as the District's Policy Book that is available online.

Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq. Title IX of the Education Amendments of 1972, 20 USC Section 1681 et seq. 29 CFR Section 1604.11(a)  
34 CFR Subtitle B, Chapter I  
Civil Service Law Section 75-B  
Executive Law Article 15  
Labor Law Section 201-g

### Cross-ref:

#3420 -- Non-Discrimination and Anti-Harassment in the District

#6122 -- Grievance Procedure for Complaints of Violations of Title IX, Title VI, Section 504, and the ADA

Adopted: 10/23/2018

Revised: 6/8/2021, 2/7/23, 11/7/23; 7/2/24

## **POLICY 8320 Teaching about Controversial Issues**

Controversial issues are defined as those problems, subjects, or questions for which there are significant differences of opinion, no easy resolutions, and discussions, which generally bring forth strong feelings and emotions.

Controversy is inherent in the democratic way of life. It is essential, therefore, that students have the opportunity, under competent guidance and instruction, to study issues appropriate to their maturity, interest, experience, and ability. In order to fulfill their obligation as citizens to examine carefully all sides of an issue, students must have access to all relevant information. Students have the right to form and express their own points of view and opinions in a responsible manner without jeopardizing their positions in the classroom or in the school.

It is the teacher's responsibility to present issues for study and discussion, which contribute to the attainment of course objectives. Teachers also have the obligation to permit the free exchange of ideas, to present facts objectively and impartially to stimulate discussion, and to develop an understanding of all viewpoints. Although teachers have the right to express their own viewpoints and opinions, they do not have the right to indoctrinate students.

The Board of Education recognizes that to prepare for such discussion, it is essential for the classroom teacher to have guidelines. This will enable them to prepare and execute lessons that will be as objective

as possible while considering the nature of the subject matter. It is important that students and staff recognize the following responsibilities:

1. In the classroom, matters of a controversial nature shall be handled as they arise in the normal course of instruction and not introduced for their own sake. Such issues shall be neither sought nor avoided.
2. When presenting various positions on a controversial issue, the teacher shall take care to balance major views and to assure that as many sides of the issues as possible are presented in a fair manner, with no position being espoused by the teacher as the only one acceptable.
3. When materials dealing with controversial topics are to be used, assigned or recommended, such materials must:
  - balance major views and provide as many sides of the issue as possible in a fair manner, with no position presented as the only one acceptable;
  - be appropriate to the maturity level of the students; and not adversely affect the attainment of the district's instructional goals or result in substantial disruption of the normal operation of the classroom.

Prior to presenting materials on such an issue, the classroom teacher shall present the materials to the Department Liaison for prior approval. The Liaison will review the materials pursuant to the guidelines above.

4. Before a guest speaker is permitted to address the students, approval must be granted by the Building Principal, who must be informed of the scheduling of all guest speakers at least three (3) days prior to their presentation and will keep in mind the obligation for presenting opposing views as well, and who will inform the Superintendent prior to the presentation.

Adopted: 8/22/2000

Revised and Adopted: 7/11/2017

## **Use of Surveillance Cameras in the District and on School Buses**

### **BOE POLICY 5684 USE OF SURVEILLANCE CAMERAS IN THE DISTRICT AND ON SCHOOL BUSES**

It is the Board's responsibility to ensure the safety of the District's students, staff, facilities, and property. While the Board recognizes the importance of privacy, it has authorized the use of surveillance cameras on District property including in school buildings, school facilities, as well as on school buses, when necessary. These surveillance cameras will help to assist the Board in maintaining the overall safety and welfare of the District's students, staff, property, and visitors, as well as to deter theft, violence, and other criminal activities.

Further, surveillance cameras will only be placed in public or common areas, such as stairwells, hallways, cafeterias, parking lots, or playgrounds, and not in private areas such as locker rooms, bathrooms, or other areas in which individuals have a reasonable expectation of privacy. Audio recordings may be utilized by the District officials.

#### **Disciplinary Proceedings**

Video recordings or footage from District surveillance cameras may be used in student or employee disciplinary proceedings, as appropriate.

### **Signage/Notification**

The District will place signage at entrances to the school campus or at major entrances into school buildings notifying students, staff, as well as any visitors of the District's use of surveillance cameras. Students and staff will also receive additional notification, as deemed appropriate by the Superintendent, regarding the use of its surveillance cameras through means such as publication in the District calendar, employee handbook, the student handbook and/or the code of conduct.

### **Maintenance of Video Recordings**

Any video surveillance recording in the schools, on school buses, or on school property, on tape, CD, or digitally, will be the sole property of the District and stored in its original form and in a secure location to avoid tampering and also to ensure its confidentiality in accordance with relevant law and regulations.

In addition, to the extent that any video images create student or personnel records, the District will comply with all applicable state and federal laws related to record retention, record maintenance, and record disclosure, including the Family Educational Rights and Privacy Act ("FERPA").

**Adopted: 7/11/2017**

## **EMPLOYMENT MATTERS**

### **Advertising**

As per district policy 3272, Advertising in the Schools, the schools should avoid advertising and promoting products, services, or political positions for non-school related activities. Any request of this nature should be requested through the building principal

### **Calendar and Working Days**

The Board of Education approves the school calendar annually. By law, there are a minimum number of student days that the district must have. In addition, there are additional Superintendent conference days that the district is contractually obligated to have. Annually the calendar is developed by the Superintendent of Schools and adopted by the board in the early spring. The calendar is distributed to staff members well in advance of the upcoming school year. It is important that staff members plan their vacations accordingly and are present when school is in session.

### **Care of Classroom and School Property**

Keeping the school and equipment in excellent condition is not a function of custodians alone. It is a responsibility that must be shared by students, staff members and all others who use the facility. It is a responsibility that is based upon pride. Staff members can strengthen student pride by example, and by frequent mention of and proper use of the facilities. You can exercise vigilance by making frequent exploratory and inspection visits to gathering places that are sometimes the scene of thoughtless destruction.

Employees should follow these practices:

1. Be aware of objects on the floor that can pose a danger and keep floors clear of all litter.
2. Conduct daily inspections of seats, desks, and regular inspection of textbooks.
3. Check to see that windows are closed and locked at the end of the school day.
4. Turn off lights at all times when it is not necessary to use them.
5. Properly store any food items.

## **Code of Conduct**

The Board of Education recognizes that sound, ethical standards of conduct serve to increase the effectiveness of Board members and their staff as educational leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of district goals.

Every employee of the district, whether paid or unpaid, shall adhere to the following code of conduct outlined in policy 6110: School District Officer and Employee Code of Ethics.

The policy discusses the following areas:

- Gifts
- Confidential information
- Representation before the Board
- Representation before the Board for a contingent fee
- Disclosure of interest in matters before the Board
- Investments in conflict with official duties
- Private employment
- Future employment

It is important that every employee fully review and understand this policy annually. Please refer to board policy 6110 for additional information.

## **Conference Requests**

A staff member requesting permission to attend a conference must use the "My Learning Plan" website for professional development requests. All conferences must be approved prior to attending. Expenses for conference travel should not exceed the original estimate. Please refer to board policy 5323 for complete information.

## **Out-Of-District Conference/Travel**

The Board of Education has adopted regulations regarding travel, meals, and hotels. Please refer to the following link: [Procedures for Staff Travel and Reimbursement](#).

## **E-mail and Computer Access**

District staff members are assigned an email account, in line with their position and assignment. In this case, the following will apply:

The same standards of acceptable staff conduct, which apply to any aspect of job performance, shall apply to using the district email system. Employees are expected to communicate in a professional manner consistent with applicable district policies and regulations governing the behaviors of school staff.

E-mail will not be utilized for the unauthorized sharing of confidential information about students or other employees.

Email correspondence and use of the Internet should be related to school business only. Email correspondences are the sole property of the district and may be reviewed by the district at any time.

## **Employee ID Badges and Keys**

Building security is one of the most important aspects of providing a safe environment for our students and staff members in our district. We cannot ensure the physical security of a building unless we can control the keys. The following is the district procedure for the control of our building keys and ID badges which give us access to our buildings:

The principal, as the person responsible for the security of his/her school, shall determine who should have keys to their building.

The principal shall assign one staff member to be responsible for key control. All employees are required to wear an ID badge when they are working in any school facility. Staff members will be responsible for the security of their ID badge. **In the event that keys or ID badges are misplaced or lost for more than 24 hours, it should be immediately reported to the principal or supervisor.** All keys and ID badges should be returned during the summer vacation (teachers, ten-month employees) and when the employee separates service from the district. If you lose your ID badge, it will be replaced free of charge one time only. A \$25 dollar replacement fee will be charged to you for all subsequent losses.

## **Employees Bringing Children to Work**

Employees may not bring their children into work. Please check with your supervisor if you have an extenuating circumstance.

## **Employee Handbook**

All employees will review the employee handbook annually. All employees will be required to acknowledge that they understand the information as presented, and will abide by said policies and regulations.

## **Evaluations**

All employees will be evaluated annually, as per the terms and conditions of their contract, tenure, and/or probation status. The purpose of an evaluation is to clarify the duties and responsibilities of staff, and to enrich, develop, and improve effective professional skills and performance by:

- Informing each staff member of how his or her performance is perceived in relation to the expectations of the district
- Identifying an individual's areas of strength and make recommendations
- Enhance the instructional program by providing individual staff members with methods by which performance may be improved

Both the employee and the supervisor will sign/acknowledge each evaluation. The evaluation will be placed in the employee's personnel file. The employee's signature indicates that they have received the evaluation, not that they agree with it.

## **Exit Interviews**

Upon resignation or retirement, the District or employee may elect to schedule an exit interview. The purpose of the exit interview is to gather data for improving working conditions and retaining employees in the district. You will be asked about your employment experience in the district, and if you have any suggestions for improvement.

Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time as well. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience.

All district keys, key fobs, ID badges, parking tags, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

## **Flyers**

Flyers for school and non-school related activities may not be sent home with students without the permission of the Superintendent of Schools.

## **Gifts for Staff Members**

As per board policy, employees shall not accept any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, or hospitality. Gifts cannot influence employees in the performance of his or her official duties and cannot be intended as a reward for any official action on his or her part.

Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

## **Job Vacancy Announcements**

All vacancy announcements are sent electronically via BCSD email, posted on OLAS and Frontline when appropriate and the BCSD website.

## **Maintenance Requests**

All maintenance requests should be submitted online. Staff will fill in the essential information as directed by the form.

## **Name and Address Changes**

It is important that employment records be kept up-to-date. Employees must notify the appropriate Human Resources administrator if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. To change personal information, complete the attached **Change of Information Form** and submit it to Human Resources.

## **News Media Relations**

All staff desiring to release information to the media must first notify the building principal and/or supervisor to obtain authorization as per board policy 3110.

## **Overtime**

Overtime is defined as additional work responsibilities after your regular shift. You may be asked to work overtime periodically by your supervisor. Please remember that overtime can **only be authorized by your supervisor in advance, prior to** working the overtime hours. This means that employees cannot decide themselves to work overtime. All overtime must be clearly documented on your timesheet, including the reason for working overtime. The rate of pay for overtime will be determined by the terms and conditions of your specific collective bargaining contract.

## **Parking and Staff Owned Automobiles**

Staff parking varies by building. Please check with the main office for staff parking areas. Depending on the school or building that you work in, you may be assigned a parking space. Please do not park along the driveway or curbs.

The district will not be responsible for vandalism, theft, accidents, or damage to automobiles while parked on school grounds.

## **Payroll Procedures**

All employees must complete their own timesheets, sign and date them, and also have written approval indicated by the employee's supervisor. The reason for all overtime and coverage time must be indicated on the timesheet. Failure to comply with these requirements will result in the return of the timesheet to the employee. Late timesheets will be delayed in processing.

No supervisor may authorize or approve his/her own timesheet or otherwise authorize his/her own pay. Some staff may sign-in electronically as well.

## **Personnel Folder**

All employees will have an electronic personnel folder, through the Human Resources platform, Frontline. Employees have electronic access to certain folders, including their contract and any District correspondence. Your employee folder will consist of your employment evaluations, official correspondences, including requests for courses, leaves, and work assignments.

All employees have the right to review their personnel file. Employees shall have the right upon reasonable notice to arrange a mutually convenient appointment to review the contents of their personnel files. If you wish to review your personnel file, please call the Human Resources Department at 279-8000 and schedule an appointment.

## **Promotional Opportunities**

All employment opportunities are distributed to schools and departments. Please check these announcements regularly for promotional and transfer opportunities. To be considered for a position, you must reply to the employment posting.

## **Purchasing Procedures**

The purchase of goods and/or services is authorized only through the board's appointed purchasing agent, Assistant Superintendent for Finance and Operations. Failure to obtain prior written approval of a purchase may result in the employee being held personally liable for the expenditure. Confirming purchase orders (purchase orders issued after an order is placed with a vendor) are not allowed. After you have received items that were ordered on a district purchase order, immediately check for completeness, accuracy, and condition. Note any discrepancies on the purchase order. If there are missing items, indicate who and when you spoke to from the company. When the order is ready to be paid, sign your full name and date on the purchase order, and forward to the business office along with all packing slips. The Brewster Central School District is exempt from paying sales tax. Documentation supporting this is available in the district office.

Please refer to the district's purchasing policy for additional information.

## **Resignation**

All resignations must be in writing and are approved by the Board of Education. A minimum of **two weeks** is requested from staff members and **thirty days** for professional positions. Once a resignation is accepted, the employee will complete an exit form and schedule an exit interview with Human Resources.

## **School Closings/Delays**

If school is closed or delayed due to inclement weather or other reasons, employees will be notified by an automated call.

Announcements will also be made on our website: [www.brewsterschools.org](http://www.brewsterschools.org) and on media outlets listed here - <https://www.brewsterschools.org/closings>.

On days when school has begun and the district is forced to close early due to an early dismissal or emergency, staff members are allowed to leave only when all students have been dismissed.

## **Staff Complaints and Grievances**

Grievance procedures are designed to resolve conflicts that may arise among various members of the staff. These procedures are defined in collective bargaining agreements. Staff members have the right to present complaints and grievances in accordance with the established procedures free from coercion, interference, restraint, discrimination or reprisal.

The District has implemented a multi-stage grievance procedure and an appellate stage for the settlement of grievances pursuant to the General Municipal Law. Specific grievance procedures and definitions are addressed in Board Policy 6122 and the accompanying Regulation (6122-R) Procedures are outlined for all employees, including those employees not covered by collective bargaining agreements or whose negotiated agreements do not include grievance procedures.

Staff complaints that are not covered under the General Municipal Law, or cannot be resolved under procedures of Title IX and Section 504 of the ADA shall be subject to the discretion of the Board of Education as to the method by which the complaint may be brought.

## **Professional Learning & Training**

Professional learning and training activities are organized to meet the needs of employees and the district. Professional learning and training for instructional personnel is developed by the administration and the professional learning committee. Professional learning and training for non-instructional personnel is also available on selected professional learning days and is designed to meet the needs of each position.

Individuals holding renewable certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

## **Continuing Teacher and Leader Education (CTLE) Requirement for CTLE Certificate Holders**

**CTLE certificate holder:** A registered holder of a professional classroom teaching certificate, educational leadership certificate, or Level III teaching assistant certificate is required to successfully complete 100 clock hours of acceptable CTLE during the registration period if they practice in a NYS school district or BOCES. The CTLE requirement may be completed at any time during the registration period. CTLE completed during a prior registration period may not be carried over.

Permanent classroom teacher and school leader certificate holders practicing in New York State school districts or BOCES will be subject to registration requirements, but will not be subject to CTLE.

Holders of Continuing Teaching Assistant certificates or Pupil Personnel Services (PPS) certificates, such as School Attendance Teachers, School Counselors, School Psychologists, School Social Workers, School Dental Hygiene Teachers and School Nurse Teachers, are not subject to Registration or CTLE requirements.

## **Work Year**

The specific days and times that employees are required to work are outlined in collective bargaining contracts or individual employment contracts, and may change in future contracts. Please consult these documents for specific terms.

## **EMPLOYEE ABSENCE**

### **Absence Management (Frontline/AESOP)**

All employees must report their absences (vacation, sick, personal, etc.) into the Absence Management system.

Staff are afforded an annual accrual of sick time based on their respective Collective Bargaining Agreement (CBA) or individual Terms and Conditions of Employment. The use of sick time is solely for the purposes of an ailment, sickness or family illness NOT for the use of personal time. The misuse of sick time may be grounds for the District to pursue disciplinary action, including termination.

Requests for unpaid time due to sickness or any other reason must be communicated in writing to Human Resources. Employees may not request the use of unpaid time to their respective office and clerical employee and/or building administrator without direct communication to the Human Resources department. It is the responsibility of the employee to make this request in writing to Human Resources, including the reason for such request and any supporting documentation that substantiates the need for such additional time off. It is not discretionary for the employee to take time that is unpaid. Such practice will result in disciplinary action, including potential termination of employment.

## **Leaves of Absence**

### **BOE POLICY 6550 LEAVES OF ABSENCE**

A. In general, leaves of absence:

- a. Will be administered by the Superintendent.
- b. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

B. Leaves of absence, contractual, et al.

- a. 1. Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

- b. Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by these such employees where such requests are consistent with provisions of contracts in effect

between the District and the bargaining unit most compatible with the employment status of the employee.

c. Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

d. Emergency Service Volunteer Leave

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers shall be granted leave from work with pay for up to twenty (20) days in any calendar year to participate in specialized disaster relief operations. This leave shall be provided without loss of seniority, compensation, sick leave, vacation leave or other overtime compensation to which the volunteer is otherwise entitled.

e. Screenings for Cancer

Employees will be granted up to four (4) hours of paid leave on an annual basis to undertake a screening for cancer. This leave shall be excused leave and shall not be charged against any other leave to which the employee is entitled.

f. Blood Donation

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

g. Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee.

The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

h. Nursing Mothers (Breastfeeding/Lactation)

The District will provide reasonable unpaid break time or permit the use of paid break time or mealtime to allow an employee to express breast milk for their nursing child each time the employee has reasonable need to express breast milk for up to three years following childbirth.

Upon employee request, the District will designate a room or other location to be used by the employee to express breast milk which will be in close proximity to the work area, well lit, shielded from view, and free from workplace or public intrusion. The location will, at a minimum, contain a chair, a working surface, nearby access to clean running water, and an electrical outlet. The location will not be a restroom or toilet stall. The District will provide access to refrigeration for the purposes of storing expressed milk.

If the sole purpose of the location is not dedicated for use by employees to express breast milk, the location will be made available to employees when needed and will not be used for any other purpose while in use. The District will provide notice to all employees as soon as practicable when the location has been designated for use by employees to express breast milk.

At the employee's option, the District will allow the employee to work before or after their normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide a written notification regarding the rights of nursing employees to express breast milk in the workplace to each employee upon hire, annually thereafter, and to employees returning to work following the birth of a child. This notice will be based on a written policy developed by the Commissioner of Labor and will at a minimum:

1. Inform employees of their rights pursuant to law;
2. Specify how a request may be submitted to the District for a room or other location for use by an employee to express breast milk;
3. Require the District to respond to requests within a reasonable time frame that is not to exceed five business days.

The District will not discriminate or retaliate against an employee who chooses to express breast milk in the workplace.

i. Witnesses or Victims of Crimes

The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise their rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. The District is permitted to ask the party who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising their rights as provided under the law.

j. Victims of Domestic Violence

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

k. Military Leave

The District will comply with state and federal laws regarding military leave and re-employment.

l. Jury Duty

A District employee called for jury duty shall receive his/her full day's pay from the School District plus mileage from the State. No employee shall be entitled to receive the per diem allowance from the Unified Court System for any regularly scheduled workday on which jury duty is rendered if on such a day his/her wages are not withheld on account of such service.

m. Voting

Employees who are registered voters and have four consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls, will be deemed to have sufficient time to vote and will therefore not be eligible for paid leave to vote in any election.

Employees who are registered voters, and do not have sufficient time outside of their working hours to vote in any election, may without loss of pay for up to two hours, take so much time off as will, when added to their voting time outside of their working hours, enable them to vote. The employee will be allowed time off for voting only at the beginning or the end of their working shift, as the District may designate, unless otherwise mutually agreed.

Employees requiring working time off to vote must notify the District not more than ten or less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

Adopted: 12/16/08

Revised and Adopted: 6/6/2017, Revised and Adopted: 4/25/23

## **BOE POLICY 6551 FAMILY AND MEDICAL LEAVE**

The Board, in accordance with the Family and Medical Leave Act of 1993 (as amended) (FMLA), gives "eligible" employees of the District the right to take unpaid leave for a period of up to 12 work weeks in a 12-month period as determined by the District.

The District uses a "rolling" 12-month period measured backward from the date of any FMLA leave usage as its method for calculating the leave year period for the commencement of the FMLA leave period. In certain cases, FMLA leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

The entitlement to leave for the birth or placement of a child will expire at the end of the 12-month period beginning on the date of the birth or placement.

Employees are "eligible" if they have been employed by the District for at least 12-months and for at least 1,250 hours of service during the previous 12-month period. Full-time teachers are deemed to meet the 1,250 hour test. However, a break in employment for military service (i.e., call to active duty) should not interrupt the 12-month/1,250 hours of employment requirement and should be counted toward fulfilling this prerequisite. The law covers both full-time and part-time employees.

Qualified employees may be granted leave for one or more of the following reasons:

- a) The birth of a child and care for the child;
- b) Adoption of a child and care for the child;
- c) The placement of a child with the employee from foster care;
- d) To care for a spouse, minor child or parent who has a "serious health condition" as defined by the FMLA;
- e) To care for an adult child who is also incapable of self-care due to a disability (regardless of date of the onset of disability) and has a "serious health condition" as defined by the FMLA; and/or
- f) A "serious health condition" of the employee, as defined by the FMLA, that prevents the employee from performing his or her job.

A "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider that renders the person incapacitated for more than three consecutive calendar days. Furthermore, the first visit to a health care provider for an employee claiming a "serious health condition" under FMLA must occur within seven days of the aforementioned incapacity with the second required visit occurring within 30

days of the incapacitating event. In order for an employee to claim the need for continuous treatment under FMLA for a chronic serious health condition, the condition must require a minimum of two visits per year to a healthcare provider, continue over an extended period of time, and may cause episodic rather than a continuing period of incapacity. A "serious health condition" is also defined as any period of incapacity related to pregnancy or for prenatal care.

### **Military Family Leave Entitlements**

#### Military Caregiver Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) is entitled to up to 26 weeks of leave in a single 12-month period to care for a "military member" who is:

- a) Recovering from a service-connected serious illness or injury sustained while on active duty; or
- b) Recovering from a serious illness or injury that existed prior to the service member's active duty and was aggravated while on active duty; or
- c) A veteran who has a qualifying injury or illness from service within the last five years and aggravates that illness or injury.

This military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. Military Caregiver Leave may be combined with other forms of FMLA-related leave providing a combined total of 26 weeks of possible leave for any single 12-month period; however, the other form of FMLA leave when combined cannot exceed 12 of the 26 weeks of combined leave. Military Caregiver Leave has a set "clock" for calculating the 12-month period for when FMLA leave begins and tolling starts at the first day of leave taken.

The term "military member" means:

- a) A member of the Regular Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- b) A veteran (discharged or released under any condition other than dishonorable) who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

#### "Qualifying Exigency" Leave/Call to Active Duty

An "eligible" employee is entitled to FMLA leave because of "a qualifying exigency" arising out of circumstances where the spouse, son, daughter, or parent of the employee is serving in the regular Armed Forces or either the National Guard or the Reserves and is on active duty during a war or national emergency called for by the President of the United States or Congress, or has been notified of an impending call to active duty status, in support of a contingency operation. There is no "qualifying exigency" unless the military member is or is about to be deployed to a foreign country.

A "qualifying exigency" related to families of the Army National Guard of the United States, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve and Coast Guard Reserve personnel on (or called to) active duty to take FMLA protected leave to manage their affairs is defined as any one of the following reasons:

- a) Short-notice deployment;
- b) Military events and related activities;
- c) Childcare and school activities;
- d) Parental care leave;
- e) Financial and legal arrangements;
- f) Counseling;

- g) Rest and recuperation (for up to 15 calendar days);
- h) Post-deployment activities; and
- i) Any additional activities where the employer and employee agree to the leave.

In any case in which the necessity for leave due to a qualifying exigency is foreseeable, the employee will provide such notice to the employer as is reasonable and practicable. This military-related leave is for up to 12 weeks during a single 12-month period. Leave may be taken intermittently or on a reduced leave schedule.

### **Implementation/Benefits/Medical Certification**

At the Board's or employee's option, certain types of paid leave may be substituted for unpaid leave.

An employee on FMLA leave is also entitled to have health benefits maintained while on leave. If an employee was paying all or part of the premium payments prior to leave, the employee will continue to pay his or her share during the leave period.

In most instances, an employee has a right to return to the same position or an equivalent position with equivalent pay, benefits, and working conditions at the conclusion of the leave.

The Board has a right to 30 days advance notice from the employee where practicable. In addition, the Board may require an employee to submit certification from a health care provider to substantiate that the leave is due to the "serious health condition" of the employee or the employee's immediate family member. Under no circumstance should the employee's direct supervisor contact any health care provider regarding the employee's condition; all contact in this manner must be made by a health care provider (employed by the employer), a human resource professional, a leave administrator or a management official. If the medical certification requested by the employer is found to be deficient, the employer must indicate where the errors are, in writing, and give the employee seven days to provide corrected materials to cure any deficiency prior to any action being taken.

### Special Provisions for District Employees

An instructional employee is an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting (e.g., teachers, coaches, driving instructors, special education assistants, etc.). Teaching assistants and aides who do not have instruction as the principal function of their job are not considered an "instructional employee."

### Intermittent Leave Taken By Instructional Employees

FMLA leave that is taken at the end of the school year and resumes at the beginning of the next school year is not regarded as intermittent leave but rather continuous leave. The period in the interim (i.e., summer vacation) is not counted against an employee and the employee must continue to receive any benefits that are customarily given over the summer break.

Intermittent leave may be taken but must meet certain criteria. If the instructional employee requesting intermittent leave will be on that leave for more than 20% of the number of working days during the period for which the leave would extend, the following criteria may be required by the employer:

- a) Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b) Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

Appropriate notice for foreseeable FMLA leave still applies and all employees must be returned to an equivalent position within the school district. Additional work-related certifications, requirements and/or training may not be required of the employee as a contingent of their return to work.

### Leave Taken by Instructional Employees Near the End of the Instructional Year

There are also special requirements for instructional employees taking leave and the leave's relation to the end of the term. If the instructional employee is taking leave more than five weeks prior to the end of the term, the District may require that the employee take the leave until the end of the term if the leave lasts more than three weeks and the employee was scheduled to return prior to three weeks before the end of the term.

If the instructional employee is taking leave less than five weeks prior to the end of the term for any of the previous FMLA-related reasons except qualifying exigency, the District may require that the employee remain out for the rest of the term if the leave lasts more than two weeks and the employee would return to work during that two week period at the end of the instructional term.

If the instructional employee begins taking leave during the three weeks prior to the end of the term for any reason except qualifying exigency, the District may require that the employee continue leave until the end of the term if the leave is scheduled to last more than five working days.

Any additional time that is required by the District due to the timing of the end of the school year, will not be charged against the employee as FMLA leave because it was the District who requested that the leave extend until the end of the term.

### FMLA Notice

A notice which explains the FMLA's provisions and provides information concerning the procedures for filing complaints of violations of the FMLA will be posted in each school building and a notice of an employee's FMLA rights and responsibilities will be either placed in the employee handbook of the employer or furnished to each new employee upon hire. The District has five days to supply this notice from the date of hire.

Adopted: 6/20/2017

## **Jury Duty**

Jury duty is a responsibility of all Americans and the district encourages participation by employees when requested. You will be given the time off to serve as a juror and you will be paid your regular rate of pay. **Any checks received from the court must be signed over to the district except for expenses.** Employees must submit a certificate of attendance from the Clerk of the Court to the Human Resources department as well.

If you are contacted for jury duty, inform your supervisor and Human Resources immediately of the specific dates and provide a copy of the notice to Human Resources. Please refer to board policy 9520, "Leaves of Absence" for additional information.

## **Personal Leave**

The employer recognizes that employees occasionally may have important and pressing obligations of a personal nature that cannot be scheduled for times other than regular workdays. Personal days must be applied for **in advance** via AESOP. If the requested day is immediately before or after a school recess period, a reason must be stated. Refer to your contract for specific information.

## **Sick Leave**

Sick leave can only be used for health related issues for yourself or an immediate family member. The specific annual sick day accruals vary, depending on the bargaining unit that you are affiliated with. The number of family sick days varies as well. Please refer to your contract for additional information.

In the event that you are unable to report to work for a health related concern, you must report your absence to Aesop. The district reserves the right to request medical documentation from an employee as per contract.

## **Sick Leave Bank**

Teachers, SEIU and clerical employees are eligible to participate in the Sick Leave bank as per their respective contracts. Enrollment paperwork must be completed and submitted immediately upon hire. Employees who participate in the sick leave bank may borrow up to 100 days in sick day accruals. Employees who have exhausted their accumulated sick leave, who are members of the bank and who are victims of prolonged illness or disability of a **catastrophic** nature, shall be eligible to use the bank. Applications to use the sick bank should be forwarded in writing to the Human Resources administrator.

## **Vacations**

Vacation leave is available to twelve-month employees per your specific contract. Vacation leave must be requested in advance to your supervisor.

# **BENEFITS**

## **Disability**

If you are injured at work, you may be entitled to disability, depending on your job title and classification. Please refer any questions regarding disability to the Business Office.

## **Health Insurance**

### **Medical Insurance Coverage for New Hires (Full-time employees)**

If you wish to enroll in a health insurance plan effective on your date of employment, you must submit a completed benefits enrollment form on or before your date of employment. Otherwise, you must submit a completed benefits enrollment form within 31 days of your hire date and coverage will be effective on the first day of the month following the month in which you apply. If your benefits enrollment application is not received within 31 days of your date of hire, the District will view this as a declination of health insurance and you will not be eligible for enrollment until the District's annual open enrollment period.

Please refer to your collective bargaining agreement or individual contract for contribution percentage rates.

## **Employee Retirement**

The District provides retirement benefits to full-time and part-time employees through the New York State Retirement System. It is the employee's responsibility to contact TRS or ERS when they decide to retire and review the various benefit options available to them.

## **Flexible Benefits Plan**

The District offers a flexible benefits plan to eligible employees. This allows employees to make pre-tax contributions for health premiums, unreimbursed medical expenses, dependent day care, and other

expenses. The plan runs from January 1 to December 31 annually. Information for this program is available in the business office.

## **403B/457**

You have the opportunity to save for retirement by participating in Brewster Central School District's 403(b) or 457 retirement plan. You can participate in the plan with pre-tax contributions by submitting a salary reduction agreement (SRA) online via OMNI's website or by submitting a completed SRA form, found on the same website, to OMNI either by facsimile to (585) 672-6194 or by mail to 1099 Jay St., Bldg. F, Rochester, NY, 14611.

## **SAFETY AND HEALTH**

### **Accidents - Staff**

All accidents and injuries to an employee must be reported, in writing, on a C-3 accident form. If you are involved in a work related accident, please contact your immediate supervisor to request this form and assistance in completing it.

### **Accidents – Students**

All accidents and injuries to a student must be reported to the school nurse within the school day of the occurrence. If possible, the school nurse should take charge of any serious emergency. In his/her absence, contact the Principal or the Assistant Principal or the supervisor of the department.

### **Bloodborne Pathogens**

The District has adopted several policies that address hygiene precautions and procedures with situations where there is the possibility of exposure with blood or other body fluids. These procedures state that, except in life saving situations, all employees shall wear rubber gloves when treating open cuts, scrapes, or spills of blood or other body fluids. A supply of gloves is maintained in every building. Please refer to Board policies 5691 and 5691-R – "Hygiene Precautions and Procedures" for additional information.

### **Drug Free Workplace - Policy 6151**

The Board of Education prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or use of any controlled substances in the workplace. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties. "Controlled substances shall include all controlled substances in schedules I through V of section 202 of the Controlled Substances Act (21 USC § 812) and as further defined in the Code of Federal Regulations Sections 1308.11-1308.15.

The Superintendent of Schools or his/her designee shall implement related regulations which outline the requirements of the federal Drug-Free Workplace Act of 1988.

Adopted: 10/10/2000

Amended: 4/25/06

Reviewed: 4/24/2017

### **Hazard Communication**

## **BOE POLICY 5631 REPORTING OF HAZARDS**

The Board of Education recognizes its responsibility to provide an environment which is reasonably secure from known hazards. The Board therefore directs the Superintendent of Schools and all professional and support staff members to comply with occupational safety and health regulations, including the Hazard Communication Standard and "Right-to-Know" legislation.

The Superintendent will direct appropriate personnel to develop and oversee a written hazard communication program. Such program will include the following:

1. the acquisition, maintenance and review of Material Safety Data Sheets (MSDSs) for all known hazardous materials on district property;
2. the compilation of a hazardous materials inventory;
3. employee training in hazardous materials management and protection; and
4. "Right to Know" posters and the "Labor Law Information Relating to Public Employees" posters must be posted in common areas informing workers of relevant work hazards and associated rights; and
5. the recording of all incidents involving exposure to known hazardous materials. Records of employees who have been exposed to substances with enforceable exposure standards shall be kept for forty years.

It is the responsibility of the entire school community to report any unsafe building or equipment conditions to the main office as soon as possible. In addition, designated administrators will provide notice of hazardous materials to current and former employees within 72 hours of a request, exclusive of weekends and holidays.

Revised and Adopted: 5/9/2017

## **Hepatitis B Vaccination – Occupational Exposure**

The Brewster Central School District is obligated by the US Occupational Safety and Health Administration (OSHA) to offer Hepatitis B vaccinations to employees. Participation in the Hepatitis B program is voluntary. If you are interested in participating in the program, please contact Dean Berardo, Director of Athletics at 279-5051, extension 1148.

## **Smoke Free Environment**

In accordance with the Brewster Board of Education policy, there is **no smoking** on the grounds or in the buildings of the Brewster Central School District, including all school buildings, outdoor grounds within school property boundaries, and vehicles owned by the district.

## **Weapons or Firearms on School Property**

Employees shall not possess any firearm, electronic weapon or device, destructive device or other weapon on the property of any school at any time.

## **Workplace Violence Prevention Policy Statement - Policy 6190**

Overview

The District is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against any employee where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for: 1) helping to create an environment of mutual respect for each other, as well as students, parents, and other visitors; 2) following all applicable policies and procedures; and 3) for assisting in maintaining a safe and secure work environment.

This policy was developed in consultation with the District's authorized employee representative(s) and is designed to meet the requirements of New York State Labor Law.

#### What is Workplace Violence

Workplace violence is any physical assault or act(s) of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a. An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b. Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c. Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d. Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed by:

- a. Current employees;
- b. Former employees;
- c. Students;
- d. Parents;
- e. Visitors;
- f. Individuals who have no connection to the workplace, but enter to commit a robbery or other crime;
- g. An individual who has a personal relationship with an employee.

#### Prohibited Conduct

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating

conduct in the workplace.

#### Workplace Violence Prevention Coordinator

The District has designated the Assistant Superintendent for Human Resources as the District employee to serve as its Workplace Violence Prevention Coordinator.

The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

#### Authorized Employee Representatives

The District shall work alongside authorized employee representatives in developing and implementing the Workplace Violence Prevention Program (WVPP), which at a minimum, shall include:

- a. Participating in the development and implementation of this policy;
- b. Evaluating the physical environment;
- c. Developing the WVPP;
- d. Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any;
- e. Reviewing the effectiveness of the mitigating actions taken; and
- f. Reporting violations of the District's WVPP.

#### Reporting Workplace Violence

All employees and authorized employee representatives are responsible for providing written notice to a supervisor or Workplace Violence Prevention Coordinator of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. Reports of workplace violence must be made in writing. All reports must be immediately forwarded to the Workplace Violence Prevention Coordinator.

If an employee believes in good faith that they, or another employee, are in imminent danger or there is an immediate threat to safety, written notice is not required.

The District will immediately respond to all reported incidents of violence or threatening behavior upon notification. After the District receives notice, it will be afforded a reasonable opportunity to investigate and implement interventions aimed at correcting the activity, policy, or practice.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's Code of Conduct.

### Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program

The District will engage in a process of workplace evaluation designed to identify the risks of workplace violence to which employees could be exposed.

The District will then develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence.

### Prohibition of Retaliatory Behavior (commonly known as "Whistle-Blower" protection)

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

### Training

At the time of hire and annually thereafter, all employees will participate in the District's workplace violence prevention training program.

### Notification

This policy will be posted where notices to employees are typically posted. The District will make its WVPP available to employees, authorizes employee representatives, and the Commissioner of Labor upon request and in the work area.

Whenever significant changes are made to the WVPP, the District will provide relevant information to affected employees.

Adoption Date: 1/25/2024

Employees shall not possess any firearm, electronic weapon or device, destructive device or other weapon on the property of any school at any time.

## **Workplace Violence Incident Report Form**

<b>Date of Incident:</b>
<b>Workplace location where incident occurred:</b>
<b>Time of day/shift when incident occurred:</b>
<b>Names and job titles of involved employees:</b>
<b>Detailed description of the incident, including events leading up to the incident and how the incident ended:</b>

<b>Name or other identifier and job titles of involved individuals:</b>
<b>Nature and extent of injuries arising from the incident:</b>
<b>Names of witnesses:</b>

*Note: Employees who are victims of workplace violence can independently and voluntarily request that their name not be entered on the report.*

*Created: April 2024*

**What is Workplace Violence?**

Workplace violence is defined as any physical assault or act of aggressive behavior that occurs where a public employee performs any work-related duty in the course of their employment. This includes but is not limited to:

- 1) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
- 2) Any intentional display of force which would give an employee reason to fear or expect bodily harm.
- 3) Intentional and wrongful physical contact with a person without his or her consent that entails some injury.
- 4) Stalking an employee to cause fear of harm to the employee’s physical safety and health when such stalking has arisen through and in the course of employment.

**COMPLIANCE NOTICES**

## **Federal Compliance Notices**

[The Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#)

[OSHA Job Safety and Health](#)

[Fair Labor Standards: Minimum Wage](#)

[Workplace Discrimination is Illegal](#)

[Employee Polygraph Protection Act](#)

[Family Medical Leave Act](#)

[Certification of Health Care Provider for Employee's Serious Health Condition](#)

[Certification of Health Care Provider for Family Member's Serious Health Condition](#)

[Pregnancy Workers Fairness Act \(PWFA\)](#)

## **State Compliance Notices**

[Minimum Wage](#)

[Equal Pay Notice](#)

[Compliance with Workers' Compensation Certification](#)

[Disability Benefits](#)

[Summary of Work Related Injuries/Illnesses](#)

[Veterans Benefits and Services](#)

[Unemployment Notice to Fill In](#)

[Right to Know: Job Safety and Health](#)

[Notice for Blood Donation Leave](#)

[Right of Nursing Mothers to Express Breast Milk](#)

[No Smoking Graphic](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Right to Vote](#)

[Workplace Discrimination is Illegal](#)

[Discrimination Notice](#)

[Whistleblowing](#)

[NY Correction Law](#)

[Time Off and Work Hours](#)

## **Appendix**

**Change of Information**

**Exit Checklist**

**Exit Interview**

**2025-2026 Payroll Schedule**

**2025-2026 Holiday Schedule**

**Acknowledgment Form**

**Brewster Central School District  
Human Resources Department  
Change of Information Form**

***In the appropriate column below, please indicate your change(s).***

Current Information	Change
Name:	
Address:	
Phone:	
	Effective Date:

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

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

- c:     M. Kolhoser  
        S. Beal  
        A. Trupia  
        A. Colombo  
        A. Ferrara

# BREWSTER CENTRAL SCHOOL DISTRICT

## Employee Exit/Separation Checklist

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Separation Date: \_\_\_\_\_  
 Building/Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Forwarding Information: \_\_\_\_\_  
 Street/P.O. Box                  City                  State                  Zip Code                  Phone  
**(Payroll must be advised of address change in order to receive final paycheck and/or W-2 in a timely manner.)**

**Employee Affirmation:** I certify that all property of the Brewster Central Schools has been returned.

_____	_____
Departing Employee Signature	Date

<b><u>Principal/Supervisor:</u></b>	Date	Initials	Comments
Parking Sticker .....	/	/	/
All keys and fob collected .....	/	/	/
Equipment, tools, classroom materials, and textbooks collected .....	/	/	/
Plan book and student attendance register collected .....	/	/	/
Employee identification badge collected .....	/	/	/
Communications manual collected .....	/	/	/
Electronic devices collected .....	/	/	/
Telephone password/messages changed .....	/	/	/
Employee Affirmation (above) obtained .....	/	/	/
Desk cleared/any personal items removed .....	/	/	/
Mileage and/or other reimbursements processed .....	/	/	/
Request for payment of any amounts owed by employee (if known) ...	/	/	/

<b><u>Human Resources:</u></b>	Date	Initials	Comments
Employee's written resignation received .....	/	/	/
COBRA letter sent .....	/	/	/
Notify switchboard to remove from phone list .....	/	/	/
Notify technology to deactivate e-mail .....	/	/	/
Notify technology to deactivate password .....	/	/	/
Notify operations and maintenance to deactivate fob .....	/	/	/
Notify payroll to close out .....	/	/	/
Employee file moved to inactive .....	/	/	/
Staffing chart updated .....	/	/	/
Employee deactivated in databases .....	/	/	/
File OSPRA105 Notification of Termination.....	/	/	/

<b><u>Payroll:</u></b>	Date	Initials	Comments
Payroll reconciliation and final paycheck .....	/	/	/

<b><u>Technology:</u></b>	Date	Initials	Comments
E-mail account deactivated .....	/	/	/
Password(s) deactivated .....	/	/	/
Network files moved .....	/	/	/
Electronic devices returned .....	/	/	/

# BREWSTER CENTRAL SCHOOL DISTRICT

## Exit Interview

### Exit Interview Questionnaire

As we continue to grow as a school district, it is important for us to gather feedback from staff members who have decided to resign from our district. The interview will be conducted in person by the Assistant Superintendent for Human Resources. If the staff member does not want to be interviewed, we will send a copy of this questionnaire for them to complete. Your feedback is important to us.

- 1) How long did you work for the Brewster Central School District? \_\_\_\_\_
- 2) What department did you most recently work for? \_\_\_\_\_
- 3) What was your position in the Brewster Central School District? \_\_\_\_\_
- 4) On a scale of 1-5, where 1 is the lowest and 5 is the highest, how would you rate your experience working at Brewster? \_\_\_\_\_
- 5) What is your main reason for leaving The Brewster Central School District?
  - a) Personal reasons
  - b) Retiring
  - c) Accepted a position with a different school district to take a different position
  - d) Accepted a position with a different school district to make more money
  - e) Relocating
  - f) Family Obligations
  - g) Other,  
Specify: \_\_\_\_\_

*Please provide a short answer to the following questions:*

What improvements would you suggest about your working conditions or administrative support, if any?

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What was most satisfying about your job?

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What was least satisfying about your job?

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What two or three words would you use to describe the culture or the “feel” at the Brewster Central School District as a whole?

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What two or three words would you use to describe the department or program that you were employed in at the Brewster Central School District ?

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If you are leaving to go to a new employer, what does your new position offer that is not also offered by the Brewster Central School District?

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Is there anything additional that you would like to share with us about your experience at the Brewster Central School District ?

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Please circle yes or no to the following questions: (If no – provide additional information below)

- |   |     |    |
|---|-----|----|
| <input type="checkbox"/> Would you work for the Brewster Central School District again?                               | Yes | No |
| <input type="checkbox"/> Would you recommend the Brewster Central School District as a place of employment to others? | Yes | No |
| <input type="checkbox"/> Did you have adequate resources for your job?  | Yes | No |
| <input type="checkbox"/> Did your job duties turn out to be as you expected?  | Yes | No |

- Did you receive enough training/professional development to do your job effectively? Yes No
- Did you receive adequate support for your job? Yes No
- Did you receive sufficient feedback about your performance between reviews? Yes No

Additional Space for “no” answers above (If additional space is needed attach an additional page)

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May we contact you to clarify any of your answers? Yes No

Employee Name: \_\_\_\_\_

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

Contact Phone number: \_\_\_\_\_

Thank you for completing the survey!

## Payroll Schedule

Brewster Central School District PAYROLL DATES FOR 2025 - 2026 SCHOOL YEAR					
12-Month	10-Month	Timesheet Dates Included in Pay Period	TIMESHEETS DUE INTO PAYROLL	Pay Day	Pay Date
1		12 month employee first paycheck		Tuesday	07/15/25
2		07/01/25 - 07/12/25	07/15/25	Thursday	07/31/25
3		07/13/25 - 07/26/25	07/29/25	Friday	08/15/25
4		07/27/25 - 08/16/25*	08/19/25	Friday	08/29/25
5	1	08/17/25 - 08/30/25	09/02/25	Monday	09/15/25
6	2	08/31/25 - 09/13/25	09/16/25	Tuesday	09/30/25
7	3	09/14/25 - 09/27/25	09/30/25	Wednesday	10/15/25
8	4	09/28/25 - 10/11/25	10/14/25	Friday	10/31/25
9	5	10/12/25 - 10/25/25	10/28/25	Friday	11/14/25
10	6	10/26/25 - 11/08/25	11/12/25	Friday	11/28/25
11	7	11/09/25 - 11/22/25	11/25/25	Monday	12/15/25
12	8	11/23/25 - 12/06/25	12/9/25	Monday	12/29/25
13	9	12/7/25 - 12/27/25*	12/30/25	Thursday	01/15/26
14	10	12/28/25 - 01/10/26	01/13/26	Friday	01/30/26
15	11	01/11/26 - 01/24/26	01/27/26	Friday	02/13/26
16	12	01/25/26 - 02/07/26	02/10/26	Friday	02/27/26
17	13	02/08/26 - 02/28/26*	03/03/26	Friday	03/13/26
18	14	03/01/26 - 03/14/26	03/17/26	Tuesday	03/31/26
19	15	03/15/26 - 03/28/26	03/31/26	Wednesday	04/15/26
20	16	03/29/26 - 04/18/26*	04/21/26	Thursday	04/30/26
21	17	04/19/26 - 05/02/26	05/05/26	Friday	05/15/26
22	18	05/03/26 - 05/16/26	05/19/26	Friday	05/29/26
23	19	05/17/26 - 05/30/26	06/02/26	Friday	06/15/26
24	20	05/31/26 - 06/13/26	06/16/26	Tuesday	06/30/26
Summer Multi Pay (includes 06/30 pay plus 4 additional pays)					
25/26 Clean up/Supplemental pay		06/14/26 - 06/30/26	07/02/26	Thursday	07/09/26
*Includes three weeks of timesheets Payroll deductions will begin on the 9/15/25 payroll and continue for 20 pays					
COACHING PAY DATES			CO-CURRICULAR, LIAISON & MENTOR PAY DATES		
FALL		10/15/25 & 11/14/25			11/14/25
WINTER		01/15/26 & 03/13/26			03/13/26
SPRING		04/15/26 & 06/15/26			06/15/26

REVISED 5/1/2025

**2025-2026 Holiday Schedule**

**Brewster Central School  
District Office  
Office of the Superintendent**

# Memo

To: All 12-Month Employees  
From: Dr. Michelle Gosh  
Date: March 2025  
Re: Holiday Schedule 2025-2026 School Year

The schedule of office holidays for the 2025-2026 school year has now been established. The following are the dates when ALL offices, both district and building, are CLOSED during 2025-2026:

**Thursday, July 3, 2025**

Friday, July 4  
Monday, September 1  
Monday, October 13  
Tuesday, November 11  
Thursday, November 27  
Friday, November 28  
Wednesday, December 24  
Thursday, December 25  
Wednesday, December 31  
Thursday, January 1  
Monday, January 19  
Monday, February 16  
Tuesday, February 17  
Friday, April 3  
Monday, May 25  
Friday, June 19

**Floating Holiday**

Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving  
Thanksgiving Recess  
Christmas Eve  
Christmas Day  
New Year's Eve  
New Year's Day  
Martin Luther King Jr. Day  
Presidents' Day  
Lunar New Year  
Good Friday  
Memorial Day  
Juneteenth

Unless listed above, other dates are considered regular work days for all affected staff members. If you have any questions, please let me know.

## Acknowledgment Statement

This handbook has been prepared as a guide for policies, procedures and general information, which should assist you during your employment. The policies and benefits described in this handbook are not intended to be conditions of employment. The Brewster Central School District reserves the right to alter, modify, amend or terminate these policies and benefits in content or application as it deems appropriate. These changes may be implemented as a result of State mandated, Board of Education or administrative policy modifications and may not necessarily be communicated through additions to this handbook and are available in the online policy manual at [www.brewsterschools.org](http://www.brewsterschools.org)

I acknowledge receipt of the employee handbook and I agree to read and abide by the policies set forth in the handbook. *Failure to abide by these policies may result in disciplinary action against me.*

Print Employee Name: \_\_\_\_\_

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

Employee Title: \_\_\_\_\_

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

Please note that if discrepancies exist between the material presented in this handbook and collective bargaining agreements, collective bargaining agreements will take precedence and supersede any information presented in this handbook.