



# Board of Education Meeting

October 10, 2023

**Canisteo-Greenwood High School**  
**6:00 PM**

**CANISTEO-GREENWOOD CENTRAL SCHOOL  
BOARD OF EDUCATION  
PUBLIC AGENDA  
TUESDAY, OCTOBER 10, 2023**

**REGULAR MEETING**

**Conference Room**

**6:00 PM**

**BOARD OF EDUCATION**

**Opening of the Meeting**

President, **Mike Nisbet** calls the Regular Board of Education meeting to order.  
President advises where the fire exits are.

**Pledge of Allegiance**

**CONSENSUS ITEMS**

**Routine Actions**

Approve the following:

- a) October 10, 2023 agenda, consensus, and personnel items as presented
- b) Minutes of the Regular Meeting of September 11, 2023
- c) Minutes of the Special Meeting of September 25, 2023
- d) Appropriation Status Report, Revenue Report, Treasurers Report, Warrants

**Reception and Introduction of New Teachers for the 23-24 school year**

**COMMUNICATION**

**Superintendent's Report**

- a) Recognition of Reilly Bloom
- b) Introduction of New Teachers by Colleen Brownell, Pete Reynolds, Tricia Dodge
- c) Trees in front of high school
- d) 23-24 Enrollment Update
- e) First reading of following policy:
  - #6121 Sexual Harassment in the Workplace

**1. Administrator's Report**

- a) Pete Reynolds – Students honored by NYS Archives

**CORRESPONDENCE**

- a) SRO Monthly Report
- b) Athletic Trainer Monthly Report

**OLD BUSINESS**

None

**RECOMMENDATIONS**

- a) Approve the 2022-23 External Audit and corrective action plan from Drescher & Malecki, LLP.
- b) Adjust the following support staff hours for the 2023-24 school year based on needs.

Elementary School Teacher Aides		
<u>Employee</u>	<u>Current hours</u>	<u>Proposed hours</u>
Mary Lou Ayers	7.0 hours	7.25 hours
Beverly Butler	7.0 hours	7.25 hours

## 2- REGULAR MEETING- October 10, 2023

Jami Cobin	7.0 hours	8.00 hours
Audra Drake	7.0 hours	7.25 hours
Tracey Ellis	7.0 hours	7.25 hours
Amy Heckman	5.0 hours	5.25 hours
Yvette Henry	7.0 hours	7.25 hours
Robin Jankowski	7.0 hours	7.25 hours
Brooklyn Mullen	7.0 hours	7.25 hours
April Nichols	7.0 hours	7.50 hours
Jaime Sawyer	7.0 hours	7.25 hours
Lindsey Smith	7.0 hours	7.25 hours
Jessica Williamson	7.0 hours	7.25 hours
Elizabeth Woodward	7.0 hours	7.25 hours
Ann Zeltwanger	7.0 hours	7.25 hours

High School		
<u>Employee</u>	<u>Current hours</u>	<u>Proposed hours</u>
Karlie Askins	7.0 hours	7.50 hours
Carla Brown	7.0 hours	7.5 hours
Shelly Brown	7.0 hours	8.00 hours
Connie Cotton	7.0 hours	7.33 hours
Cathy Freitag	7.0 hours	7.5 hours
Dianne Heckel	7.0 hours	7.5 hours

- c) Approve the hourly Wage for Stephen Lewis for 2023-2024 School Year.
- d) Approve the Addendum to Tentative Agreement for 2023-2026 Successor CBA – work clothing reimbursement for Maintenance department employees.
- e) Approve the Quarantine Learning Plan MOU 23-24 school year only.
- f) Approve the flex days for High School Guidance Counselors MOU.
- g) Approve the After School Tutoring Coordinator Title Change MOU.
- h) Accept the donation from New China Restaurant, 21 Main St, Canisteo NY 14823, for 50 individual \$10 gift certificates totaling \$500 worth of value to use as incentives for our students.
- i) Approve the YAG overnight trip to Albany, NY November 19-20<sup>th</sup>, 2023.

### **ANTICIPATED EXECUTIVE SESSION**

Enter into Executive Session for matters pertaining to personnel.

### **ANTICIPATED OUT OF EXECUTIVE SESSION**

Move out of Executive Session.

### 3- REGULAR MEETING- October 10, 2023

#### **I. CONSENSUS AND PERSONNEL**

##### **1. Special Education**

- a) \* Recommendations of the Special Education committee for action taken on September 26 and October 3, 2023.
- b) \* Recommendations of the 504 Committee for action taken on October 3, 2023.
- c) \*Recommendations of the CPSE Committee for action taken on October 4, 2023.

##### **2. Personnel**

###### **A. Leave of Absence**

- a) \* Approve the unpaid Leave of Absence of Scott Chapman, From approximately September 22, 2023 to December 22, 2023.

###### **B. Resignations**

- a) \* Accept resignation of Emily Fawley, HS Ski Club Advisor, effective October 11, 2023.

###### **C. Appointments**

- a) \* Appoint Rose Mullen to 1.5-hour Mid-day BOCES run, effective October 17, 2023
- b) \* Appoint Jen Bown to 3-hour Bus aide for Pre-K Columbian Run #63, effective October 17, 2023.
- c) \* Appoint Brett White to Bus 60, Rexville Route at 3.75 hours a day, effective October 17, 2023
- d) \* Appoint William Didas to Bus 61 Hammercreek route at 3.0 hours a day, effective October 17, 202.
- e) \*Appoint Luke Stevens, teacher aide at 7 hours a day, effective October 17, 2023.
- f) \*Approve the following winter coaches for the 2023-24 school year:

Position	Name
Varsity Swimming Coach	Meghan Franclemont
Varsity Wrestling Coach	Geoff Havens
Varsity Wrestling Assistant	Phil Stewart
Modified Wrestling Coach	Andrew Dennis
Volunteer Assistant Wrestling	Chris Graham
Boys' Varsity Basketball Coach	Brad Hoyt
Boys' Varsity Volunteer Assistant	Hunter McCaffrey
Boy's JV Basketball Coach	Bobbi Morgan
Boy's JV Volunteer Assistant	Derrick Mitchell
Boy's Modified Basketball Coach	
Girls' Varsity Basketball Coach	Lester York
Girls' Varsity Volunteer Assistant	Mack Mullen
Girl's JV Basketball Coach	Collin Button
Girl's Modified Basketball Coach	Breana Gleaton
Winter Varsity Cheerleading	Brooke Remchuk
Volunteer Assistant Cheerleading	Kiersten Gerbes
Modified Cheerleading	Megan Dineen
Indoor Track Coach	Gerry Amidon
Ski Team	Jaime Sawyer

#### **4- REGULAR MEETING- October 10, 2023**

g) \*Appoint the following proctors for the 2023-24 school year.

Kyle Hosmer, Mitchell Hosmer, Shannon Havens, Karlie Askins, Gerry Amidon, Melynda Drouin, Robert (Foster) Hinds, Marcy Morling, Mindy Perry, Dave Thompson, Bill Zeltwanger, Deb Ambuski,	Proctor
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h) \*Approve the following additions to the 2023-24 Substitute list pending fingerprint clearance and A19 certification:

Jennifer Bixby	Uncertified Teacher, Aide, Clerical
Rachael McGregor	Uncertified Teacher, Aide
Ann Farkas	Uncertified Teacher, Aide
Blythe Snyder	Uncertified Teacher, Aide
Luke Mullen	Sub Bus Driver
James Button	Cleaner

#### **ADJOURNMENT**

Adjourn the Board Meeting.

**CANISTEO-GREENWOOD CENTRAL SCHOOL  
BOARD OF EDUCATION  
MINUTES  
MONDAY, SEPTEMBER 11, 2023**

**REGULAR MEETING**

**Conference Room**

**6:00 PM**

**Board Members Present:**

Michael Nisbet	<u>X</u>
Marcy Bradley	<u>X</u>
Fred Thompson	<u>X</u>
Michael Lehman	<u>0</u>
Bruce MacKellar	<u>0</u>
Heather Cox	<u>X</u>
Joe Pacanowski	<u>0</u>

**Administration & Others Present:**

Tom Crook	<u>X</u>
Peter Reynolds	<u>X</u>
Colleen Brownell	<u>0</u>
Paul Cone	<u>X</u>
Tricia Dodge	<u>X</u>
Teffenie Stuckey	<u>0</u>
Heidi Beecher	<u>0</u>

**District Clerk:**

Deborah Ambuski X

**Community Members Present:** 14

**Opening of the Meeting**

President, **Mike Nisbet** calls the Regular Board of Education meeting to order at 6:00 P.M.

OPEN MEETING

President advises where the fire exits are.

**Pledge of Allegiance**

**Routine Actions**

Motion was made by **Fred Thompson** and seconded by **Heather Cox** to approve the following:

- a) September 11, 2023 agenda, consensus, and personnel items as presented
  - b) Minutes of the Regular Meeting of August 21, 2023
  - c) Minutes of the Special Meeting of August 28, 2023
- 4-0 CARRIED**

**COMMUNICATION**

**1. Superintendent's Report**

- a) Solar Eclipse
- b) Vacancy Notification- Teacher Aide
- c) Canisteo Living Sign Revitalization Project presented by Kathy Boccia and Steve Cotton
- d) Facilities Update by Don Lewis

VACANCY  
NOTIFICATION

**CORRESPONDENCE**

Athletic Training August Report

**OLD BUSINESS**

None

**RECOMMENDATIONS**

- a) Motion was made by **Marcy Bradley** and seconded by **Fred Thompson** to approve the Longevity Benefit MOU between the Canisteo-Greenwood School District and CGAA. **4-0 CARRIED**
- b) Motion was made by **Marcy Bradley** and seconded by **Fred Thompson** to approve the Pay Adjustment for A CGTA Member S. McCaffrey MOU between the Canisteo Greenwood School District and CGSPA. **4-0 CARRIED**
- c) Motion was made by **Fred Thompson** and seconded by **Heather Cox** BE IT RESOLVED that this Memorandum of Agreement between the Board of Education of the Canisteo Greenwood Central School District hereby ratifies the successor collective bargaining agreement by and between the District and the Canisteo Greenwood Educational Support Personnel Association with updated terms and conditions of employment for the term beginning on July 1, 2023 and expiring June 30, 2026 **4-0 CARRIED**
- d) Motion was made by **Marcy Bradley** and seconded by **Heather Cox** that it be RESOLVED BY THE SCHOOL DISTRICT: That the board of Education authorizes the law firm of Wagstaff & Cartmell, LLP and Ferrara Fiorenza PC to initiate litigation and file suit against any appropriate

LONGEVITY MOU  
FOR CGAA

**SHIRLEY McCaffrey**  
PAY ADJUSTMENT

MOA CGESPA

INITIATE LITIGATION  
FOR SOCIAL MEDIA  
PLATFORMS

## 2- REGULAR MEETING- September 11, 2023

parties to seek compensation to the School District for damages suffered by the School District and its students as a result of the development, operation, and marketing of social media platforms, and to seek any other appropriate relief. The School District hereby authorizes its Superintendent of Schools or their designee to sign all appropriate documents and fee agreements on behalf of the School District.

4-0 CARRIED

### I. PUBLIC COMMENTS

COMMENTS FROM THE PUBLIC ARE WELCOME. HOWEVER, THE CONTEXT AND TIMING ARE AT THE DISCRETION OF THE PRESIDENT OF THE BOARD OF EDUCATION.

### II. ANTICIPATED EXECUTIVE SESSION

Motion was made by **Fred Thompson** and seconded by **Heather Cox** to enter into Executive Session at 6:57PM, for matters pertaining to personnel matter.

4-0 CARRIED

ENTER EXECUTIVE  
SESSION

### III. ANTICIPATED OUT OF EXECUTIVE SESSION

Motion was made by **Fred Thompson** and seconded by **Heather Cox** to move out of Executive Session at 7:05PM.

4-0 CARRIED

OUT OF EXECUTIVE  
SESSION

### IV. CONSENSUS AND PERSONNEL

#### 1. Special Education

- a) \*Recommendations of the Special Education committee for action taken on August 28, 2023.
- b) \*Recommendations of the CPSE Committee for action taken on August 28, 2023.

#### 2. Personnel

##### A. Leave of Absence - None

##### B. Resignations – None

##### C. Appointments

- a) \* Upon the recommendation of Thomas Crook, Superintendent the following probationary appointment be made:

Name of Appointee: Jack Smith

Tenure Area: Music

Date of commencement of probationary services: September 12, 2023

Certification status: Initial

Expiration date of appointment: September 13, 2027

Salary: Step 1 -\$42,441

JACK SMITH  
APPOINTMENT

- b) \* Upon the recommendation of Thomas Crook, Superintendent the following probationary appointment be made:

Name of Appointee: Amanda Fuller

Tenure Area: Teaching Assistant Level 1

Date of commencement of probationary services: September 12, 2023

Certification status: Certificate

Expiration date of appointment: September 13, 2027

Salary: Step 4 -\$27,105.60

AMANDA FULLER  
APPOINTMENT

- c) \* Adjust salary of Michelle Brown from \$18 per hour to \$20 per hour, effective September 1, 2023.

MICHELLE BROWN  
PAY ADJUSTMENT

- d) \* Adjust salary of April Nichols from \$18 to \$20, effective September 1, 2023.

APRIL NICHOLS  
PAY ADJUSTMENT

- e) \* Appoint Eileen Miller mentor for the 2023-24 school year.

EILEEN MILLER  
MENTOR APPOINTMENT

- f) \* Approve the following extracurricular appointment for the 2023-24 school year:

### 3- REGULAR MEETING- September 11, 2023

Activity	Advisor/Co-Advisor	2 <sup>nd</sup> Advisor
9 <sup>th</sup> Grade Class Advisor(s)	Sherry Fenti	Laura Seeley-Sick
7 <sup>th</sup> Grade Class Advisor(s)	Heather Mitchell	Allison White
ES Student Lighthouse Director	Sasha Rigas	Vacant
5 <sup>th</sup> & 6 <sup>th</sup> Grade Girls Basketball Club	Andrew Mitchell	
5 <sup>th</sup> & 6 <sup>th</sup> Grade Boys Basketball Club	Nick Gallicchio	
Athletic Coordinator	Ethan Brooks	
District AV Coordinator	Jamie Freeland	

EXTRA-CURRICULAR  
APPOINTMENTS

- g) \* Appoint the following fall coaches for the 2023-24 school year.

Chris Graham	Cross Country Coach	\$3401

CROSS COUNTRY  
COACH

- h) \* Approve the following PLC Team Leaders for the 2023-24 School Year:

Amy Peters	Brooke Remchuk	Nicole Dineen	Nikki Austin
Amy Caward	Lisa Brott	Tom Mayo	Matt Bosworth
Norma Roberts	Bryan Lewis	John Griffin	James Freeland
Renae Fortuna	Pam Markel	Reilly Pogue	Jenna LaPore
Julie Erdmann	Ethan Brooks	Carrie Button	Sasha Rigas
Dawn McInroy	Meghan Franclemont	Meghan Hoyt	Patty Stauring

APPOINT PLC  
TEAM LEADERS

- i) \* Approve the following additions to the 2022-23 Substitute list pending fingerprint clearance:

Diane Lewis	Uncertified Teacher, Aide, Nurse, LPN
Mariah Woods	Uncertified Teacher, Aide

SUBSTITUTE  
APPOINTMENTS

- j) \* Appoint Frank Garrigues at LTS, effective September 6, 2023 at a rate of \$212.20 per day

FRANK GARRIGUES  
LTS APPOINTMENT

## XII. ADJOURNMENT

Motion was made by **Heather Cox** and seconded by **Fred Thompson** to adjourn the Board Meeting at 7:06PM.

ADJOURN MEETING

**4-0 CARRIED**

Deborah Ambuski, District Clerk

Date



**CANISTEO-GREENWOOD CENTRAL SCHOOL  
BOARD OF EDUCATION  
MINUTES  
MONDAY, SEPTEMBER 25, 2023**

**SPECIAL MEETING**

**High School Conference Room**

**6:00 PM**

**Board Members Present:**

Michael Nisbet   X    
Marcy Bradley   X    
Fred Thompson   X    
Michael Lehman   X    
Bruce MacKellar   X   6:11PM  
Heather Cox   X    
Joe Pacanowski   X  

**Administration & Others Present:**

Tom Crook   X    
Peter Reynolds   0    
Colleen Brownell   0    
Paul Cone   X    
Tricia Dodge   0    
Teffenie Stuckey   0    
Heidi Beecher   0  

**District Clerk:**

Deborah Ambuski   X  

**Community Members Present:**   5  

**Opening of the Meeting**

President, **Mike Nisbet** calls the Regular Board of Education meeting to order at 6:00 P.M.

President advises where the fire exits are.

**Pledge of Allegiance**

**Routine Actions**

Motion was made by **Fred Thompson** and seconded by **Heather Cox** to approve the following:

- a) September 11, 2023 agenda, consensus, and personnel items as presented. **6-0 CARRIED**

OPEN MEETING

**COMMUNICATIONS**

**Superintendent's Report**

- a) Full scope Capital Project Presentation by Hunt Engineering

CAPITAL PROJECT  
PRESENTATION

**RECOMMENDATIONS** - None

**ANTICIPATED EXECUTIVE SESSION**

Motion was made by **Fred Thompson** and seconded by **Mike Lehman** to enter into Executive Session at 7:07 PM, for matters pertaining to personal matter.

**6-0 CARRIED**

ENTER EXECUTIVE  
SESSION

**ANTICIPATED OUT OF EXECUTIVE SESSION**

Motion was made by **Joe Pacanowski** and seconded by **Heather Cox** to move out of Executive Session at 7:35 PM.

**6-0 CARRIED**

OUT OF EXECUTIVE  
SESSION

**CONSENSUS AND PERSONNEL**

**1. Personnel**

**A. Appointments**

- a) \* Approve the following additions to the 2023-2024 Substitute/Substitute Bus Driver list pending fingerprint clearance:

Brett White	Bus Driver (pending 19A certification)
William Didas	Bus Driver (pending 19A certification)

SUBSTITUTE  
APPOINTMENTS

- b) \* Approve the following spring coaches for the 23-24 season:

Zach Canne	Unpaid Assistant - Football	
Andrew Mitchell	Modified Girls Soccer	\$1601

MOD GIRLS  
SOCCER COACH

**ADJOURNMENT**

Motion was made by **Fred Thompson** and seconded by **Marcy Bradley** to adjourn the Board Meeting at 7:36 PM.

**6-0 CARRIED**

ADJOURN MEETING

**Deborah Ambuski, District Clerk**

**Date**

# CANISTEO-GREENWOOD CSD

Appropriation Status Summary Report By Function From 7/1/2023 To 6/30/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION	*	19,619.00	0.00	19,619.00	1,291.90	15,550.90	2,776.20
1040	DISTRICT CLERK	*	24,000.00	-23,000.00	1,000.00	126.50	0.00	873.50
1060	DISTRICT MEETING	*	1,700.00	44,211.54	45,911.54	11,183.72	33,600.78	1,127.04
1240	CHIEF SCHOOL ADMINISTRATOR	*	186,000.00	-20,916.54	165,083.46	33,642.95	105,200.28	26,240.23
1310	BUSINESS ADMINISTRATION	*	300,252.00	55,538.20	355,790.20	103,943.94	232,256.63	19,589.63
1320	AUDITING	*	32,836.00	5,000.00	37,836.00	1,125.88	34,094.74	2,615.38
1330	TAX COLLECTOR	*	10,212.00	0.00	10,212.00	495.00	3,970.80	5,746.20
1380	FISCAL AGENT FEE	*	1,000.00	0.00	1,000.00	712.00	0.00	288.00
1420	LEGAL	*	22,000.00	0.00	22,000.00	2,325.00	19,675.00	0.00
1430	PERSONNEL	*	40,429.00	0.00	40,429.00	4,042.90	36,386.10	0.00
1460	RECORDS MANAGEMENT OFFICER	*	4,560.00	0.00	4,560.00	0.00	25.98	4,534.02
1620	OPERATION OF PLANT	*	974,904.00	109,594.34	1,084,498.34	224,894.13	633,101.52	226,502.69
1621	MAINTENANCE OF PLANT	*	383,784.00	237,590.11	621,374.11	230,411.64	173,670.66	217,291.81
1670	CENTRAL PRINTING & MAILING	*	87,000.00	3,200.00	90,200.00	2,553.59	10,017.70	77,628.71
1910	UNALLOCATED INSURANCE	*	103,000.00	0.00	103,000.00	7,125.72	0.00	95,874.28
1920	SCHOOL ASSOCIATION DUES	*	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
1964	REFUND ON REAL PROPERTY TAXES	*	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
1989	UNCLASSIFIED	*	526,111.00	0.00	526,111.00	46,410.50	417,694.50	62,006.00
2010	CURRICULUM DEVEL & SUPERVISION	*	88,565.00	0.00	88,565.00	14,483.20	47,230.21	26,851.59
2020	SUPERVISION-REGULAR SCHOOL	*	382,875.00	30,283.41	413,158.41	96,320.38	296,444.52	20,393.51
2060	RESEARCH, PLANNING & EVALUAT	*	32,100.00	0.00	32,100.00	796.00	7,164.00	24,140.00
2070	INSERVICE TRAINING-INSTRUCTION	*	98,960.00	140,781.00	239,741.00	20,630.20	167,832.90	51,277.90
2110	TEACHING-REGULAR SCHOOL	*	6,174,562.00	127,912.39	6,302,474.39	522,665.67	4,961,564.55	818,244.17
2250	PROGRAMS-STUDENTS W/ DISABIL	*	3,230,865.00	104,260.86	3,335,125.86	226,809.94	2,374,988.75	733,327.17
2280	OCCUPATIONAL EDUCATION	*	1,234,000.00	614.65	1,234,614.65	114,231.44	1,058,747.26	61,635.95
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	183,393.00	14,914.76	198,307.76	21,008.22	171,804.48	5,495.06
2630	COMPUTER ASSISTED INSTRUCTION	*	612,950.00	257,846.20	870,796.20	103,155.52	734,175.94	33,464.74
2805	ATTENDANCE-REGULAR SCHOOL	*	39,150.00	0.00	39,150.00	7,471.78	23,333.14	8,345.08
2810	GUIDANCE-REGULAR SCHOOL	*	431,651.00	3,082.00	434,733.00	53,719.59	369,694.07	11,319.34
2815	HEALTH SERVICES-REGULAR SCHOOL	*	197,650.00	3,595.87	201,245.87	14,965.65	119,820.34	66,459.88
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	70,480.00	0.00	70,480.00	5,462.02	64,493.98	524.00
2850	CO-CURRICULAR ACTIV-REG SCHL	*	97,000.00	0.00	97,000.00	2,268.10	2,327.40	92,404.50
2855	INTERSCHOL ATHLETICS-REG SCHL	*	401,475.00	142,343.07	543,818.07	59,298.94	155,800.81	328,718.32

# CANISTEO-GREENWOOD CSD

Appropriation Status Summary Report By Function From 7/1/2023 To 6/30/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
5510	DISTRICT TRANSPORT-MEDICAID	*	1,411,764.00	179,561.18	1,591,325.18	210,361.39	598,446.63	782,517.16
5530	GARAGE BUILDING	*	52,600.00	15,595.58	68,195.58	4,597.83	33,540.06	30,057.69
9010	STATE RETIREMENT	*	447,925.00	0.00	447,925.00	14,097.04	0.00	433,827.96
9020	TEACHERS' RETIREMENT	*	880,736.00	0.00	880,736.00	17,366.50	0.00	863,369.50
9030	SOCIAL SECURITY	*	875,572.00	0.00	875,572.00	103,217.51	671,715.88	100,638.61
9040	WORKERS' COMPENSATION	*	53,542.00	1,458.00	55,000.00	0.00	55,000.00	0.00
9050	UNEMPLOYMENT INSURANCE	*	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	6,073,935.00	-334,957.04	5,738,977.96	1,339,994.69	4,235,085.44	163,897.83
9070	UNION WELFARE BENEFITS	*	285,750.00	202,419.05	488,169.05	84,299.68	241,373.13	162,496.24
9721		*	2,553,656.00	0.00	2,553,656.00	0.00	0.00	2,553,656.00
9760	DEBT SERVICE-TAX ANTICIP NOT	*	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
9950	TRANSFER TO CAPITAL	*	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
Fund ATotals:			28,748,063.00	1,300,928.63	30,048,991.63	3,707,506.66	18,105,829.08	8,235,655.89
Grand Totals:			28,748,063.00	1,300,928.63	30,048,991.63	3,707,506.66	18,105,829.08	8,235,655.89

# CANISTEO-GREENWOOD CSD

Revenue Status Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAXES	4,609,542.00	0.00	4,609,542.00	3,175,622.84	1,433,919.16
<u>A 1040</u>	APPROPRIATION OF PLANNED BALANCE	500,301.00	0.00	500,301.00	0.00	500,301.00
<u>A 1081</u>	OTHER PAYMENTS IN LIEU OF TAXES	77,725.00	0.00	77,725.00	0.00	77,725.00
<u>A 1083</u>	WIND POWER PILOTS	182,924.00	0.00	182,924.00	0.00	182,924.00
<u>A 1085</u>	SCHOOL TAX RELIEF REIMBURSEMENT	897,987.00	0.00	897,987.00	0.00	897,987.00
<u>A 1090</u>	INT & PENALTIES ON REAL PROP TAXES	5,000.00	0.00	5,000.00	0.00	5,000.00
<u>A 1335</u>	OTHER STUDENT FEES & CHARGES	0.00	0.00	0.00	1,600.00	-1,600.00
<u>A 1489</u>	OTHER CHARGES FOR SERVICES	0.00	0.00	0.00	53,054.00	-53,054.00
<u>A 2401</u>	INTEREST & EARNINGS	20,000.00	0.00	20,000.00	39,506.56	-19,506.56
<u>A 2440</u>	RENTAL, OTHER (FACILITIES USE)	1,000.00	0.00	1,000.00	0.00	1,000.00
<u>A 2650</u>	SALE OF SCRAP & EXCESS MATERIALS	0.00	0.00	0.00	49.75	-49.75
<u>A 2701</u>	REFUNDS FOR BOCES AIDED SERVICES	270,000.00	0.00	270,000.00	0.00	270,000.00
<u>A 3101.A</u>	BASIC FORMULA AID	15,517,322.00	0.00	15,517,322.00	890,867.93	14,626,454.07
<u>A 3101.B</u>	EXCESS COST AID	232,777.00	0.00	232,777.00	0.00	232,777.00
<u>A 3101.C</u>	Building AID	2,709,024.00	0.00	2,709,024.00	0.00	2,709,024.00
<u>A 3101.T</u>	BASIC FORMULA AID (TRANSPORTATION)	1,253,278.00	0.00	1,253,278.00	0.00	1,253,278.00
<u>A 3102</u>	LOTTERY AID	0.00	0.00	0.00	1,274,314.29	-1,274,314.29
<u>A 3102..1</u>	LOTTERY AID VLT	0.00	0.00	0.00	66,569.42	-66,569.42
<u>A 3103</u>	BOCES AID	1,778,342.00	0.00	1,778,342.00	0.00	1,778,342.00
<u>A 3104</u>	HARDWARE AID	18,875.00	0.00	18,875.00	0.00	18,875.00
<u>A 3260</u>	TEXTBOOKS	71,591.00	0.00	71,591.00	0.00	71,591.00
<u>A 3289</u>	OTHER STATE AID, SPECIFY	5,967.00	0.00	5,967.00	0.00	5,967.00
<u>A 4601</u>	MEDICAID REIMBURSEMENT	146,408.00	0.00	146,408.00	9,817.70	136,590.30
<u>A 5997</u>	APPROPRIATE RESERVES	450,000.00	0.00	450,000.00	0.00	450,000.00
<b>A Totals:</b>		<b>28,748,063.00</b>	<b>0.00</b>	<b>28,748,063.00</b>	<b>5,511,402.49</b>	<b>23,236,660.51</b>
<b>Grand Totals:</b>		<b>28,748,063.00</b>	<b>0.00</b>	<b>28,748,063.00</b>	<b>5,511,402.49</b>	<b>23,236,660.51</b>

**CANISTEO-GREENWOOD CENTRAL SCHOOL**  
**CASH RECONCILIATIONS REPORT**  
Through Sept 2023

ACCOUNT NAME	ACCOUNT NUMBER		BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	INTEREST EARNINGS	ENDING BALANCE
GENERAL FUND							
CHECKING C&N	xxxx031	A200.1	\$ 158,705.92	\$ 2,100.00	\$ -	\$ 28.88	\$ 160,834.80
SAVINGS	xxxx6799	A201.3	\$ 245,428.04			\$ 161.32	\$ 245,589.36
CHECKING	xxx7952	A200	\$ 827,538.12	\$ 4,690,511.22	\$ 2,152,104.32	\$ 2,366.34	\$ 3,368,311.36
SAVINGS - C&N Tax	xx7002	A200.1T	\$ 372,734.55	\$ 3,177,175.98	\$ 1,251,553.19	\$ 120.23	\$ 2,298,477.57
LUNCH FUND							
SAVINGS - Chase	xxx6764	C201	\$ 108,744.06	\$ 75,000.00	\$ 15,310.73	\$ 83.97	\$ 168,517.30
C&N Lunch Checking	xxx1809	C201.1	\$ 91,059.79	\$ 1,073.69	\$ 14,529.34	\$ 14.07	\$ 77,618.21
FEDERAL FUND							
CHECKING	xxxx772	F200	\$ 73,486.95	\$ 320,041.68	\$ 104,858.26	\$ 83.27	\$ 288,753.64
CAPITAL FUND							
CHECKING	xxxx533	H200	\$ 332,498.07			\$ 220.23	\$ 332,718.30
STUDENT ACTIVITIES							
CHECKING	xxxx646	SA200	\$ 106,735.15	\$ 10,623.00	\$ 854.00	\$ 17.90	\$ 116,522.05
TRUST & AGENCY FUND							
CHECKING	xxxx0799	TA200	\$ 363,137.74	\$ 963,685.49	\$ 936,514.51	\$ 259.19	\$ 390,567.91
DEBT SERVICE							
SAVINGS	xxxx810	V200	\$ 6,012.59			\$ 3.95	\$ 6,016.54
CAPITAL RESERVE							
SAVINGS - Bus	xxx2083	A230.2	\$ 713,096.57			\$ 468.72	\$ 713,565.29

**CANISTEO-GREENWOOD CENTRAL SCHOOL**  
**CASH RECONCILIATIONS REPORT**  
Through Sept 2023

ACCOUNT NAME	ACCOUNT NUMBER		BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	INTEREST EARNINGS	ENDING BALANCE
INSURANCE RESERVE							
SAVINGS	xxx6829	A201.4	\$ 374,077.68			\$ 245.88	\$ 374,323.56
LIABILITY RESERVE							
SAVINGS	xxx6837	A201.2	\$ 400,762.64			\$ 263.42	\$ 401,026.06
Capital Reserve							
SAVINGS	xxxx0880	A230.3	\$ 3,928,394.30		\$ 622.88	\$ 8,070.39	\$ 3,935,841.81
RETIREMENT RESERVE							
SAVINGS	xxx9265	A201.6	\$ 1,294,606.06		\$ 205.27	\$ 2,659.61	\$ 1,297,060.40
EBLAR							
SAVINGS	xxx2505	A201.11	\$ 354,180.43			\$ 232.80	\$ 354,413.23
UNEMPLOYMENT RESERVE							
SAVINGS	xxxx398	A201.12	\$ 205,084.27			\$ 134.80	\$ 205,219.07
WORKERS COMP RESERVE							
SAVINGS	xxx2380	A201.10	\$ 315,929.27			\$ 207.66	\$ 316,136.93
REPAIR RESERVE							
SAVINGS	xxx6917	A201.13	\$ 709,537.71			\$ 466.38	\$ 710,004.09

## CANIST GREENWOOD CSD

Check Warrant Report For A - 4: GENERAL FUND #4 For Dates 8/1/2023 - 8/31/2023

NVISION

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	Check Description	PO Number	Check Amount	Liquidated
Account	Account Description								
37658	08/16/2023	1388	**VOID** NYSPPHSA, INC.			**VOID**			
A 2855.452-03	MAT & SUPP-BASEBALL		**VOID**		2023 BASEBALL			-11.00	
						Check Total:		-11.00	
38266	08/01/2023	3526	ANDOVER HARDWARE & HOME CENTER LLC						
A 1621.453-06	GROUNDS SUPPLIES				455231	2455		606.94	606.94
						Check Total:		606.94	
38267	08/01/2023	9	SA Health Care Plan						
A 9060.811-01	HOSPITAL & MEDICAL INSURANCE		AUGUST 2023		53413207-AETNA	2416		2,933.10	2,933.10
						Check Total:		2,933.10	
38268	08/01/2023	202	UNITED FIRE EQUIPMENT						
A 1621.405-06	OTHER CONTRACTUAL EXPENSES				12490	2453		275.00	275.00
						Check Total:		275.00	
38269	08/01/2023	750	VERIZON WIRELESS						
A 1620.418-05	TELEPHONE		6/11/23 TO 7/10/23		9939297100	2448		151.96	151.96
						Check Total:		151.96	
38270	08/01/2023	475	MACGILL, WILLIAM COMPANY						
A 2815.452-03	MAT & SUPP: 9 - 12				833645	1225		543.75	540.83
						Check Total:		543.75	
38271	08/02/2023	515	Bernard P. Donegan, Inc.						
A 1310.400-01	CONTRACTUAL		AS PER PAUL		7/26/23			6,386.25	
						Check Total:		6,386.25	
38272	08/02/2023	1459	BLICK ART MATERIALS						
A 2110.459-33	MAT & SUPP: ART 7-12				1145696	2403		337.65	337.65
						Check Total:		337.65	
38273	08/02/2023	9	SA Health Care Plan						
A 9060.811-01	HOSPITAL & MEDICAL INSURANCE				SA-AUGUST 2023	2416		8,790.69	8,790.69
						Check Total:		8,790.69	
38274	08/02/2023	762	SCHOOL NURSE SUPPLY CO.						
A 2815.451-02	MAT & SUPP: K-4				0958859	1319		2,544.88	2,544.88
						Check Total:		2,544.88	

08/17/2023 01:51 PM

## CANIST GREENWOOD CSD

Check Warrant Report For A - 4: GENERAL FUND #4 For Dates 8/1/2023 - 8/31/2023

NVISION

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	Check Description	Check Amount	Liquidated
Account	Account Description					PO Number		
38275	08/02/2023	10	Sieba, Ltd.					
A 9070.812-01	FLEX PLAN EMPLOYEE		JULY 2023		34815	2417	1,074.50 ✓	1,074.50
						Check Total:	1,074.50	
38276	08/04/2023	3687	JUSTIN L. BARBER					
A 2855.400-01	OFFICIALS		MOD BASEBALL VS ADDISON		5/20/23		74.10 ✓	
A 2855.400-01	OFFICIALS				WORKED ALONE		37.05 ✓	
						Check Total:	111.15	
38277	08/04/2023	1620	BSN SPORTS					
A 1621.402-06	REPAIR BUILDINGS & SITES				922300317	1374	31,990.00 ✓	31,990.00
						Check Total:	31,990.00	
38278	08/04/2023	2070	Energy Cooperative of America					
A 1620.419-05	ELECTRICITY		6/29/23 TO 7/28/23		10014622, A [REDACTED]	2430	2,342.11 ✓	2,342.11
					2 [REDACTED]			
						Check Total:	2,342.11	
38279	08/04/2023	2070	Energy Cooperative of America					
A 1620.419-05	ELECTRICITY		6/29/23 TO 7/28/23		1004623, [REDACTED]	2430	4,983.56 ✓	4,983.56
						Check Total:	4,983.56	
38280	08/04/2023	2070	Energy Cooperative of America					
A 1620.419-05	ELECTRICITY		6/29/23 TO 7/28/23		1004624, [REDACTED]	2430	1,532.85 ✓	1,532.85
						Check Total:	1,532.85	
38281	08/04/2023	2070	Energy Cooperative of America					
A 5530.403-04	ELECTRICITY		6/30/23 TO 7/28/23		1004621, [REDACTED]	2430	1.33 ✓	1.33
						Check Total:	1.33	
38282	08/04/2023	27	FRONTIER					
A 1620.418-05	TELEPHONE		7/25/23 TO 8/24/23		ACCT # [REDACTED]	2441	153.98 ✓	153.98
						Check Total:	153.98	
38283	08/04/2023	192	LOWES					
A 1621.453-06	GROUNDS SUPPLIES				985834	2434	645.29 ✓	645.29
A 1621.453-06	GROUNDS SUPPLIES				902052	2434	192.27 ✓	192.27
						Check Total:	837.56	



## CANISTON GREENWOOD CSD

Check Warrant Report For A - 4: GENERAL FUND #4 For Dates 8/1/2023 - 8/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	Check Description	Check Amount	Liquidated
Account	Account Description					PO Number		
38284	08/04/2023	37	Mobiletech Communications Corp					
A 5510.403-04	OTHER CONTRACTUAL				21765	2435	1,520.00	1,520.00
							Check Total:	1,520.00
38285	08/04/2023	30	NYSEG					
A 1620.419-05	ELECTRICITY			6/29/23 TO 7/28/23	ACCT [REDACTED]	2440	1,486.16	1,486.16
							Check Total:	1,486.16
38286	08/04/2023	30	NYSEG					
A 1620.419-05	ELECTRICITY			6/29/23 TO 7/28/23	ACCT [REDACTED]	2440	2,849.15	2,849.15
							Check Total:	2,849.15
38287	08/04/2023	30	NYSEG					
A 1620.419-05	ELECTRICITY			6/29/23 TO 7/28/23	ACCT # [REDACTED] 9	2440	20.91	20.91
							Check Total:	20.91
38288	08/04/2023	30	NYSEG					
A 1620.419-05	ELECTRICITY			6/29/23 TO 7/28/23	ACCT [REDACTED]	2440	823.56	823.56
							Check Total:	823.56
38289	08/04/2023	29	NATIONAL FUEL & GAS CORP.					
A 1620.417-05	GAS			6/30/23 TO 7/31/23	ACCT [REDACTED]	2436	18.90	18.90
							Check Total:	18.90
38290	08/04/2023	29	NATIONAL FUEL & GAS CORP.					
A 1620.417-05	GAS			6/30/23 TO 7/31/23	ACCT [REDACTED]	2436	396.89	396.89
							Check Total:	396.89
38291	08/04/2023	29	NATIONAL FUEL & GAS CORP.					
A 1620.417-05	GAS			6/30/23 TO 7/31/23	ACCT [REDACTED]	2436	419.90	419.90
							Check Total:	419.90
38292	08/04/2023	43	**CONTINUED** VISA					
							Check Total:	0.00
38293	08/04/2023	43	VISA					
A 1621.223-06	ELECTRICAL EQUIPMENT			AS PER PAUL	6733-SUPPLYHOUSE		259.76	

08/17/2023 01:51 PM

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
A 2250.450-09	MATERIALS AND SUPPLIES			COM				
				2112-OTC BRANDS	2452		263.80 ✓	263.80
A 2020.450-01	SUPPLIES FOR TEACHERS			0928-TST MELS AT 22 COOPERSTOW	873		58.88 ✓	58.88
A 2020.450-01	SUPPLIES FOR TEACHERS			2839-OTESAGA RESORT HOTEL COOP	873		1,065.32 ✓	1,065.32
A 2020.450-01	SUPPLIES FOR TEACHERS			9711- AMAZON.COM	873		249.38 ✓	249.38
A 5510.451-94	CHEMICAL PRODUCTS	AS PER PAUL		5385-AMZN MKTP US			53.99 ✓	
A 2020.450-01	SUPPLIES FOR TEACHERS			3991- WEGMANS.COM	1465		136.08 ✓	136.08
A 5510.451-94	CHEMICAL PRODUCTS	AS PER PAUL		1783- AMAZON.COM			71.79 ✓	
A 2020.450-01	SUPPLIES FOR TEACHERS			9224-WEGMANS HORNELL	1465		114.50 ✓	114.50
A 1310.450-01	MATERIALS & SUPPLIES	AS PER PAUL		5719-AMZN MKTP US			31.40 ✓	
A 2020.450-01	SUPPLIES FOR TEACHERS			0036-HOLIDAY VALLEY CONCESSION	873		18.00 ✓	18.00
A 2020.450-01	SUPPLIES FOR TEACHERS			2641-TEXAS ROADHOUSE HORSEHEAD	873		38.04 ✓	38.04
38294	08/07/2023	1674 THE IRIS COMPANIES				<b>Check Total:</b>	<b>2,360.94</b>	
A 1040.450-01	MATERIALS AND SUPPLIES			0200749	2456		126.50 ✓	126.50
38295	08/07/2023	375 SCHOLASTIC INC.				<b>Check Total:</b>	<b>126.50</b>	
A 2110.480-01	TEXTBOOKS-	AS PER PAUL		M7379685			5,937.42 ✓	
38296	08/07/2023	3562 VIOLA STORAGE				<b>Check Total:</b>	<b>5,937.42</b>	
A 1621.405-06	OTHER CONTRACTUAL EXPENSES			52785	2447		140.00 ✓	140.00
38297	08/07/2023	2744 Orkin				<b>Check Total:</b>	<b>140.00</b>	

# CANISTO GREENWOOD CSD

Check Warrant Report For A - 4: GENERAL FUND #4 For Dates 8/1/2023 - 8/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
A 1620.414-05	EXTERMINATORS				242709237	2415	98.99	✓ 98.99
38298	08/07/2023	2744 Orkin					Check Total: 98.99	
A 1620.414-05	EXTERMINATORS				242709238	2415	89.99	✓ 89.99
38300	08/08/2023	60 B&B Repair					Check Total: 89.99	
A 1620.453-05	OPERATIONS SUPPLIES	ECHO CS-310, CHAIN, MISC SUPPLIES			902495	2429	231.94	✓ 231.94
38301	08/08/2023	1459 BLICK ART MATERIALS					Check Total: 231.94	
A 2110.459-33	MAT & SUPP: ART 7-12	TEACHER SUPPLIES			1189195	2403	6.57	✓ 6.57
A 2110.459-33	MAT & SUPP: ART 7-12	TEACHER SUPPLY			1134204	2404	248.60	✓ 248.60
A 2110.459-33	MAT & SUPP: ART 7-12	TEACHER SUPPLIES			1132746	2405	427.65	✓ 427.65
A 2110.459-33	MAT & SUPP: ART 7-12	TEACHER SUPPLY			1190911	2404	16.90	✓ 16.90
38302	08/08/2023	2533 CAMFIL USA, INC.					Check Total: 699.72	
A 1621.460-06	BUILDING & GROUNDS MATERIALS	MISC FILTERS			30404381	2438	769.44	✓ 769.44
38303	08/08/2023	65 CPE Interlink					Check Total: 769.44	
A 1620.405-05	OTHER CONTRACTUAL	MONITORING			23-0990		1,152.00	✓ 1,152.00
38304	08/08/2023	65 CPE Interlink					Check Total: 1,152.00	
A 1620.405-05	OTHER CONTRACTUAL	MONITORING GREENWOOD BUS			23-0991		384.00	✓ 384.00
A 1620.405-05	OTHER CONTRACTUAL	MONITORING GREENWOOD BUILDING			23-0991		384.00	✓ 384.00
38305	08/08/2023	192 LOWES					Check Total: 768.00	
A 1621.453-06	GROUNDS SUPPLIES	PAINT & SUPPLIES			997496	2434	105.39	✓ 105.39
A 1621.453-06	GROUNDS SUPPLIES	FACET & SUPPLIES			999330	2434	72.72	✓ 72.72
38306	08/08/2023	334 NORTH MAIN LUMBER					Check Total: 178.11	
A 1621.460-06	BUILDING & GROUNDS MATERIALS	MISC SUPPLIES			08-080723-0136	2413	14.98	✓ 14.98
38307	08/08/2023	2744 Orkin					Check Total: 14.98	

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
A 1620.414-05	EXTERMINATORS	PEST CONTROL	240016522				89.99	✓
A 1620.414-05	EXTERMINATORS	PEST CONTROL	241537675				89.99	✓
38308	08/08/2023	2744 Orkin					<b>Check Total:</b>	<b>179.98</b>
A 1620.414-05	EXTERMINATORS	PEST CONTROL	240015156				98.99	✓
A 1620.414-05	EXTERMINATORS	PEST CONTROL	241537674				98.99	✓
38309	08/08/2023	3638 Smart Guys					<b>Check Total:</b>	<b>197.98</b>
A 2110.400-01	CONTRACTUAL	INSTALATION/REMOVAL	1648	514			7,100.00	✓
38310	08/08/2023	134 STAPLES, INC. & SUBSIDIARIES					<b>Check Total:</b>	<b>7,100.00</b>
A 2110.453-03	MAT & SUPP: ENGLISH 7-12	STUDENT SUPPLIES	3538340942				503.12	✓
A 2110.453-03	MAT & SUPP: ENGLISH 7-12	STUDENT SUPPLIES	3542535327				41.03	✓
38311	08/08/2023	43 VISA					<b>Check Total:</b>	<b>544.15</b>
A 1310.400-01	CONTRACTUAL	SHIRTS	0244-FOREVER 6				160.00	✓
38312	08/10/2023	2070 Energy Cooperative of America					<b>Check Total:</b>	<b>160.00</b>
A 5530.403-04	ELECTRICITY	6/29/23 TO 7/28/23	10015037.0001#	2430			342.93	✓
38313	08/10/2023	299 BRADLEY SUPPLY					<b>Check Total:</b>	<b>342.93</b>
A 1621.453-06	GROUNDS SUPPLIES	Parts	497308	2425			3.95	✓
38314	08/10/2023	3720 FERRARA FIORENZA PC					<b>Check Total:</b>	<b>3.95</b>
A 1420.400-01	LEGAL SERVICES	LEGAL SERVICES	STATEMENT 8/3/23	2483			775.00	✓
38315	08/10/2023	430 GOPHER SPORTS					<b>Check Total:</b>	<b>775.00</b>
A 2110.458-02	MAT & SUPP: PHYS ED K-6	TEACHER SUPPLY	289869				235.20	✓
38316	08/10/2023	2730 KONE, INC.					<b>Check Total:</b>	<b>235.20</b>
A 1620.405-05	OTHER CONTRACTUAL	8/1/23 TO 10/31/23, HS	87111971	2410			327.25	✓
							<b>MAINTENANCE SERVICE</b>	
								327.25

## CANISTO GREENWOOD CSD

Check Warrant Report For A - 4: GENERAL FUND #4 For Dates 8/1/2023 - 8/31/2023

NVISION

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Account	Account Description	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
					A 1620.405-05	OTHER CONTRACTUAL	8/1/23 TO 10/31/23, ELEM	87111971	2410	327.25	327.25
					A 1620.405-05	OTHER CONTRACTUAL	8/1/23 TO 10/31/23, GREENWOOD BUILDING	87111971	2410	327.25	327.25
				Check Total:						981.75	
38317	08/10/2023	2481	LARRY'S LATRINES								
					A 1621.402-06	REPAIR BUILDINGS & SITES	Portable Restrooms	L06879B	1256	525.00	525.00
				Check Total:						525.00	
38318	08/10/2023	30	NYSEG								
					A 5530.403-04	ELECTRICITY	6/29/23 TO 7/28/23	ACCT. [REDACTED]	2440	225.59	225.59
				Check Total:						225.59	
38319	08/10/2023	143	PAYNE'S TRAILER SALES AND SERV								
					A 1621.404-06	REPAIR OF VEHICLES	DUMP BOX	1701	1191	10,750.00	10,750.00
				Check Total:						10,750.00	
38320	08/10/2023	130	SCHOOL SPECIALTY LLC.	POWERS-GENERAL SUPPLY							
					A 2110.451-02	MAT & SUPP: K-3	GENERAL SUPPLY	208132462740	1131	1,217.75	1,217.75
				Check Total:						1,217.75	
38321	08/10/2023	3151	SUNOCO, LLC								
					A 5510.451-04	GASOLINE & DIESEL	FUEL	30756680	2418	1,195.81	1,195.81
				Check Total:						1,195.81	
38322	08/10/2023	397	VILLAGE OF CANISTEO								
					A 1621.401-01	SECURITY	SRO CONTRACT	8202301	2463	97,013.00	97,013.00
				Check Total:						97,013.00	
38323	08/10/2023	43	VISA								
					A 2020.450-01	SUPPLIES FOR TEACHERS	MEALS	0128-HOLIDAYVALLEY RESTAURANT	873	198.32	198.32
					A 2020.450-01	SUPPLIES FOR TEACHERS	MEALS	0026-HOLIDAYVALLEY RESTAURANT	873	169.21	169.21
				Check Total:						367.53	
38324	08/16/2023	3471	CASELLA WASTE SYSTEMS, INC.								
					A 1620.413-05	TRASH REMOVAL		2234068	2426	970.00	970.00
					A 5530.404-04	TRASH REMOVAL		2234068	2426	168.00	168.00
				Check Total:						1,138.00	



## CANISTO GREENWOOD CSD

Check Warrant Report For A - 4: GENERAL FUND #4 For Dates 8/1/2023 - 8/31/2023

NVISION

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description	Explanation				
A 9060.811-01			HOSPITAL & MEDICAL INSURANCE	SEPTEMBER 2024	STATEMENT #18530486	2411	361,988.24 ✓	361,988.24
38335	08/17/2023	3637	OTSEGO-NORTHERN CATSKILLS BOCES				Check Total: 361,988.24	
A 1240.400-01			CONTRACTUAL	CONFERENCE	335-24A		495.00 ✓	
38336	08/17/2023	10	Sieba, Ltd.				Check Total: 495.00	
A 9070.812-01			FLEX PLAN EMPLOYEE	SIEBA CLAIMS	HRA CLAIMS	2417	1,599.69 ✓	1,599.69
38337	08/17/2023	59	Siemens Building Technologies				Check Total: 1,599.69	
A 1621.402-06			REPAIR BUILDINGS & SITES	UV MAINTENANCE/TRAINING	5330983372		1,284.00 ✓	
38338	08/17/2023	3151	SUNOCO, LLC				Check Total: 1,284.00	
A 5510.451-04			GASOLINE & DIESEL	FUEL	30787268	2418	2,320.95 ✓	2,320.95
38339	08/17/2023	3828	Team Fitz Graphics				Check Total: 2,320.95	
A 1620.405-05			OTHER CONTRACTUAL		61321	2462	8,140.00 ✓	8,140.00
38340	08/17/2023	390	WILLIAMSON LAW				Check Total: 8,140.00	
A 1380.400-01			CONTRACTUAL	23/24	197578	2485	712.00 ✓	712.00
38341	08/18/2023	1467	Campbell Savona Schools				Check Total: 712.00	
A 2855.400-03			FEES	VAR VOLLEYBALL TOURNY	9/6/23		250.00 ✓	
A 2855.400-03			FEES	JV VOLLEYBALL TOURNY	9/16/23		250.00 ✓	
38342	08/18/2023	2565	GRACE NOTES LLC				Check Total: 500.00	
A 2110.457-02			MAT & SUPP: MUSIC K-6	SIGHT READING 23/24	dmcinroy@cgcsd.org		35.00 ✓	
A 2110.457-02			MAT & SUPP: MUSIC K-6	SIGHT READING 23/24	srosemier@cgcsd.org		35.00 ✓	
							Check Total: 70.00	

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	Check Description	Check Amount	Liquidated
Account	Account Description					PO Number		
Number of Transactions: 77						Warrant Total:	668,808.17	
						Vendor Portion:	668,808.17	

## Certification of Warrant

8/18/23      Kimberly Marvin      Accounts Payable  
 Date                      Signature                      Title

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$668,808.17. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/18/2023      Shirley Beach      Claims Auditor  
 Date                      Auditor's Signature                      Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered \_\_\_\_\_, to \_\_\_\_\_, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

8/18/23      Paul E. Grief      Director of HR  
 Date                      Officer's Signature                      Title



## CANISTO GREENWOOD CSD

Check Warrant Report For A - 4: GENERAL FUND #4 For Dates 8/1/2023 - 8/31/2023

NVISION

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	Check Description	Check Amount	Liquidated
Account			Account Description			PO Number		
A 9060.811-01			HOSPITAL & MEDICAL INSURANCE	SEPTEMBER 2024	STATEMENT #18530486	2411	361,988.24	361,988.24
38335	08/17/2023	3637	OTSEGO-NORTHERN CATSKILLS BOCES				<b>Check Total:</b>	<b>361,988.24</b>
A 1240.400-01			CONTRACTUAL	CONFERENCE	335-24A		495.00	
38336	08/17/2023	10	Sieba, Ltd.				<b>Check Total:</b>	<b>495.00</b>
A 9070.812-01			FLEX PLAN EMPLOYEE	SIEBA CLAIMS	HRA CLAIMS	2417	1,599.69	1,599.69
38337	08/17/2023	59	Siemens Building Technologies				<b>Check Total:</b>	<b>1,599.69</b>
A 1621.402-06			REPAIR BUILDINGS & SITES	UV MAINTENANCE/TRAINING	5330983372		1,284.00	
38338	08/17/2023	3151	SUNOCO, LLC				<b>Check Total:</b>	<b>1,284.00</b>
A 5510.451-04			GASOLINE & DIESEL	FUEL	30787268	2418	2,320.95	2,320.95
38339	08/17/2023	3828	Team Fitz Graphics				<b>Check Total:</b>	<b>2,320.95</b>
A 1620.405-05			OTHER CONTRACTUAL		61321	2462	8,140.00	8,140.00
38340	08/17/2023	390	WILLIAMSON LAW				<b>Check Total:</b>	<b>8,140.00</b>
A 1380.400-01			CONTRACTUAL	23/24	197578	2485	712.00	712.00
38341	08/18/2023	1467	Campbell Savona Schools				<b>Check Total:</b>	<b>712.00</b>
A 2855.400-03			FEES	VAR VOLLEYBALL TOURNY	9/6/23		250.00	
A 2855.400-03			FEES	JV VOLLEYBALL TOURNY	9/16/23		250.00	
38342	08/18/2023	2565	GRACE NOTES LLC				<b>Check Total:</b>	<b>500.00</b>
A 2110.457-02			MAT & SUPP: MUSIC K-6	SIGHT READING 23/24	dmcinroy@cgcsd.org		35.00	
A 2110.457-02			MAT & SUPP: MUSIC K-6	SIGHT READING 23/24	srosemier@cgcsd.org		35.00	
38343	08/23/2023	639	AMREX CHEMICAL CO.				<b>Check Total:</b>	<b>70.00</b>
A 1621.453-06			GROUNDS SUPPLIES		244168	1462	5,923.00	5,923.00
							<b>Check Total:</b>	<b>5,923.00</b>

## CANISTO GREENWOOD CSD

Check Warrant Report For A - 4: GENERAL FUND #4 For Dates 8/1/2023 - 8/31/2023

NVISION

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	Check Description	Check Amount	Liquidated
Account	Account Description					PO Number		
38344	08/23/2023	3469	BUTLER EXCAVATING & CONCRETE LLC					
A 1621.405-06			OTHER CONTRACTUAL EXPENSES		253	1407	6,400.00 ✓	6,400.00
A 1621.405-06			OTHER CONTRACTUAL EXPENSES		253	1408	9,100.00 ✓	9,100.00
A 1621.405-06			OTHER CONTRACTUAL EXPENSES		253	1409	8,500.00 ✓	8,500.00
Check Total:							24,000.00	
38345	08/23/2023	2556	Carolina Biological					
A 2110.459-03			MAT & SUPP: SCIENCE 7-12		52249400 RI	2459	1,358.67 ✓	1,358.67
Check Total:							1,358.67	
38346	08/23/2023	2656	GST BOCES					
A 1310.400-01			CONTRACTUAL	DUES 7/1/23 TO 6/30/24	046-24F		700.00	
Check Total:							700.00 ✓	
38347	08/23/2023	302	CORR DISTRIBUTORS, INC.					
A 1621.453-06			GROUNDS SUPPLIES		103145	1453	413.20 ✓	413.20
Check Total:							413.20	
38348	08/23/2023	3324	MAPLE CITY PHYSICAL THERAPY					
A 2855.400-03			FEES		DATED 9/1/23	2493	22,500.00 ✓	22,500.00
Check Total:							22,500.00	
38349	08/23/2023	30	NYSEG					
A 5530.403-04			ELECTRICITY	7/18/23 TO 8/14/23	ACCT # [REDACTED]	2440	61.02 ✓	61.02
Check Total:							61.02	
38350	08/23/2023	125	ROCHESTER CERAMICS					
A 2110.459-33			MAT & SUPP: ART 7-12		6115	2406	355.00 ✓	315.00
Check Total:							355.00	
38351	08/23/2023	3530	SOUTHERN TIER PROPERTY MANAGEMENT					
A 1621.405-06			OTHER CONTRACTUAL EXPENSES	JULY 2023	04, 8/10/23	1349	1,400.00 ✓	1,400.00
Check Total:							1,400.00	
38352	08/23/2023	134	STAPLES, INC. & SUBSIDIARIES					
A 2110.459-33			MAT & SUPP: ART 7-12		3544561814	1167	52.14 ✓	52.14
Check Total:							52.14	

## CANISTO GREENWOOD CSD

Check Warrant Report For A - 4: GENERAL FUND #4 For Dates 8/1/2023 - 8/31/2023

NVISION

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	Check Description	Check Amount	Liquidated
Account	Account Description					PO Number		
38353	08/23/2023	2926	TOLLS BY MAIL					
A 5510.403-04	OTHER CONTRACTUAL		TOLLS		17945792683		6.74	✓
Check Total:							6.74	
38354	08/23/2023	750	VERIZON WIRELESS					
A 1620.418-05	TELEPHONE		7/11/23 TO 8/10/23		9941686352	2448	151.96	✓ 151.96
Check Total:							151.96	
38355	08/23/2023	158	WARDS					
A 2110.459-03	MAT & SUPP: SCIENCE 7-12				8813708141	2457	10.48	✓ 10.48
A 2110.459-03	MAT & SUPP: SCIENCE 7-12				8813722332	2457	21.65	✓ 21.65
A 2110.459-03	MAT & SUPP: SCIENCE 7-12				8813744207	2457	240.47	✓ 240.47
Check Total:							272.60	
38356	08/23/2023	3791	VENTRIS LEARNING			PO #1380		
A 2250.480-09	TEXTBOOKS & WORKBOOKS		TEACHER MANUAL		20236731		160.00	✓ 160.00
Check Total:							160.00	

## CANISTEO-GREENWOOD CSD

Check Warrant Report For A - 4: GENERAL FUND #4 For Dates 8/1/2023 - 8/31/2023

NVISION

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	Check Description	Check Amount	Liquidated
Account	Account Description					PO Number		
Number of Transactions: 91						Warrant Total:	726,162.50	
						Vendor Portion:	726,162.50	

## Certification of Warrant

9/8/23      Kimberly Marun      Accounts Payable  
 Date                      Signature                      Title  
 Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 726,162.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

9/11/2023      Shirley Beach      Claims Auditor  
 Date                      Auditor's Signature                      Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered \_\_\_\_\_, to \_\_\_\_\_, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

9/11/23      Paul E. Connel      Director of HR  
 Date                      Officer's Signature                      Title

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE****Overview**

The District is committed to creating and maintaining an environment which is free from harassment and discrimination. This policy addresses sexual harassment and gender discrimination in the workplace. It is intended to inform covered individuals of: their right to work in an environment that is free from sexual harassment and discrimination; what sexual harassment and discrimination look like; how they can prevent and report sexual harassment and discrimination; how they are protected from retaliation after taking action; and the general process for investigating a claim of sexual harassment and discrimination that falls under this policy. This policy is just one component of the District's overall commitment to maintaining a harassment and discrimination-free educational and work environment.

Under New York State Human Rights Law (NYSHRL), it is illegal for an employer to discriminate based on age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence, or criminal history. These different identities impact an individual's perception and understanding of the world. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the process for reporting and investigating discrimination based on other protected classes is generally the same. However, the exact process may vary depending on a number of factors including, but not limited to, who is involved. Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* detail the specific process for reporting and investigating discrimination based on other protected identities.

Sexual harassment is a form of workplace discrimination that subjects individuals to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the District recognizes that discrimination can be related to or affected by other identities beyond gender.

Discrimination of any kind, including sexual harassment, is unlawful, a violation of District policy, and may subject the District to liability for the harm experienced by targets of discrimination. All individuals are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace.

Harassers may also be individually subject to liability and supervisors who fail to report or act on harassment may be liable for aiding and abetting sexual harassment and discrimination. Employees at every level who engage in harassment or discrimination, including supervisory personnel who engage in harassment or discrimination or who allow such behavior to continue, will be subject to remedial and/or disciplinary action by the District.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of sexual harassment in the workplace. The District will promptly respond to reports of sexual harassment in the workplace, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

Inquiries about this policy may be directed to the District's Civil Rights Compliance Officer(s) (CRCO(s)) and/or Title IX Coordinator(s).

Scope and Application

This policy applies to all instances of sexual harassment and gender discrimination perpetrated against a "covered individual" by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered individual" includes:

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace. These non-employees include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are non-employees providing equipment repair, cleaning services, or any other service through a contract with the District.

Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* may address misconduct related to sexual harassment and may provide for additional, different, or more specific grievance procedures depending on a number of factors including, but not limited to, who is involved and where the alleged sexual harassment occurred. These documents must be read in conjunction with this policy.

The dismissal of a complaint under one policy or document does not preclude action under another related District policy or document.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)****What Constitutes Sexual Harassment**

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating individuals differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression, and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

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

Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- a) The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. The impacted individual does not need to be the intended target of the sexual harassment;
- b) Employment depends implicitly or explicitly on accepting such unwelcome behavior; or

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- c) Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of the behavior. These decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- a) Hostile work environment which includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- b) Quid pro quo harassment which occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment.

Any covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any covered individual who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- a) Physical acts of a sexual nature, such as:
  - 1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another individual's body, or poking another individual's body; or
  - 2. Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy.
- b) Unwanted sexual comments, advances, or propositions, such as:
  - 1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;

(Continued)



## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

2. Subtle or obvious pressure for unwelcome sexual activities; or
  3. Repeated requests for dates or romantic gestures, including gift-giving.
- c) Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- d) Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
1. Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
  2. Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as:
1. Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
  2. This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
1. Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  2. Sabotaging an individual's work;
  3. Bullying, yelling, or name-calling,
  4. Intentional misuse of an individual's preferred pronouns; or

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

5. Creating different expectations for individuals based on their perceived identities:
  - (a) Dress codes that place more emphasis on women's attire;
  - (b) Leaving parents/caregivers out of meetings.

**Who Can be a Target of Sexual Harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. This policy applies to all instances of sexual harassment perpetrated against a "covered individual" by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student.

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

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

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

**Where Can Sexual Harassment Occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school property and at school functions which, for purposes of this policy, means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state. It can occur while covered individuals are traveling for District business or at District or industry-sponsored events or parties. Calls, texts, emails, and social media usage by covered individuals can constitute unlawful workplace harassment, even if they occur away from school property, on personal devices, or during non-work hours. Accordingly, conduct or incidents of sexual harassment that create or foreseeably create a disruption within the District may be subject to this policy in certain circumstances.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

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

**Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. Adverse actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

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

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

Retaliation is unlawful under federal, state, and (where applicable) local law. The NYSFRL protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- b) Testified or assisted in a proceeding involving sexual harassment or discrimination under the NYSFRL or any other anti-discrimination law;

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- c) Opposed sexual harassment or discrimination by making a verbal or informal complaint, or by simply informing a supervisor, building principal, other administrator, or the CRCO of suspected harassment;
- d) Reported that a covered individual has been sexually harassed or discriminated against; or
- e) Encouraged a covered individual to report harassment.

The District prohibits all retaliation. Any individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment or discrimination if they believe it has occurred. Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of sexual harassment or discrimination.

Any District employee who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All covered individuals who believe they have been subject to retaliation should inform a supervisor, building principal, other administrator, or the CRCO.

All employees and covered individuals who believe they have been a target of retaliation may also seek relief from government agencies, as explained in this policy.

**Reporting Allegations of Sexual Harassment**

Anyone who experiences, witnesses, or becomes aware of potential instances of sexual harassment is encouraged to report the behavior to a supervisor, building principal, other administrator, or the CRCO. Covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough or conversely because they do not want to see someone fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and could include education counseling, suspension, or termination.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is posted on the District's website if a covered individual would like to use it, but the complaint form is not required. Individuals who are reporting sexual harassment on behalf of another individual may use the complaint form and note that it is being submitted on another individual's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another individual is also acceptable.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

Reports may be made to a CRCO in person, by using the contact information for a CRCO, or by any other means that results in a CRCO receiving the person's verbal or written report. This report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for a CRCO.

Reports of sexual harassment may also be made to any other District employee including a supervisor or building principal. All reports of discrimination and/or harassment must be immediately forwarded to the CRCO. Reports may also be forwarded to other District employees depending on the allegations.

District employees must comply with reporting requirements in any other applicable District policy or document.

Covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained in this policy.

**Supervisory Responsibilities**

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors, building principals, other administrators, and the CRCOs have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report the suspected sexual harassment to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

Supervisors, building principals, and other administrators should not be passive and wait for a covered individual to make a claim of harassment. If they observe such behavior, they must act.

Supervisors, building principals, and other administrators can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors, building principals, and other administrators, can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

While supervisors, building principals, and other administrators have a responsibility to report harassment and discrimination, they must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors, building principals, and other administrators must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

**Bystander Intervention**

Any individual witnessing harassment as a bystander is encouraged to report it. A supervisor, building principal, or other administrator that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

- a) A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
- b) A bystander who feels unsafe interrupting on their own can ask a third-party to help intervene in the harassment;
- c) A bystander can record or take notes on the harassment incident to benefit a future investigation;
- d) A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
- e) If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace.

**Grievance Process for Complaints of Sexual Harassment in the Workplace**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, equitable, and started and completed as soon as possible. Investigations will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

The CRCO will generally oversee the District's investigation of all complaints of discrimination and/or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

District employees may be required to cooperate as needed in an investigation of suspected sexual harassment. The District recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize a covered individual. Individuals receiving claims and leading investigations will handle complaints and questions with sensitivity toward participants.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the CRCO:

- a) Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate.

If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

- b) Will investigate all complaints of sexual harassment regardless of how those complaints are reported and treat all complaints with equal priority. For verbal complaints, the individual will be encouraged to complete, in writing, the complaint form. If the individual reporting prefers not to fill out the complaint form, a complaint form or equivalent documentation based on the verbal reporting will be prepared. The individual reporting the harassment will be provided a copy of the completed complaint form.
- c) Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails, or phone records that may be relevant to the investigation. The CRCO will consider and implement appropriate document request, review, and preservation measures, including for electronic communications.
- d) Will seek to interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.
- e) Will create written documentation of the investigation (such as a letter, memo, or email), which contains the following:

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

1. A list of all documents reviewed, along with a detailed summary of relevant documents;
  2. A list of names of those interviewed, along with a detailed summary of their statements;
  3. A timeline of events;
  4. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
  5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- f) Will keep the written documentation and associated documents in a secure and confidential location.
- g) Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document. Any corrective action taken will be in accordance with applicable law and regulation, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's *Code of Conduct*.
- h) Will inform the individual(s) who reported the harassment of the right to file a complaint or charge externally as outlined in this policy.

Other District policies and documents address sexual harassment. All complaints will be handled in accordance with the applicable District policies and/or documents.

The determination as to which District policies and/or documents are applicable is fact specific, and the CRCO may work with other District staff such as the District's Title IX Coordinator(s) to determine which District policies and/or documents are applicable to the specific facts of the complaint.

**Annual Training**

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will be interactive and will include:

- a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
- b) Examples of conduct that would constitute unlawful sexual harassment;

(Continued)



## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees' rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

**Notification**

The District will provide this policy to all employees in-person or digitally through email upon hiring and will be posted prominently in all work locations. In addition to sending the policy through email, this policy will also be available on the District's website.

At the time of hiring and at every annual sexual harassment prevention training program, the District will provide each employee a notice containing this policy and the information presented at the District's sexual harassment prevention training program.

This notice will be provided in English and in the language identified by the employee as their primary language, provided that the New York State Department of Labor Commissioner has published a template of the model materials in that language.

The notice will be delivered in writing, either in print or digitally. The notice will either link to or include, as an attachment or printed copy, the policy and training materials.

**Legal Protections and External Remedies**

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

The District's internal process outlined in the policy above is one way for covered individuals to report sexual harassment. Covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, covered individuals may also seek the legal advice of an attorney.

In addition to those outlined below, individuals may have other legal protections.

(Continued)

Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**New York State Division of Human Rights (NYSDHR)

The NYSHRL, NY Executive Law, Art. 15, Section 290 et seq., applies to all employers in New York State and protects covered individuals, regardless of immigration status. A complaint alleging violation of the NYSHRL may be filed either with the NYSDHR or in New York State Supreme Court.

Complaints of sexual harassment filed with NYSDHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with NYSDHR, they can bring a lawsuit directly in state court under the NYSHRL, **within three years** of the alleged sexual harassment. An individual may not file with NYSDHR if they have already filed a NYSHRL complaint in state court.

Complaining internally to the District does not extend the time to file with NYSDHR or in court. The three years are counted from the date of the most recent incident of harassment.

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

NYSDHR will investigate the complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, NYSDHR has the power to award relief. Relief varies, but it may include requiring the employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

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

Go to [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint with NYSDHR. The website has a digital complaint process that can be completed on a computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to NYSDHR. The website also contains contact information for NYSDHR's regional offices across New York State.

Call the NYSDHR sexual harassment hotline at 1-800-HARASS-3 (1-800-427-2773) for more information about filing a sexual harassment complaint. This hotline can also provide a referral to a volunteer attorney experienced in sexual harassment matters who can provide limited free assistance and counsel over the phone.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**The United States Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 USC Section 2000e et seq. An individual can file a complaint with the EEOC anytime within 300 calendar days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred but does not file a lawsuit.

Individuals may obtain relief in mediation, settlement, or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov), or via email at [info@eeoc.gov](mailto:info@eeoc.gov). To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

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

Title IX

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. The United States Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments Act of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. The website contains information about filing the complaint online, by mail, or by email.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if a law exists.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq.

Title IX of the Education Amendments Act 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

New York State Human Rights Law, Executive Law Section 290 et seq.

Labor Law Sections 201-g and 740

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District  
#3421 -- Title IX and Sex Discrimination  
#6122 -- Employee Grievances  
#7551 -- Sexual Harassment of Students

Adoption Date

# Canisteo - Greenwood Central School District

84 Greenwood Street \* Canisteo, New York 14823

Phone: 607-698-4225 \* Fax: 607.698-2833

## ADMINISTRATION

Thomas J. Crook, Superintendent of Schools  
Peter J. Reynolds, High School Principal  
Colleen M. Brownell, Elementary School Principal  
Tricia M. Dodge, Director of Pupil Personnel  
Teffenie L. Stuckey, Director of Curriculum & Instruction  
Paul E. Cone, Jr., Director of Human Resources  
Heidi Beecher, Director of Transportation



## BOARD OF EDUCATION

Michael L. Nisbet, President  
Marcy L. Bradley, Vice President  
Fred J. Thompson  
Michael J. Lehman  
Bruce W. MacKellar, M.D.  
Heather A. Cox  
Joseph J. Pacanowski  
Deborah Ambuski, District Clerk

## Communication

TO: BOE

RE: Students Honored by NYS Archives

Date: 10/4/23

The High School is proud to announce that five students who participated in the National History Day competition through last year's ACE World History class have been awarded Certificates of Merit by the NYS Archives in their 9-12 grade division of the 2023 State Archives Student Research Awards. Zyoung Chen, Alexander McCarthy, SS Kas Rao, and Simon Warriner were awarded for their website project entitled *Frontiers in the Twin Tiers*. Allison Mills was awarded for her research paper *River Transportation: Arks Crossing the Frontiers of Coastal America*. We're thrilled and proud of our students' great work being recognized by the NYS Archives. These students have represented the great people and educational programming Canisteo-Greenwood has to a greater population helping to cement our legacy as a great place of learning!

Peter Reynolds,  
HS Principal



*Archives Partnership Trust*

CULTURAL EDUCATION CENTER, SUITE 9C49, ALBANY, NY 12230  
518.473.7091 □ WWW.NYSARCHIVESTRUST.ORG

*Jordan Jace*  
*Education Director*

September 25, 2023

Christopher Romanchock  
Canisteo-Greenwood High School  
Canisteo-Green Central School District  
84 Greenwood Street  
Canisteo, NY 14823

Dear Christopher,

Thank you for submitting your students' entries in the 2023 State Archives Student Research Awards competition. I am pleased to inform you that Zyong Chen, Alexander McCarthy, SS Kas Rao and Simon Warriner have been awarded a **Certificate of Merit** in the Grades 9-12 Division of the Student Research Awards for the website, *Frontiers in the Twin Tiers*.

Your student Allison Mills has also received a **Certificate of Merit** for the research paper, *River Transportation: Arks Crossing Frontiers of Coastal America*.

Enclosed are your students' certificates, and descriptions of the award-winning projects and a list of Honorable Mention and Certificate of Merit winners. If you have any questions, please contact Jordan Jace at (518) 474-0245 or [jordan.jace@nysed.gov](mailto:jordan.jace@nysed.gov).

Congratulations to you and your students!

Sincerely,

*Jordan Jace*  
Education Director  
New York State Archives  
Partnership Trust

encs.

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**CANISTEO-GREENWOOD CENTRAL SCHOOL DISTRICT**  
**and**  
**CANISTEO-GREENWOOD EDUCATIONAL**  
**SUPPORT PERSONNEL ASSOCIATION**

*Hourly Wage for Stephen Lewis for 2023-2024 School Year*

**THIS MEMORANDUM OF UNDERSTANDING** is made by and between the Canisteo-Greenwood Central School District (hereinafter the "District") and the Canisteo-Greenwood Educational Support Personnel Association (hereinafter the "Association").

**WHEREAS**, the District and the Association entered into a Collective Bargaining Agreement governing all negotiable items between the District and the Association for the period of July 1, 2018 through June 30, 2023 and has recently reached a tentative agreement for a successor Collective Bargaining Agreement with a term of July 1, 2023 to June 30, 2026 ("Successor CBA");

**WHEREAS**, Article 17, subsection 17.1(a)(2) of the Successor CBA provides for contractual increases for bus drivers for the 2023-2024 school year and specifies that all drivers shall receive twenty dollars (\$20) per hour and an additional two cents (\$.02) for each year of service;

**WHEREAS**, Mr. Stephen Lewis ("Lewis") is a bus driver for the District who was receiving \$21.83 in the 2022-2023 school year and would not benefit from the aforementioned contractual increase;

**NOW THEREFORE**, it is mutually agreed between the parties as follows:

1. In lieu of the contractual increase specified at Section 17.1(a)(2) of the Successor CBA and any other previously agreed upon wage increase applicable to Lewis, Lewis shall receive an hourly wage rate of \$23.83 commencing on July 1, 2023 through to June 30, 2024.
2. This Agreement shall not be construed as precedent setting or binding on either the District or the Association.
3. This Agreement constitutes the complete agreement by and between the parties and may not be changed or modified except in writing executed by the same parties hereto.
4. This Agreement is specific to the wage rate applicable to Lewis for the 2023-2024 school year only and future contractual increases will be applied consistent with the terms of the Successor CBA.

**IN WITNESS WHEREOF**, the parties hereto have caused this Memorandum of Understanding to be executed on the date herein written:

**CANISTEO-GREENWOOD  
CENTRAL SCHOOL DISTRICT**

\_\_\_\_\_  
By: Thomas Crook  
Its: Superintendent of Schools

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

**CANISTEO-GREENWOOD EDUCATIONAL  
SUPPORT PERSONNEL ASSOCIATION**

\_\_\_\_\_  
By: Thomas Mayo  
Its: President

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

\_\_\_\_\_  
By: Brianna Mills

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



## **MEMORANDUM OF AGREEMENT**

### **Canisteo-Greenwood Educational Support Personnel Association And**

### **Canisteo-Greenwood Central School District**

#### *Addendum to Tentative Agreement for 2023-2026 Successor CBA*

This Memorandum of Agreement is entered into by and between the Canisteo-Greenwood Educational Support Personnel Association (hereinafter referred to as the "Association") and the Canisteo-Greenwood Central School District (hereinafter referred to as the "District"), collectively referred to as the parties.

**WHEREAS**, the District and the Association are parties to a collective bargaining agreement which governs all negotiable terms between the parties with an effective date of July 1, 2018 and expiring on June 30, 2023 (hereinafter referred to as the "CBA");

**WHEREAS**, the parties have executed a tentative agreement dated \_\_\_\_\_ for a successor contract covering the period of July 1, 2023 through to June 30, 2026 (Successor CBA);

**WHEREAS**, one provision was mistakenly omitted from the tentative agreement;

**WHEREAS, the District and Association agree as follows:**

1. The tentative agreement shall be modified by adding the following terms which shall be included in the Successor CBA:

Section 17.13 of the existing CBA shall be modified to state the following:

"Maintenance department employees shall be reimbursed up to three hundred dollars (\$300) per year for the purchase of work clothing to be used by the employee in connection with his/her work duties. Work clothing may include: footwear, including steel toed boots, long pants, shirts, caps, and/or gloves. Receipts for the purchase of such clothing by the employee must be submitted to the District for reimbursement."

**FOR THE DISTRICT**

\_\_\_\_\_  
BY: Tom Crook  
ITS: Superintendent of Schools

DATED: \_\_\_\_\_

**FOR THE ASSOCIATION**

\_\_\_\_\_  
BY: Tom Mayo  
ITS: President

DATED: \_\_\_\_\_

\_\_\_\_\_  
BY: Brianna Mills

DATED: \_\_\_\_\_

**Memorandum of Understanding**  
*between*  
**Canisteo Greenwood Central School District**  
*and*  
**Canisteo-Greenwood Teachers Association**

**THIS MEMORANDUM OF UNDERSTANDING** is made by and between the Canisteo-Greenwood Central School District ("District") and the Canisteo-Greenwood- Teachers Association ("Association").

**WHEREAS**, the District and the Association are parties to a collective bargaining agreement covering the period from July 1, 2023 to June 30, 2027 ("CBA");

**WHEREAS**, the COVID-19 pandemic has resulted in substantial learning loss among K-12 students since March 2020;

**WHEREAS**; requirements related to COVID-19 protocols may continue to disrupt student attendance during the 2023-2024 school year;

**WHEREAS**, the District wants to implement an Isolation Learning Plan ("ILP") "designed to either keep isolated students current or catch them up when they return";

**NOW, THEREFORE**, it is mutually agreed between the parties as follows:

1. The District will implement a ILP for the 2023-2024 school year. A copy of the ILP is attached as Exhibit A to this Memorandum of Understanding.
2. The ILP is designed to maintain the pace of learning for students while they are in isolation due to COVID-19, or to catch those or help those students catch up with their classmates when they return from isolation.
3. Any teacher who uses the ILP must turn in a log of each interaction with an isolated student, which serves as the timesheet and states the time, with whom the teacher connected, and how the connection was made.
4. This Memorandum of Understanding shall not be construed to constitute a waiver of any rights preserved by or assigned to the District by the CBA or otherwise reserved to the District under State or Federal Law.
5. Neither party may use anything in this Memorandum of Understanding to make or support a claim that a past practice or precedent has been established.
6. This Memorandum of Understanding applies to the ILP only for the 2023-2024 school year and shall sunset and expire on June 30, 2024.
7. The Association waives any right that it otherwise might have to demand impact bargaining in connection with the ILP or the District's responsibility for providing "daily learning opportunities" while this Memorandum of Understanding remains in effect.

8. This constitutes the complete agreement between the District and the Union and may not be changed or modified except in writing executed by all parties.

**IN WITNESS WHEREOF**, the parties hereto have caused this Memorandum of Agreement to be executed on the date herein written:

**For the Canisteo-Greenwood Central School District**

By: \_\_\_\_\_

Thomas J. Crook  
Superintendent of School

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

**For the Canisteo-Greenwood Teachers Association**

By: \_\_\_\_\_

Thomas Mayo  
Association President

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

**Memorandum of Understanding**  
*between*  
**Canisteo Greenwood Central School District**  
*and*  
**Canisteo-Greenwood Teachers Association**

**THIS MEMORANDUM OF UNDERSTANDING** is made by and between the Canisteo-Greenwood Central School District (“District”) and the Canisteo-Greenwood Teachers Association (“Association”).

**WHEREAS**, the District and the Association are parties to a collective bargaining agreement covering the period from July 1, 2023 to June 30, 2027 (“CBA”);

**WHEREAS**, Article 7 of the CBA addresses the “[w]ork year • [w]ork year,” and § 7.2(d) states that “[t]he work year for guidance counselors shall be two hundred one (201) days, including days during the weeks prior to or following the student school year, as determined by the District.”

**WHEREAS**, CBA Article 7, § 7.1(a)–(c) defines the “[w]orkday” for teachers, teaching assistants, and registered school nurses;

**WHEREAS**, CBA Article 7, § 7.1 does not define the “[w]orkday” for guidance counselors;

**WHEREAS**, the Parties wish for High School Guidance Counselors to receive three (3) “flex days” to use appropriately at certain times during the guidance counselor work year; and,

**NOW, THEREFORE**, it is mutually agreed between the parties as follows:

1. “Work year” refers to “[t]he work year for guidance counselors” as defined in CBA Article 7, § 7.2(d).
2. “Flex days” are defined as days set aside for High School Guidance Counselors to participate in District programs and activities, in lieu of their typical job duties.
3. A High School Guidance Counselor shall receive three (3) flex days each work year.
  - a. One (1) flex day may be used for evening events throughout the work year.
  - b. Two (2) flex days may be used to prepare for graduation.
4. A High School Guidance Counselor must request approval to use flex days from the Superintendent or the superintendent’s designee.
5. Flex days cannot be used without approval by Superintendent or the Superintendent’s designee.

6. Requests to use flex days shall be submitted far enough in advance to provide the District with reasonable notice. The Superintendent may, at his or her sole discretion, waive the requirement to provide reasonable notice.

7. Flex days shall not be carried over between work years. Unused flex days shall expire at the end of the work year.

8. The District shall not make any payment for unused flex days at the end of a work year.

**IN WITNESS WHEREOF**, the parties hereto have caused this Memorandum of Understanding to be executed on the date herein written:

**For the Canisteo-Greenwood Central School District**

By: \_\_\_\_\_  
Thomas J. Crook  
Superintendent of School

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

**For the Canisteo-Greenwood Teachers Association**

By: \_\_\_\_\_  
Thomas Mayo  
Association President

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

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**CANISTEO GREENWOOD SCHOOL DISTRICT**  
**and**  
**THE CANISTEO GREENWOOD TEACHERS ASSOCIATION**

*Appendix D – ‘After School Tutoring Coordinator’ Title Change*

**THIS MEMORANDUM OF UNDERSTANDING** is made between the Canisteo-Greenwood Central School District (hereinafter the “District”) and the Canisteo-Greenwood Teachers’ Association (hereinafter the “Association”).

**WHEREAS**, the District and the Association have entered into a Collective Bargaining Agreement governing all negotiable items between the District and the Association for the period of July 1, 2023 through June 30, 2027 (hereinafter the “Agreement”);

**WHEREAS**, the Agreement outlines all stipend positions in Appendix D;

**WHEREAS**, in Appendix D, the position of “After School Tutoring Coordinator” receives a \$5,000.00 stipend for the position, and the position runs from October through May.

**WHEREAS**, the District desires to change the name “After School Tutoring Coordinator” to “After School Enrichment Coordinator” to align with the actual duties and responsibilities associated with this position;

**NOW THEREFORE**, the District and the Association agree as follows:

1. From the beginning of the 2023-2024 school year, Appendix D shall be amended, *in part*, to change the title of “After School Tutoring Coordinator” to “After School Enrichment Coordinator” to the extra duty position with such modification to Appendix D being made as follows and highlighted below in YELLOW. No other modification to the existing Appendix D shall be made at this time.

**APPENDIX D – EXTRA DUTY PAYMENTS**

Extra duties payments as follows:

**APPENDIX D - EXTRA CURRICULAR SALARIES**

<i>Activity</i>	<i>Stipend</i>	<i>Description</i>
Stipend Activities		
After School Tutoring Coordinator		October through May
After School Enrichment Coordinator	\$5,000.00	

2. This Agreement constitutes the complete agreement by and between the parties and may not be changed or modified except in writing executed by the same parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have caused this Memorandum of Understanding to be executed on the date herein written:

**CANISTEO-GREENWOOD CENTRAL SCHOOL DISTRICT**

\_\_\_\_\_  
Thomas Crook  
Its: Superintendent of Schools

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

**CANISTEO-GREENWOOD TEACHERS' ASSOCIATION**

\_\_\_\_\_  
Tom Mayo  
Its: President

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