



Four County School Boards Association

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Four County School Boards Association

BYLAWS

ARTICLE I - NAME AND OFFICE

Section 1 - Name

This Association shall be known as the Ontario, Seneca, Yates, and Wayne Counties School Boards Association (d.b.a. – The Four County School Boards Association).

Section 2 - Location

The office shall be housed at a location designated by the Board of Directors. Here after known as “the Board”.

ARTICLE II – PURPOSE

Section 1 – Statement of Purpose

Vision

A respected and strong collective voice for excellence in public education

Mission

The Four County School Boards Association will provide training, advocacy positions and opportunities to support and advance excellence in public education and promote the achievement of all students through effective governance.

Section 2 – Revisions

The Board may recommend revision or replacement of this statement of purpose.

ARTICLE III – MEMBERSHIP

Section 1 - Regular Membership

- a. The public school Boards of Education in Ontario, Seneca, Yates, and Wayne Counties are eligible for active membership upon proper payment of annual dues.
- b. The Board of Education of the Wayne-Finger Lakes Board of Cooperative Educational Services is eligible for membership upon proper payment of annual dues.
- c. Membership may also be granted to other public school Boards of Education outside of Four County subject to approval by the Board of Directors and upon proper payment of dues.

ARTICLE IV – OFFICERS

Section 1 - Officers

- a. The regularly elected officers of the Association shall be the President, First Vice President and Second Vice President.
- b. The Treasurer will be appointed by the Board of Directors annually.

Section 2 - Qualifications

- a. Elected officers shall be serving on a member board at the time of election and throughout the term of office.
- b. A member of any board in good standing shall be eligible to serve as an officer.

Section 3 - Term of Office

- a. The officers shall serve a one-year term from July 1st to June 30th.
- b. Each office is limited to 2 consecutive one-year terms. In extraordinary circumstances, the Board may elect to extend a term by a one year.

Section 4 Duties of the Officers

Duties of Officers shall be defined in board policy.

Section 5 – Vacancies

The Board shall fill any vacancy which occurs before a term of office expires.

ARTICLE V - ELECTION PROCEDURES

Section 1 - Appointment of Nominating Committee

The Board shall appoint a Nominating Committee, in accordance with policy, at their first meeting of the fiscal year.

Section 2 - Slate of Officers

- a. The Nominating Committee shall present a slate of officers in accordance with the Nominating Committee Guidelines Policy.
- b. Upon approval of the Board the slate shall immediately be sent to the full membership.

Section 3 - Additional Nominations

Nominations will be accepted at the Board of Directors meeting that adopts the slate of officers.

Section 4 – Election of Officers

Officers are elected by the General Membership at the Annual Meeting. Member Districts are entitled to 1 vote by their board. This will allow for boards not present to cast a vote by absentee ballot. An absentee ballot is to be submitted by a Four County School Boards Association's Board of Directors Representative by fax, or email no later than 1 day prior to the Annual Meeting.

ARTICLE VI - EXECUTIVE DIRECTOR

Section 1 - Appointment

The Board shall appoint an Executive Director who shall serve at its pleasure.

Section 2 - Conditions of Employment

The Board, upon the recommendation of the Association Officers, shall annually approve the remuneration and specific conditions of employment of the Executive Director and other staff members.

Section 3 – Duties of the Executive Director

The Duties and responsibilities of the Executive Director shall be defined in Association Policy.

ARTICLE VII - BOARD OF DIRECTORS

Section 1 Governance of the Association

The general governance of this Association shall be vested in the Board.

Section 2 - Membership

- a. The Board of Directors shall consist of the Association officers and a representative from each member school board.
- b. Each member board is invited to appoint one delegate and one alternate to the Board. If a delegate/alternate are not named, their President and Vice President will be appointed by default.
- c. The Immediate Past President of the Four County School Boards Association, the Area 2 Director, and any active officer the New York State School Boards Association residing in Area 2, if such an individual is serving on a member board of the Association, shall serve as ex-officio members of the Board.
- d. The Chief School Officer of each member district shall receive notice of meetings and is invited to serve in an advisory capacity.

Section 3 - Responsibility

- a. The Board shall function as the policy making body, conducting the affairs of the Association.
- b. The Board shall convene at least four times per year and additionally at the discretion of the President or when a request is made to the President by any member.
- c. The Board shall establish such committees as necessary to conduct the business of the Association.
- d. The Board shall annually review the Executive Director in accordance with policy.
- e. The Board may enter executive session upon majority approval of those in attendance.
- f. The Board shall annually select and appoint a treasurer.

Section 4 - Voting

- a. Each member board is entitled to one vote.
- b. A quorum shall consist of 51% of the membership boards.

ARTICLE VIII – MEETINGS

Section 1 - The Annual Meeting

- a. The Annual Meeting of the Association shall be held during May or June following the School Board elections (the 3rd Wednesday of May) with a thirty (30) day prior notice.

- b. The Annual Meeting shall be held for the purpose of electing officers and conducting other business as deemed necessary by the Board.
- c. The time and place of this Meeting shall be determined by the Board.

Section 2 - Regular Association Meetings

Regular Association Meetings shall be held throughout the year as determined by the Board.

Section 3 - Special Business Meetings

Special Business Meetings of the full membership may be called by the Board, following a ten (10) day prior notice, for the transaction of Association business other than the election of officers.

ARTICLE IX - DUES

Section 1- Assessment

- a. Dues shall be assessed annually according to a formula approved by the Board.
- b. Exceptions to this formula may be offered by the Board.

Section 2 - Payment

- a. Dues shall be payable by July 1 of each year to the Ontario, Seneca, Yates, and Wayne Counties School Boards Association /d.b.a.-The Four County School Boards Association.

ARTICLE X - FISCAL POLICY

Section 1 - Fiscal Year

The fiscal year shall be from July 1 through June 30.

Section 2 - Depositories

- a. The Board shall designate annually the depositories for all Association funds.
- b. The Executive Director, or Board designee, shall receive all moneys and deposit same to the accounts of the Association.

Section 3 - Annual Budget

The Association's Annual Budget shall be approved by the Board.

Section 4 - Annual Audit

- a. Provision shall be made for annual audits of the Association's accounts as per Audit Committee Guidelines.
- b. An annual audit report shall be presented to the Board for acceptance and distributed to the membership.

ARTICLE XI - AMENDMENTS

Section 1 - Proposal

- a. Amendments may be proposed by the Board or by any member board.
- b. Such proposed amendments shall be sent to the President for submission to the Board in such time that proper notice of such proposed changes can be included in the notice of the Annual or Special Meeting at which they are to be voted on.

Section 2 - Notification of Membership

Notice shall be sent to all member boards at least 30 days prior to the meeting, incorporating the text of the proposed amendment(s) and the recommendations of the Board.

Section 3 - Approval

- a. The vote to approve proposed amendments is to be taken at the meeting specified.
- b. Such amendments shall be adopted when approved by two-thirds of the members present and voting.

Section 4 – Bylaws Review

Bylaws shall be reviewed at least every five years with a committee chaired by an officer and at least 5 members.

Adopted: June 19, 1975

Amended: May 3, 1979

Amended: July 11, 1986

Amended: July 30, 1992

Amended: June 16, 1998

Amended: June 3, 2003

Amended: May 21, 2009

Amended: October 3, 2017

Amended: May 20, 2019



Four County School Boards Association

VISION, MISSION & GOALS

Vision Statement

A respected and strong collective voice for excellence in public education

Mission Statement

The Four County School Boards Association will provide training and advocacy opportunities to support and advance excellence in public education and promote the achievement of all students through effective governance.

Beliefs

With students at the heart of our work, the Four County School Boards Association is committed to acting professionally, collegially and ethically.

Goals and Objectives

- 1. The Association will attract, develop and retain effective local school board members by:**
 - a. Providing compelling programs and workshops on relevant topics
 - b. Conducting a seminar for prospective school board members
 - c. Conducting an orientation and providing additional opportunities of engagement for newly elected board members
 - d. Utilizing technology to communicate effectively
 - e. Providing networking opportunities
- 2. The Association will provide timely training and professional development opportunities of exceptional quality in a cost-effective manner such as:**
 - a. State mandated governance and fiscal training
 - b. Skill building workshops (e.g., advocacy workshop)
 - c. Keynote and guest speakers on relevant topics
 - d. Presentations on regional best practices and successful programs and initiatives
- 3. The Association will establish and maintain mutually beneficial partnerships by:**
 - a. Expanding our knowledge of organizations with similar values, interests, and goals
 - b. Seeking opportunities for collaboration with other associations and organizations
 - c. Developing and supporting common positions related to advocacy
 - d. Identifying and participating in events sponsored by collaborative associations and organizations
- 4. The Association will positively impact legislative, regulatory, and other constituent groups by:**
 - a. Educating individual members and boards regarding legislative/regulatory issues impacting education
 - b. Increasing the number of individuals and boards involved in advocacy and legislative issues which impact education
 - c. Authoring, adopting, and sharing the Association's positions regarding legislative and regulatory issues
 - d. Attending lobbying events locally, in Albany and in Washington D.C.

- e. Creating opportunities for member boards to connect with legislators and members of other agencies that impact their decision making

5. The Association will inform boards of relevant and emerging issues and trends in public education through:

- a. Featuring presenters at Association meetings and dinners
- b. Publishing a newsletter
- c. Providing links and emails related to emerging issues and resources
- d. Using various forms of social media and maintaining an effective, current website

6. The Association will strive for a high level of membership satisfaction to:

- a. Maximize and maintain Association membership
- b. Provide quality and timely events based on member needs and interests
- c. Increase participation of local boards in Association events and meetings
- d. Create an environment where members feel valued, welcomed, and heard

Adopted: May 29, 1990

Revised: February 2, 1995

Revised: 2001/2002

Revised: September 2014

Revised: November 2016

Revised: April 29, 2019

Revised: February 5, 2020



Four County School Boards Association

OVERVIEW OF PROGRAMS AND SERVICES POLICY

In our efforts to accomplish our mission and goals the Association provides the following programs and services for its members:

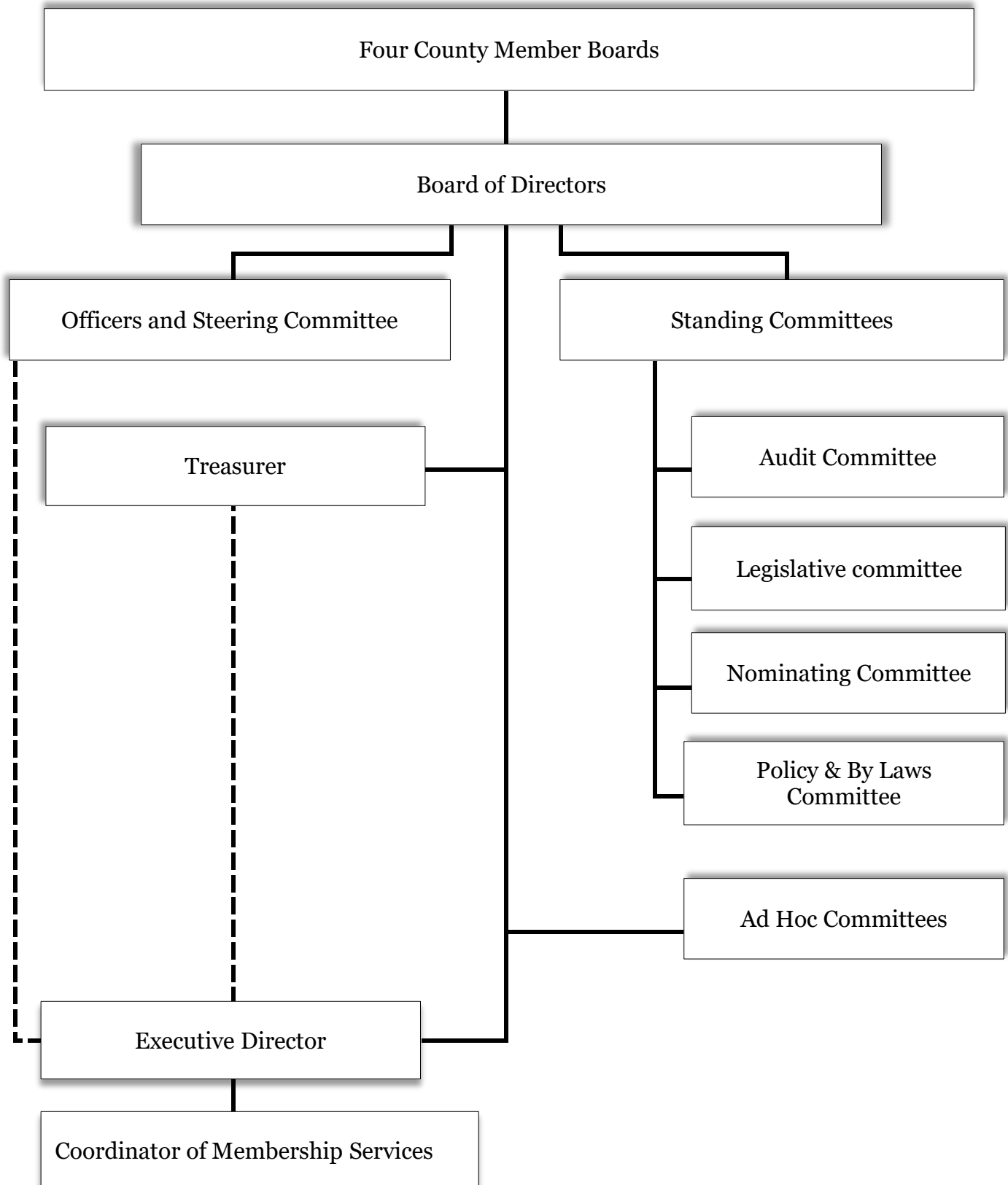
- Numerous **opportunities to “network”** with other board members – (Always ranked as important benefit of membership)
- **Speakers** on topics of current interest – drawing on local, state and national experts, usually for just the cost of dinner
- Skill building workshops
- Annual State and Federal **Legislative Position Papers** – highlights issues of concern to area BOE's
- Annual **Regulatory Position Paper** – for use with the Board of Regents and State Education Department
- Publication of annual **Facts & Figures Booklet** – data and description of member districts
- Publication of **Membership Directory** – to facilitate connections between members
- Organize and host regular **meetings for district negotiators** (key staff) and workshops for **Board Clerks & Internal Claims Auditors**
- Annual **Seminar for Prospective School Board Members** – open to all area residents at no cost for attendance
- Approved provider for **Mandated New School Board Member Orientation & Fiscal Training**
- **Coordination** and support (including financial) for participation in **Federal Advocacy efforts**
- **Coordination and support** of participation in NYSSBA **Capital Conference (Legislative Issues & Lobby Day)**
- Coordination of **other legislative activity** as appropriate including meetings with legislators, flow of information, calls to action and **alerts, and preparation of additional positions not included in Position Papers**
- Participation in Federal Advocacy events/meetings
- **Four County Legislative Trek** to Albany when necessary – coordinated and supported financially
- Opportunities for districts to **share successful programs** and showcase student groups, etc.
- Collection and storage of **information on education and related topics** – books, pamphlets, newspapers, articles, materials from workshops (sample documents available to be consulted or borrowed for boards/superintendents, etc.)
- Board **Presidents’/Vice Presidents’** Dinners and Round-Table discussions
- Programs on the topics of **Labor Relations and Negotiations**
- Regular meetings with area representatives to the New York State **Board of Regents**
- Representation in **regional efforts** – e.g. Finger Lakes School-to-Career Consortium Steering Committee
- Assistance with preparation for **NYSSBA Annual Business Meeting** through sponsorship of Area 2 Proposed **Resolutions Discussion** and Upstate/Downstate Resolutions Discussion

- Opportunities to network with board members from across Area 2 and the State through sponsorship of Upstate/Downstate Hospitality Suite (NYSSBA Convention)
- Regular contact with **State Education Department Staff** through President and Executive Director
- Participation in **Council of Local School Boards Association** (COLSBA) which provides opportunities to discuss common concerns and programming ideas and participate in training with staff and leadership from other local school boards associations
- **Collaboration** with other organizations to provide programs of interest – other local school boards associations and the New York State School Boards Association
- **Testimony** at public hearings representing the positions of member boards
- Representation to the **Statewide School Finance Consortium**
- Information about and referral to **other resources**
- Regular email messages with information about “hot” topics
- Listserv capability to facilitate **communication among members**
- A **Legislative Handbook** for Legislative Committee members to facilitate their grassroots lobbying efforts



Four County School Boards Association

ORGANIZATIONAL CHART



Adopted: January 17, 2019



Four County School Boards Association

ROLES AND RESPONSIBILITIES OF OFFICERS POLICY

In accordance with The Four County School Boards Association (FCSBA) Bylaws (cite the articles) the officers shall ~~be~~ *include* the President, First Vice President and Second Vice President. These officers are elected by the membership at the Annual Meeting and shall hold office for a term of one year from July 1 through June 30. The Duties of those officers are additionally outlined in this policy.

Role and Responsibilities of the Four County School Boards Association President *shall include the usual duties of the office and:*

Appointments

- Appoints chairs and vice chairs of standing committees seeking demographic balance
- Add members to the Steering Committee whose counsel you value but who are not serving in any other formal leadership position
- Appoint the Chair and members to ad hoc committees created by the Board of Directors
- Appoint representatives to the Commissioner's and Chancellor's Advisory Committees if they are re-established
- *Serves as the spokesperson for the Association, if comfortable with that role*

Other Duties

- Helps to develop the Association's Goals and Calendar for the year.
- Presides over, and participates in agenda setting for Steering Committee, Board of Directors', General Membership, the Annual, and Board Presidents'/Vice Presidents' Meetings
- Writes a message for each Newsletter *if desires to do so*
- ~~With other officers and members of the Steering Committee,~~ Evaluates the Executive Director in accordance with Association policy
- Works with the Four County office, early in the year, to identify a location and speaker for the Annual Meeting. Works with the Executive Director to arrange for student work and performance for the event.
- Signs all contracts and policies approved during the term of your office
- Serves as an approved signatory on all Association bank accounts

Role and Responsibilities of the First Vice President *shall include the usual duties of the office and:*

- Serves as a member of the Steering Committee
- Chairs Steering Committee, Board of Directors', General Membership, the Annual, and Board Presidents'/Vice Presidents' Meetings in the absence of the President
- Chairs the Audit Committee
- To the degree that one can, attends FCSBA programs to become familiar with the scope of the Association's work and to scout potential leadership for the coming years
- Serves as an approved signatory on all Association bank accounts
- Works with the Second Vice President on the Membership_____Committee

Role and Responsibilities of the Second Vice President *shall be the usual duties of the office and:*

- Serves as a member of the Steering Committee
- Chairs Steering Committee, Board of Directors', General Membership, the Annual, and Board Presidents'/Vice Presidents' Meetings in the absence of the President *and First Vice President*
- To the degree that one can, attends FCSBA programs to become familiar with the scope of the Association's work and to scout potential leadership for the coming years
- Serves as an approved signatory on all Association bank accounts
- Serves Chair of the Membership ---- Committee
- Seeks "Host" boards for General Membership meetings

Role and Responsibilities of the Immediate Past President

- Serves as a member of the Steering Committee
- Serves as an ex-officio member of the Board of Directors
- Chairs the Nominating Committee



Four County School Boards Association

ROLE AND RESPONSIBILITIES OF THE TREASURER POLICY

The Treasurer shall:

1. Be responsible for the supervision of all Four County School SBA monies received or expended by the Association.
2. Keep the Board of Directors informed on all pertinent financial matters.
3. Provide a brief financial report at all regular meetings of the Board of Directors in a format prescribed by the Board.
4. Review monthly Four County SBA monies received and spent by the Association.
5. Serve as a member of the Audit Committee.
6. Perform all duties incident to the office of Treasurer and other duties as assigned by the President or Board of Directors.
7. Be an approved signatory on all Four County SBA bank accounts.
8. Provide a summary of the year's financial activities and monthly reviews to the Board of Directors at the April meeting.
9. Provide a narrative summary to be included in the Annual Report.

Adopted: November 7, 2017

Revised: February 5, 2020



Four County School Boards Association

NOMINATING COMMITTEE GUIDELINES POLICY

The duty of the Nominating Committee is to nominate candidates for the offices to be elected at the annual meeting of the Association.

The Nominating Committee shall be appointed by the Board of Directors at their first meeting of the Fiscal Year. It shall be chaired by the Immediate Past President, with the remaining members of the Committee not serving in current leadership roles. There shall be at least three members in addition to the chair.

- a. The Chair of the Nominating Committee is responsible for convening the meetings and for reporting for the Committee. Committee members should become familiar with the duties of each office to be filled and should agree upon the procedure to be followed to secure the most qualified nominee for each office. At its first meeting in the fall, the Committee should decide how it will go about soliciting names and contacting individuals. The Committee should develop a list of alternates in the event a candidate is not re-elected. All deliberations are to be kept confidential. If assistance is required for scheduling or collection of information, the Committee may contact the Association office for assistance. It is the intention but not automatic that:
 - i. The President will become Immediate Past President
 - ii. The First Vice President will move up to President
 - iii. The Second Vice President will move up to First Vice President
 - iv. The newly nominated person, upon their agreement, will become the Second Vice President

Members of the Nominating Committee shall regularly attend meetings and events of the FCSBA to observe participation and leadership qualities of potential officer candidates. They shall notify all members that they may contact the Nominating Committee if interested in an officer nomination.

The proposed slate should be presented to the Board of Directors no later than the April meeting. Pertinent qualifying information should accompany the names of those proposed. The proposed slate is to be provided to member boards once accepted by the Board of Directors.

In choosing nominees, the Committee should be sure the person is a trustee of a member board in good standing; is made fully aware of the duties involved; is willing to serve and devote the necessary time and effort; has experience and continues to upgrade skills; has participated in FCSBA programs; has knowledge of national and state association activities; and has an open and receptive mind.

Candidates should be made aware of the role and expectations of being an officer. A copy of the enclosed document outlining the roles and responsibilities of each office should be given to interested members.

Any board member from a member board is eligible to serve as an elected officer. However, no more than one member from any member board is eligible for any officer position at one time. The term of office is one year.

The Nominating Committee Chair presents the Slate of Officers at the Annual Meeting and conducts the election.

Recommendations for consideration by the Nominating Committee may be forwarded to any Committee member or the FCSBA office via phone, fax or email. Recommendations will be forwarded to all Nominating Committee members as they are received.

Adopted: November 28, 2017
Revised: April 29, 2019



Four County School Boards Association

LEGISLATIVE COMMITTEE POLICY

The Association shall have a Legislative Committee to support a grass-roots legislative effort. Each member board shall appoint one representative and an alternate. A chairperson and, when desired, a Vice Chairperson, shall be appointed by the president to preside over meetings and assist with planning for the Committee. The representative, alternate and chief school officer of each member board shall receive all notices and meeting materials. Such information shall be posted on the "Members' Only" section of the website. They are each encouraged to attend Legislative Committee meetings and workshops to bring concerns from member boards so that all points of view may be considered before decisions are made and positions are taken.

Each member board is entitled to one vote.

The Legislative Committee shall plan and carryout the Association's grassroots advocacy effort. Their responsibilities shall include development of State, Federal, and Regulatory position papers for adoption by the Board of Directors, planning a calendar of advocacy activities, which will provide for a variety of legislative and regulatory contacts throughout the year, and will encourage wide participation from all Association members.

Members of the Committee will be asked to respond to Calls to Action and participate in advocacy activities sponsored by Four County, the New York State School Boards Association (NYSSBA) and the National School Boards Association (NSBA) and other organizations as appropriate.

The Legislative Committee meets as necessary throughout the year to plan a calendar of activities, consider the Association's legislative agenda for the year, draft position papers, and arrange for meetings with local, state and federal legislators, the New York State Board of Regents, and representatives from other levels of government and agencies that impact their policy making and public education.

The work of this Committee will provide the primary means to meeting Association goal #4 The Association will positively impact legislative, regulatory, and other constituent groups

Adopted: November 28, 2017



Four County School Boards Association

NON-MEMBER ATTENDANCE POLICY

Four County SBA is a collection of school districts that rely on monetary support from member districts to provide programs and activities.

Any board member from a member district is allowed and encouraged to invite guests from their district to general membership meetings. If the guest attends dinner, it must be paid for by cash or check at the meeting, as the district is only billed for people directly involved in the district (board members and staff).

To encourage new membership, it is valuable to share an example of what Four County SBA provides with non-member districts. To this end, the President is allowed to occasionally invite non-members to attend meetings at their own expense.

Board members from non-member districts are always invited to attend an event, at their own expense, if someone from their district is speaking.

Approved: September 15, 1998

Reviewed: April 1, 2003

Revised: February 5, 2020



Four County School Boards Association

BOARD OF DIRECTORS

The Board of Directors is the governing body of Four County SBA.

Each member board is entitled to one vote. One delegate and one alternate from each member district are identified at the beginning of the year.

If neither the delegate nor alternate attend a Board meeting, another member from that district in attendance shall be allowed to vote in their place.

Adopted: February 5, 2020



Four County School Boards Association

Committee Chairs Guidelines

Responsibilities of Committee Chairs

1. Help Four County SBA leaders make informed decisions.
2. Attend Board of Directors and Steering Committee meetings.
3. Report committee activities at Steering Committee and Board of Directors meetings and gather input to take back to their committees.
4. Work to further the goals and objectives of Four County SBA.
5. Approve annual committee goals and objectives with committee members.
6. Develop agendas and plans for all regular meetings of your committee with input from the Executive Director and Coordinator of Membership Services.

Suggestions for Committee Chairs

1. Review suggestions from last year's committee as well as last year's end of year recommendations.
2. Survey the Four County SBA and or committee membership regarding topics to discuss during committee events.
3. Consider using sub-committees to accomplish tasks, to develop and broaden the leadership abilities of committee members.
4. Strongly urge committee members to report to their own boards about the committee.
5. Stress to committee members the importance of notifying the office about attendance at upcoming meetings.

Meeting Facilitation

The role of the facilitator is one of leadership and neutrality, both a servant to the committee and an advocate of the process.

1. As leaders of our committees it is important to keep the group on course in order to get the committee work done within the time frame. It is the responsibility of the chair or co-chairs to continually assess the group's progress toward its goals and to provide feedback when necessary with suggestions to help guide the committee to that end.

When chairing a meeting be prepared to:

2. Manage and adjust the agenda accordingly, focusing on the time spent on discussion, tasks and outcomes.
3. Ensure all participants have a chance to be heard.
4. Assist in helping the committee reach consensus and resolve differences.
5. Encourage the committee if the task is difficult.
6. Track issues that need follow up.

Adopted: February 5, 2020



Four County School Boards Association

FINANCIAL POLICY AND PROCEDURES

Policy Statement:

The Four County School Boards Association is committed to responsible financial management. The entire organization will work together to assure that all financial matters of the organization are addressed with care, integrity, and in the best interest of the Four County School Boards Association.

The policy and procedural guidelines outlined in this document are designed to:

1. Protect the assets of the Four County School Boards Association;
2. Ensure the maintenance of accurate records of Four County's financial activities;
3. Provide a framework of operating standards and behavioral expectations; and
4. Ensure compliance with legal and reporting requirements of a 501c6 such as IRS Form 990.

The Executive Director of the Four County School Boards Association has the responsibility for administering these policies and ensuring compliance with procedures that have been approved by the Board. Exceptions to written policies may be made only with the approval of the *Board and shall be documented*. Changes or amendments to these policies may be approved by the Board at any time. A complete review of these policies and procedures shall be conducted every three years.

The Executive Director and the Administrative Assistant *will* be familiar with and operate within the parameters of these policies and procedures.

Authority:

The following sets forth the line of authority – it identifies who has authority and responsibility for the financial assets of the organization and provides guidelines for handling and controlling their accumulation and disbursement.

1. The Board of Directors have authority to execute any policies it deems to be in the best interest of the organization within the parameters of the organization's bylaws or federal, state, and local law.
2. The Steering Committee may act on behalf the Board when appropriate and necessary *or time sensitive*. Any action taken shall be reported to the Board.
3. The Executive Director has the authority to oversee all financial transactions, oversee the development of the annual budget, and determine the allocation of investment deposits
4. The treasurer shall approve payroll and expenses for the Executive Director and issue those payments.

Procedures:

Accounts Receivable

1. Invoices for payment to the Association shall be generated by the Administrative Assistant through the computerized system and reviewed by the director before submission.
2. Four County dues shall be calculated according to the approved formula and be billed in May/June, after the schedule has been approved by the Board of Directors. Dues shall be payable by July 1.
3. The Administrative Assistant is responsible for invoices and check requests being marked "paid" once they have been.

Accounts Payable

1. Reimbursement for staff and members shall be approved by the Executive Director when appropriate notification and documentation have been received. Receipts shall accompany requests for reimbursement. Receipts are placed in the appropriate source file with any other appropriate documentation.
2. The Operating Account Checks print in three parts:
 - i. The original is sent out for payment
 - ii. One copy is filed numerically in the "Checks/Receipts" file
 - iii. One copy is placed in the appropriate "source" file (usually identified by budget line item or event) additional copies shall be made as necessary for filing in the appropriate source file.
3. Payment of bills – the Executive Director approves the bill for payment, and provides a check to the Administrative Assistant for processing in the computerized system. All checks are routinely signed by the Executive Director and require a second signature for amounts over \$1000.00. The President, First Vice President or Treasurer shall be a second signature on all bank accounts and sign checks in the absence of the Executive Director.

4. The executive Director approves check requests after reviewing supporting documentation. The Assistant prints pre-numbered checks only with the approved requests. The unsigned checks are then presented to the Executive Director for a signature.
5. Blank checks are to be retained in a secure location by the Executive Director.
6. No checks are to be written to "cash" or "bearer".
7. Dinner Account checks are duplicate checks that are hand written, usually off site. These checks must be written by signed by the Executive Director and accounted for in the "Checks/Receipts" file with proper documentation.
8. No check may be signed by the payee.

Reports/Records

1. Actual income and expenditures will be compared to the budget monthly and financial reports will be provided to the Board at their regularly scheduled meetings. This shall include the monthly Activity Statement and access to the Transaction Report generated by QuickBooks.
2. A proper filing system shall be maintained for all financial records.
3. The Executive Director, in cooperation with the Administrative Assistant, shall be responsible for maintaining bank account records, entries in the Quick Books Bookkeeping system, and bank deposits.
4. All Association account numbers, passwords, and other access information shall be recorded in a notebook that is retained in the same secure location as Association checks and other sensitive documents.
5. An inventory of fixed assets and report of all insurance policies shall be conducted annually.
6. An Internal Audit Committee shall be appointed each summer to review the financial transactions and certify the Association's books are in order. *An external audit shall be conducted every 5 years or when deemed appropriate.*

Banking

1. All checks are stamped with "For deposit only" immediately upon receipt and placed in the locked – fire-proof box.
2. Depositories for Association Bank Accounts shall be approved by the Board of Directors at their opening meeting each fall.
3. The Executive Director (or the President when necessary) has the sole authority to transfer funds between accounts, and make withdrawals. This may be done in-person, on-line, or by mail.
4. All bank accounts shall be reconciled by the Executive Director upon receipt of the monthly bank statements. The Statement, receipts and documentation for all deposits and withdrawals, including the bank receipt) along with the Quick Books Reconciliation Report shall be retained in a file for each bank account. QuickBooks accounts shall be closed out at year end.
5. Operating funds will be deposited in an account that retains liquidity while maximizing interest.
6. All deposits and withdrawals must be recorded in the bank register (Quick Books) in a timely manner.
7. All reserve funds will be invested according to the association's Investment Policy.

Payroll

1. Payroll taxes are deposited at the end of the last pay period of each month.

Budget

1. The budget shall be prepared by the Executive Director in consultation with the Steering Committee and presented to the Board of Directors for adoption.

USE OF CREDIT CARD(S)

The Board of Directors shall approve the issuing of any Four County School Boards Association credit card. It shall at least annually name those authorized to use the card. All credit card must be issued in the association's name and used only for official association business.

The approved user shall take the necessary precautions to ensure the safeguarding of these cards. The theft or loss of any credit card(s) must be reported immediately to the Executive Director and the President. The Executive Director shall immediately notify the credit card company.

It is the responsibility of the user to submit the original receipts for all expenses charged to the card. Failure to submit original itemized receipts may result in personal liability by the user for said undocumented charges. For lost receipts, the Director shall sign and submit the "Lost Receipt" form to the Association Treasurer for signature of approval.

Credit card bills must be paid in a timely manner and in compliance with Association policy.

Adopted: November 2007
Revised: November 28, 2017



Four County School Boards Association

Audit Committee Guidelines

Objective

The objective of the Four County School Boards Association Audit Committee is to meet a minimum of two times a year to review Four County SBA financials for accuracy, proper procedures and to provide a report to the Board of Directors.

1. Meet in August to review prior year's financials.
2. Meet in either January, February or March to review random samples of expenditures.

The President will appoint the committee.

The President will announce the committee members at the Annual Meeting.

The committee will consist of 5 members.

1. Four County SBA First Vice President will chair the committee.
2. Four County SBA Treasurer
3. A School Business Official
4. A School Board member from the Four County SBA membership
5. A School Board member from the Four County SBA membership

An Audit Committee meeting will be rescheduled if fewer than 3 members attend.

The committee will be asked to serve a maximum of 2 years.

The Four County SBA First Vice President will present the findings report with Audit Committee signatures to the Board of Directors.

Adopted: January 17, 2019

Revised: February 5, 2020



Four County School Boards Association

EXPENSE REIMBURSEMENT POLICY

The Four County School Boards Association (FCSBA) supports attendance and participation at conferences, workshops, and meetings which are professionally appropriate and directly related to the work of the association and/or the employee's responsibilities.

For the purposes of this document, "conference" shall refer to a meeting, convention, institute, seminar or workshop designed to improve the Four County School Boards Association operations, programs and/or job proficiency or that of its membership.

REIMBURSEMENT FOR EXPENSES:

Reimbursement for reasonable out-of-pocket conference expenses necessitated by his/her duties shall be made for meals, lodging and/or travel by a Four County School Boards Association Executive Director or by another employee with prior approval by the Executive Director or the President.

The Four County School Boards Association President, or his or her designee, may be reimbursed for reasonable out-of-pocket conference expenses for meals, lodging and/or travel necessitated by his/her official duties.

Reimbursable expenses shall be submitted on the Four County School Boards Association expense form in a timely manner. All claims shall be subject to audit and adjustment. Receipts should be itemized whenever possible. Credit card receipts alone shall not be accepted.

A. MEALS:

Meals incurred to further the business of the Association will be paid.

The following meals may be reimbursed or not charged for:

1. Employee Attendance or participation at a scheduled meeting/event held for association related business purposes, at which eating is an incidental part.
2. Evenings when employees are required to be away from their home during usual dinner hours for business reasons.
3. Guest speakers and guests approved by the Executive Director at a Four County meeting/event.

Requests for reimbursement should be submitted on an expense reimbursement form and include a date, place and purpose along with a dated detailed receipt.

Reimbursement will NOT be made:

1. When meals are held principally for social purposes.
2. When individual meals are included in conferences, workshops and meeting registration fees paid by Four County School Boards Association.
3. For gratuities that exceed 20%.
4. Alcoholic beverages
5. For the portion of meal expenses that exceed \$75 per day.

B. TRAVEL:

Travel shall be by the least costly means, taking into consideration travel time. When traveling by air, the lowest commercial rates available for direct flights within a reasonable schedule shall be sought. Travel arrangements should be shared to the extent possible.

Travel expenses for other than automobile miles including air travel, rail travel, tolls, taxis, and parking fees must be supported by itemized receipts.

C. LODGING:

If lodging is necessary as part of a conference, the hotel(s) suggested by the conference organizer shall be the first preference. For a stay at a hotel other than the one(s) suggested by the conference, the reimbursement shall be no higher than the conference rate room cost of an official conference hotel. Lodging expenses incurred when no hotel is suggested by the conference organizer, or for travel that are not in conjunction with a conference, must be at reasonable rates within the geographic area. New York State sales tax will not be reimbursed. The Four County School Boards Association tax exempt form shall be presented to the hotel/motel for this purpose.

D. MILEAGE:

Employees

Four County School Boards Association may reimburse employees for the use of personal vehicles in conjunction with the mileage from one place of business to another, but not for commuting from home to work or from work to home, unless a second such trip is required in the same day. If travel is required directly to or from home to a location other than the Four County School Boards Association office, the miles from home to the office shall be deducted from the total miles traveled if the employee will be commuting to the office on that day. The reimbursement rate shall be at the prevailing IRS rate in effect on the date of travel. When appropriate, the Executive Director shall consider the use of a rental car or other mode of transportation rather than personal vehicle.

Original receipts shall be required when submitting for parking, tolls, and other expenses. "EZ Pass" expenditures shall be reimbursed by submission of a printout of toll charges with the appropriate charges highlighted.

Treasurer

The Association Treasurer will be reimbursed for mileage and/or toll expenses to perform necessary requested duties.

Adopted: November 28, 2017

Revised: January 17, 2019



Four County School Boards Association

DOCUMENT RETENTION AND DESTRUCTION POLICY

This document retention and destruction policy is intended to promote compliance with applicable laws, rules and regulations, reduce unnecessary costs and to promote the proper treatment of the records of the Four County School Boards Association (FCSBA)

General Guidelines

Un-necessary records – those that are no longer needed for the operation of the business or required by law – should be eliminated from the files. The cost of maintaining records is an expense that can grow unreasonably if unnecessary documents are maintained. Voluminous records also make document retrieval more difficult.

Categories of documents that warrant special consideration are identified below and minimum retention periods are established. For any documents not included in the identified categories, the retention period should be determined primarily by the application of the general guidelines in this policy, as well as the exception for litigation relevant documents and any other pertinent factors.

TYPE OF DOCUMENT

RETENTION PERIOD

ACCOUNTING

Accounts receivable subsidiary ledgers	7 years
Accounts payable subsidiary ledgers	7 years
Audit reports	Permanently
Bank deposit slips	3 years
Bank statements, reconciliations, check registers, investment statements	7 years
Budgets	2 years
Cancelled checks, generally	7 years
Cancelled checks, important payments	Permanently
Cash disbursements journal	Permanently
Cash receipts journal	Permanently
Contracts, government and general (after expiration/termination)	15 years
Depreciation records	Permanently
Employee expense reports	7 years
Annual financial statements	Permanently
Interim/internal financial statements	3 years
General journal/ledger and end-of-year trial balances	Permanently
Invoices to customers	5 years
Invoices from vendors	5 years

Internal audit reports.....Permanently
Petty cash vouchers.....3 years

CORPORATE RECORDS

Annual reports.....Permanently
Articles of incorporation.....Permanently
Constitution and bylaws *and policies*Permanently
Board and board committee minutesPermanently
Contracts and leases (expired)Permanently
Contracts and leases (active).....Permanently
Deeds, mortgages and bills of sale.....Permanently
Legal correspondence (important)Permanently
Investigative Reports/Plans of Corrective Action.....Permanently
Tax-exemption documents (IRS 1023)Permanently

INSURANCE

Accident reports & claims (settled cases)7 years
Expired insurance policiesPermanently

PERSONNEL

Employee files (after termination)7 years
Employment applications.....3 years
Payroll records, summaries and tax returns7 years
Pension/profit sharing retirement plan tax information,
returns & correspondencePermanently
Time cards.....7 years

TAXES

Income tax returns & cancelled checksPermanently
Payroll tax returns.....7 years
Property tax returns.....Permanently
Sales and use tax returns.....7 years

Adopted: ____



Four County School Boards Association

EMPLOYEE POLICY

I. Payroll

Four County School Boards Association provides payroll on a Bi-weekly basis with Thursday being payday. Direct Deposit is available to all employees.

II. Holiday Policy

All 12 month employees who are on active-payroll are entitled to the following holidays, where a holiday falls on a Saturday the holiday will be observed on the preceding Friday. Those falling on a Sunday will be observed on the following Monday. Should an employee be requested to work on the holiday, the employee will be provided another day in lieu.

Holidays

New Year's Day
Martin Luther King Day
Presidents Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas (2 days) aligned with WFL BOCES Newark Campus Schedule

III. Paid Time Off Benefits

All Full-time employees are entitled to 15 days PTO (Paid Time Off) per year, beginning the first day of the fiscal year. These days consist of 10 vacation/planned days and 5 unplanned days. After 5 years of employment employee will receive 2 additional vacation days and after 10 years 3 additional vacation days.

Vacation/planned time should be scheduled with your supervisor with as much notice as possible, ideally one month prior to use.

5 unplanned days may be used during the year; if 3 consecutive days are used, your supervisor may request documentation. Call your supervisor and provide as much notice as possible when using a sick day.

5 unused days may be rolled over into the next year.

New employees hired after the fiscal year has started will receive 1 day a month PTO until July 1st.

If an Administrative Assistant decides to resign from their position with the Association, they are required to provide two (2) weeks' advance notice for consideration for rehire eligibility and payout of accrued PTO or Vacation Time.

If an Executive Director decides to resign from their position with the Association, they are required to provide four (4) weeks' advance notice for consideration for rehire eligibility and payout of accrued PTO or Vacation Time.

Please note that any approved time off which was approved prior to providing a notice of resignation, will not suffice as meeting the required notice period indicated above. Vacation, sick and personal time requests will not be approved or paid once notice of resignation is provided. All previously approved time off requests scheduled during the resignation period will be rescinded as well as previously approved conferences and training.

Snow Days

If the Wayne-Finger Lakes BOCES Newark Campus closes due to snow or other unforeseen reasons the Four County School Boards Association will be closed also. If snowstorm expected forward phones to cell phone and work from home. If unexpected closure day off will be paid.

The paid holidays are granted with the understanding that any need to make up emergency days may impact the number of paid holidays in any given year. Should this occur the Executive Director will substitute day(s) needed during the holidays and/or the month of June.

IV. Unpaid time off.

Unpaid time off will be at the discretion of the employee's supervisor

V. Evaluation

Administrative Assistant:

The Executive Director will conduct an evaluation of the Administrative Assistant before May 31st of each year. Changes in salary are at the discretion of the Executive Director.

Executive Director:

The Board of Directors will conduct an evaluation of the Executive Director before the end of the fiscal year (June 30th of each year). Salary adjustments are at the discretion of the Board of Directors in keeping with the current contract between the Board and the Executive Director.

Adopted: January 17, 2019



Four County School Boards Association

JOB DUTIES

Title: Executive Director

Qualifications:

Prior successful experience in educational leadership; a bachelor's degree appropriate to this position; such alternatives as the Associations Board of Directors may find appropriate and acceptable.

Reports to:

Association Officers and Board of Directors

Supervises:

All Association staff members

Job Goal:

To act as chief executive officer of the Four County School Boards Association; to Provide leadership and general supervision for all operations and activities of the Association in accordance with Association policy and by-laws; to fulfill the Mission, Goals and Vision of the Association.

Responsibilities:

1. Oversees the general administration and operations of the Association.
2. Supervises and evaluates the Association office and staff.
3. Makes recommendations to the Association's membership and committees pertaining to policy, personnel, finance, legislation, publications, member programs and services and provides information as needed to ensure informed decision making.
4. Supports the officers and committees of the Association in the performance of their duties.
5. Works with the Board of Directors in annual and long range planning and provides for implementation.
6. Works to ensure effective communications and to build strong relationships with the membership.
7. Seeks to identify member boards' needs and concerns and how the Association may better serve them.
8. Acts as a consultant to boards and board members on board questions and problems.
9. Prepares publications as directed by the Board of Directors.
10. Prepares agendas, materials and minutes for Association meetings in cooperation with appropriate officers and chairpersons.
11. Plans for all meetings, projects and activities of the Association.
12. Arranges for appropriate hospitality for Association members at major state events.
13. Provides leadership and oversight to ensure the fiscal integrity of the Association.
14. Prepares an annual budget and regular financial reports.
15. Oversees the collection of all dues, disbursements and deposits for the Association.

16. Oversees preparation and filing of state and federal tax returns.
17. Works to build strong relationships with the New York State School Boards Association, local school boards associations, local education organizations, and legislative and regulatory groups and representatives.
18. Articulates Association positions and activities to NYSSBA and represents the Association at various state and national functions.
19. Works with the Legislative Committee to develop a calendar of legislative events and Legislative position paper.
20. Works to keep abreast of all legislative and Regent activity which may affect public education.
21. Acts as a clearinghouse for legislative information following to and from member district.
22. Provides assistance and background information to assist members in effective lobbying activities.
23. Articulates Association positions on educational issues to the media.
24. Establishes and maintains a congenial, cooperative working relationship between Association staff and staff of the Wayne-Finger Lakes BOCES.
25. Develops and maintains friendly and cooperative relationship with superintendents, county association leaders and others.
26. Participates in professional self-improvement activities.
27. Carries out any other assigned duties and responsibilities which may be deemed appropriate by the Board of Directors.

Evaluation:

Performance of the job will be evaluated annually by the Steering Committee in accordance with Association policy.

Terms of Employment:

Appointed by the Board of Directors for a period of up to three years, according to the terms of annually negotiated memorandum of agreement.

Adopted: January 17, 2019



Four County School Boards Association

JOB DESCRIPTION

Title: Coordinator of Member Services

Qualifications:

High School Diploma or GED, an Associate's Degree/Business School training and/or several years prior successful experience in a secretarial position; such alternatives as the Association Executive Committee may find appropriate and acceptable.

Reports to:

The Executive Director

Job Goal:

To provide clerical support and assistance to the Executive Director that will assure the smooth and efficient operation of the Association office in fulfilling the mission, goals and vision of the organization.

Responsibilities:

1. Serves as administrative assistant to the Executive Director.
2. Performs the usual office routines and practices.
3. Becomes skilled in operating necessary office equipment and software, (including accounting, publication, and web site maintenance).
4. Assists in preparation for all Four County events, including meeting notices, reservations, accounting, preparation of materials, purchase of supplies, program set up, and assistance with registration and set up at off-site events.
5. Assists the Executive Director in handling the fiscal affairs of the Association, including managing accounts payable and receivable, Association bank accounts, data entry for bookkeeping system and payroll.
6. Organizes and maintains all Association records in appropriate files.
7. Interacts appropriately with diverse membership, school district personnel, and outside groups.
8. Assists the Executive Director with Association publications, including layout of the newsletter.
9. Receives all communications, including telephone, facsimile, mail, and email and forwards as appropriate.
10. Organizes and maintains inventory of office supplies.
11. Quickly and completely accesses information for the Executive Director, members and other appropriate people.
12. Maintains professional, positive attitude in a busy office environment.
13. Takes and disseminates minutes of meetings as assigned by the Executive Director.
14. Performs all other duties as requested by the Executive Director.

Evaluation:

Performance of this job will be evaluated annually by the Executive Director.

Terms of Employment:

Hired by the Executive Director and continued in employment as long as the affiliation remains satisfactory. In the event of resignation, reasonable notice of two weeks is expected.

Approved: September, 1995

Amended: January 2006

Revised: January 17, 2019



Four County School Boards Association

NON-DISCRIMINATION, ANTI-HARRASSMENT, GRIEVANCE POLICY AND COMPLAINT PROCEDURES

The Four County School Boards Association (FCSBA) is an equal opportunity employer and is committed to providing a working and learning environment free from unlawful discrimination and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. FCSBA does not discriminate against or permit harassment of employees or applicants for employment on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, national origin, age, alienage and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, military status, partnership status, genetic predisposition or carrier status, arrest record, or any other legally protected status.

Sexual harassment is strictly prohibited. Harassment on the basis of any other protected characteristic is also strictly prohibited. FCSBA reasonably accommodates employees and applicants with disabilities and also provides reasonable accommodation of religious beliefs and practices in accordance with law.

The FCSBA's Executive Director has overall responsibility for the management of the FCSBA's Equal Opportunity and Non-Discrimination Policy and has been designated to coordinate compliance activities under these policies and applicable federal, state and local laws. Staff may contact the Executive Director to inquire about their rights under the FCSBA policies, request counseling, or seek information about filing a complaint.

All staff is protected from retaliation for filing a complaint or assisting in an investigation under the Non-Discrimination and Anti-Harassment Policies. FCSBA policies apply to all employees and applicants for employment (paid or unpaid), officers and directors and all such persons are protected from coercion, intimidation, interference, or retaliation for filing an internal or external complaint of discrimination or harassment or assisting in an investigation under any of the above-named policies and applicable laws.

Definitions

For purposes of these policies and procedures, discrimination, discriminatory harassment, and sexual harassment are defined as follows:

Discrimination

Discrimination is defined as:

- Treating members of a protected class less favorably because of their membership in that class; or
- Having a policy or practice that has a disproportionately adverse impact on protected class members, without sufficient justification.

"Protected class" refers to any personal trait or category that is protected by law, including an individual's race, religion, sex, color, ethnicity, national origin, age, marital status, creed, genetic predisposition and carrier status, sexual orientation, alienage, citizenship status, veteran status, disability, or any other characteristic protected by law.

Discriminatory Harassment

Discriminatory harassment is defined as substantially interfering with an individual's employment experience by subjecting him or her to threatening conduct or to repeated humiliating or abusive conduct, based on his or her membership in a protected class. This includes sexual harassment, which is described below in further detail.

Under this policy, harassment is verbal or physical conduct that belittles or shows hostility or aversion toward an individual because of his or her race, religion, sex, color, ethnicity, national origin, age, marital status, creed, genetic predisposition and carrier status, sexual orientation, alienage, citizenship status, veteran status, disability, or any other characteristic protected by law, or that of his or her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive employment or work environment;
- Has the purpose or effect of unreasonably interfering with an individual's job performance; or
- Otherwise adversely affects an individual's employment or work experience.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; and written or graphic material that belittles or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on FCSBA premises or circulated in the office (including through email).

Sexual Harassment

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, demeaning, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment—that is, harassment not involving sexual activity or language—may also constitute discrimination if it is severe or pervasive and directed at an individual because of his or her sex.

Truly consensual romantic relationships are not sexual harassment and are not prohibited by FCSBA's policies. Individuals should be aware, however, that romantic relationships are susceptible to being determined after the fact to have been non-consensual, and even coercive, whenever there is an inherent power differential between the parties. Therefore, any such relationship between staff members is strongly discouraged.

Requests for Disability Accommodation

Employees seeking an accommodation for a disability should contact the Executive Director.



Four County School Boards Association

Sexual Harassment Policy

Four County School Boards Association is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. Four County School Boards Association has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Four County School Boards Association's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Four County School Boards Association, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Four County School Boards Association Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with Four County School Boards Association.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Four County School Boards Association has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Four County School Boards Association who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee¹ working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, Executive Director or an officer of the association. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Four County School Boards Association to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Four County School Boards Association will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Four County School Boards Association will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the Executive Director or an officer of the association.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

What Is “Sexual Harassment”?

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

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

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

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

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

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

Examples of sexual harassment

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

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

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

Where can sexual harassment occur?

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

What is “Retaliation”?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

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

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

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. Four County School Boards Association cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or nonemployee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager, Executive Director or an officer of the association. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, Executive Director or an officer of the association.

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

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

Supervisory Responsibilities

All supervisors, managers, Executive Director or an officer of the association who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Executive Director or officer of the association.

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

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

Complaint And Investigation Of Sexual Harassment

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

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Executive Director or officer of the association will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Four County School Boards Association but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Four County School Boards Association, employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)

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

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

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

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

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

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

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

United States Equal Employment Opportunity Commission (EEOC)

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

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she 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 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

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

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights.

Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

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

Adopted: October 3, 2018

Revised: January 17, 2019

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

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.



Four County School Boards Association

WHISTLEBLOWER POLICY

Policy Statement: The Four County School Boards Association is committed to operating the Association in an honest and ethical manner, and in compliance with government regulations. All employees and members of the Board of Directors (the Board) are expected to share this commitment.

Prohibited Conduct: Employees and the Board must refrain from any illegal, fraudulent, or dishonest business activity. Examples of conduct that is prohibited include, but are not limited to, unethical conducts, violations of government regulations, preparing fraudulent accounting records or financial reports, and billing for services not performed or goods not delivered.

Reporting Policy Violations: An employee or director must report any conduct that the employee or director believes violates this policy by notifying the Board President and /or Executive Director immediately. If the employee or director believes that the Board President or Executive Director's conduct is illegal, fraudulent or dishonest, the employee or director must report the conduct to another member of the Board of Directors.

Investigation of Complaint: Four County takes all complaints of potential wrongdoing seriously. All complaints are investigated promptly, thoroughly, and in an impartial manner. An investigation generally involves taking the statements of the parties involved as well as those of any witnesses. All employees and directors are required to cooperate in an investigation. The results of the investigation and the plan of corrective action shall be reported to the Board of Directors.

Confidentiality: An employee or director's confidentiality will be protected to the greatest extent possible, consistent with conducting a full investigation. However, the Association cannot guarantee complete confidentiality.

Retaliation: Four County will not retaliate, intimidate, coerce, threaten discriminate, or otherwise take any adverse action against an employee or director who files a legitimate complaint or who participates in an investigation. Likewise, the Association prohibits an employee or director from retaliating against a whistleblower for filing a complaint and/or participating in an investigation. If an employee or director believes that he/she has been retaliated against for filing a complaint or assisting in an investigation, the employee or director should notify the Board President and the Executive Director immediately. If the employee or director believes that the retaliation is being carried out or sanctioned by the Board President and Executive Director, then the employee or director should report it immediately to another member of the board. (Please note – these protections are not afforded to the employee or board member involved in the wrong doing.)

Policy Violations: Any employee or director who violates this policy or who retaliates against a whistleblower will be subject to disciplinary action, up to and including termination.

Adopted: November 28, 2017