ADMINISTRATORS REGIONAL CRISIS TEAM (ARCT)

By Michael Sellet, Regional Safety Coordinator

The Administrators Regional Crisis Team (ARCT) is based on the Putnam/Northern Westchester BOCES Regional Crisis Team (RCT) model. The ARCT can provide a variety of regional support services to assist administrators before, during, and after a crisis.

The team is comprised of area volunteer administrators, K-12, who can respond on-site or who can be on call to provide guidance and support. The ARCT can supply resources such as: sample letters, guidance documents, and personal “real world” crisis response experiences, including “lessons learned.”

Services from the ARCT will be offered anytime that the Regional Crisis Team is activated. Districts and their administrators can contact the RCT co-facilitators Dr. Lynn Allen at 914-248-2311 or Mike Sellet at 914-248-2457 to request support or to get further information.

HARASSMENT/SEXUAL HARASSMENT TRAINING

By Carol Sneyd, Regional Safety Technician

Recently, I read a news article about a school district in another county that is dealing with allegations of sexual harassment by a district employee. As many of you know, sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. In this recent case, the staff member accused was female and the person making the complaint was male. In addition, the male staff member reported that his complaints were not handled appropriately by the district. The incident is part of a lawsuit and until it is tried, we will not know the details of the complaint or the district response.

Even though we do not have all of the facts from this case, it is important to note that sometimes people believe that sexual harassment can only be a male making inappropriate comments or advances towards a female. Those who hold this belief may discount complaints by men. All claims of harassment, sexual
harassment or discrimination must be investigated in a timely manner. All employees should have an understanding of the district’s expectations of behavior and know the process by which complaints will be managed. As our workforce becomes increasingly diverse, supervisors need to be alert for instances where a line is crossed and teasing or joking becomes offensive.

When harassment is reported, the person who defines if the behavior or speech is offensive is the person who is the recipient of the behavior. What is deemed offensive can be different for every person. This makes it imperative that every staff member behaves in a professional manner at all times. Some comments and jokes should be left at home.

Our department can meet with small or large groups of employees to discuss harassment and sexual harassment. Contact us for further information.

**BUILDING CONDITIONS SURVEY**

*Message from Carl Thurnau*

The 2015 Building Condition Survey (“BCS”) is now ‘live’ for data entry.

The survey is accessed via the NYSED Application Business Portal (similar to the process for the Online Fire Safety Report) at [http://portal.nysed.gov/portal/page/portal/PortalApp](http://portal.nysed.gov/portal/page/portal/PortalApp)

All school districts & BOCES received an email that the BCS is now open for data entry.

There are BCS instructions including how to access the BCS via the portal on our web page at [http://www.p12.nysed.gov/facplan/BldgCondSurv.htm](http://www.p12.nysed.gov/facplan/BldgCondSurv.htm)

If districts are entering data themselves, they can use the portal directly with appropriate entitlements from the superintendent.

If districts are requesting their consultants to enter the data, the entitlements will need to be provided from the superintendent to those consultants.

Thank you for your patience. The deadline for submission of the 2015 BCS has been extended to June 30, 2016.

Carl T. Thurnau, PE, Director of Facilities Planning, NYSED
(518) 474-3906

Through CoSER 698.11o the Louis Berger Group can perform your Building Conditions Survey. Contact our department to find out how.
IN OUR DISTRICTS

Brewster Central School District

Kudos to the Brewster Central School District for completing the adoption process for the NYS Building Level Emergency Response Template. Representatives from each building met as a team to identify the procedures and protocols that were uniform throughout all of the schools. Once this work was completed, each building team met to complete the document.

The School Board met on December 8 to formally adopt the new plans, and they were submitted to the state police as required by education law.

If you need assistance adopting the new template, please contact Carol Sneyd at csneyd@pnwboces.org

RISK & SAFETY and SERVICE PROVIDER PARTNERSHIPS

Just a reminder that PNW BOCES has partnered with a number of highly qualified vendors. These include:


CPRed: American Heart Association provider of CPR training. Classes range from Friends and Family CPR to AHA Basic Life Support for Nurses.

Hang Up and Drive: A powerful program brought to your students, staff and parents about the dangers of distracted driving.

Facilities Inspection Services LLC: Performs fire inspections, preliminary fire inspections and fire safety training.

Miller Environmental Group LLC: Provides Environmental Management Services including but not limited to emergency response, waste disposal and handling, and chemical spill response.

Safety Services Guide

Our Safety Services guide is now available on our webpage or by clicking http://www.pnwboces.org/safety/PDF/Safety-Service-Guide.pdf