

April 18<sup>th</sup>, 2018

*Sent Via Certified Mail*

Mr. Ken Yahelp, District Clerk  
Poor Public Schools  
Administrative Office Main School  
666 Main School Avenue  
Twilight, NY 12345

**RE: CSEA Non-Instructional Personnel Contract Negotiations**

Dear Mr. Yahelp,

Please be advised by this correspondence, CSEA is prepared to begin contract negotiations for our members in the Poor Public School District for the Non-Instructional Personnel unit. I look forward to meeting everyone involved in the negotiation process and working together. For the purposes of Contract Administration and Collective Negotiations, in accordance with the Taylor Law and Freedom of Information Act, please provide the following material(s) to my attention:

1. Last three (3) years of budget and most recent proposed budget.
2. Last three (3) years of audited financial reports (ST 3's).
3. Current interim financial reports.
4. All current grant programs that are current and for the past three (3) years.
5. Any bond prospectus that is current and for the past three (3) years.
6. Itemized account of all payments to outside Law firms (last three (3) years to present).
7. A current copy of any health insurance policy that covers **CSEA Non-Instructional Personnel** Bargaining Unit members.
8. A listing of all Administrators and Managerial/Confidential salaries along with any recently agreed upon written agreements. That would include any or all benefit packages that are to be considered as part of that agreement(s).
9. Current payroll (to date) printout of all **CSEA Non-Instructional Personnel** Bargaining Unit employee's salaries.
10. A listing of all **CSEA Non-Instructional Personnel** Bargaining Unit members listed by numerically by job title, hire date, and seniority.
11. A listing of all **CSEA Non-Instructional Personnel** Bargaining Unit members at each pay grade in each title and increment step and/or longevity.
12. Enrollment levels for each of the schools in the district for the past five (5) years.

Please provide the requested information on or before May 2<sup>nd</sup>, 2018. If convenient, please send the information electronically via e-mail in word, excel, pdf, and any electronic formats that are applicable and easily viewed in Microsoft Office. Please call me when the documents are ready and email them to [Erna.Livinghard@cseainc.org](mailto:Erna.Livinghard@cseainc.org) or I or my designated alternate can pick them up if any of the requested information is in a hardcopy format on paper or electronic storage such as a disc or portable usb drive. I am willing to accept any part of the request of information by the requested date if everything is not ready, reserving the right to receive all the information requested.

Please feel free to contact me otherwise with some dates that you are available to start negotiations at (888) 123-4567 or [Erna.Livinghard@cseainc.org](mailto:Erna.Livinghard@cseainc.org) or if you have any questions with respect to this demand. Thank you in advance for your immediate attention to this matter and for your anticipated cooperation.

Sincerely,

Erna Livinghard  
Labor Relations Specialist

Cc: M. Smart, Region Director  
B. Tough, Region President  
I. Faire, Local President  
M. Kneu, Unit President  
A. Rogant, Superintendent of Schools