

**New Paltz Central School District Board of Education  
February 5, 2020 Workshop Meeting – High School 7:00 PM  
MEETING MINUTES**

**CALL MEETING TO ORDER**

CALL TO ORDER

Meeting was called to order at 6:06 PM by Michael O'Donnell, Board Vice President.

**BOARD MEMBERS PRESENT:**

QUORUM CHECK

Diana Armstead  
Glenn LaPolt  
Michael O'Donnell  
Sophia Skiles  
Bianca Tanis  
Teresa Thompson

**ALSO PRESENT:**

Dr. Bernard Josefsberg, Interim Superintendent of Schools  
Dr. Mario Fernandez, High School Principal-entered 6:07 PM, left at 6:45 PM  
Dr. Michael Teator, High School Assistant Principal-entered 6:07 PM, left at 6:45 PM

**ROLL CALL**

ROLL CALL

The roll was called as reflected above.

**EXECUTIVE SESSION**

EXECUTIVE SESSION

Motion made by Bianca Tanis and seconded by Teresa Thompson that the Board of Education move into Executive Session at 6:06 PM for the purpose of discussing the school history of particular students in accordance with their FERPA rights, discussing matters made exempt by FERPA, discussing matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. Motion carried 6 to 0 with 6 members voting.

**DISTRICT CLERK PRO-TEMPORE**

DISTRICT CLERK PRO-TEMPORE

Interim Superintendent Bernard Josefsberg served as District Clerk Pro-Tempore for the Executive Session portion of the meeting.

Out of Executive Session - Motion made by Teresa Thompson and seconded by Bianca Tanis that the Board return to Public Session at 7:03 PM. Motion carried 6 to 0 with 6 members voting.

**CALL TO ORDER**

CALL TO ORDER

The Public Meeting was called to order at 7:08 PM by Kathy Preston, Board President.

**BOARD MEMBERS PRESENT:**

QUORUM CHECK

Diana Armstead  
Glenn LaPolt  
Michael O'Donnell  
Sophia Skiles  
Bianca Tanis  
Teresa Thompson

**ALSO PRESENT:**

Dr. Bernard Josefsberg, Interim Superintendent of Schools  
Michelle Martoni, Deputy Superintendent  
Sharifa Carbon, Assistant Superintendent for Business  
Dr. Mario Fernandez, New Paltz Central High School  
Ann Sheldon, Principal, New Paltz Middle School  
Ross Hogan, Principal, Duzine Elementary School  
Michael Teator, Assistant Principal, High School  
Dusti Callo, District Clerk  
Members of the Public and Press

**ROLL CALL** The roll was called as reflected above.

ROLL CALL

**PLEDGE TO THE FLAG**

**PLEDGE**

**AGENDA CHANGES**

**AGENDA CHANGES**

Motion made by Diana Armstead and seconded by Sophia Skiles to accept the changes to the agenda as noted. Motion carried 6 to 0 with 6 members voting.

**ELECTION OF BOARD OFFICERS/OATH OF OFFICE**

**ELECT OFFICERS/OATH**

Board Vice President, Michael O'Donnell announced that Board President Kathy Preston resigned from the Board of Education effective January 30, 2020. District Clerk, Dusti Callo, asked for nominations from the Board for the office of President of the Board of Education. Bianca Tanis nominated Michael O'Donnell and Glenn LaPolt seconded the nomination. All six board members agreed in favor of the nomination. District Clerk, Dusti Callo, administered the Oath of Office to the newly elected Board President, Michael O'Donnell.

Board President, Michael O'Donnell asked for nominations from the board for the office of Vice President of the Board of Education. Sophia Skiles nominated Glenn LaPolt and Teresa Thompson seconded the nomination. All six board members agreed in favor of the nomination. District Clerk, Dusti Callo, administered the Oath of Office to newly elected Board Vice President, Glenn LaPolt.

**SPOTLIGHT ON PROGRAM**

**SPOTLIGHT ON PROGRAM**

- New Paltz High School: STEAM Students Showcase Ongoing Progress

**STUDENT REPRESENTATIVE REPORT**

**STUDENT REP**

The student representative was not in attendance. Motion made by Bianca Tanis and seconded by Glenn LaPolt to remove the report from the agenda. Motion carried 6 to 0 with 6 members voting.

**SUPERINTENDENT'S REPORTS & DISCUSSION ITEMS**

**SUPT REPORT**

- SUPERINTENDENT'S COMMENTS
- SUPERINTENDENT'S REPORTS
  - Equity Report Card

**PUBLIC COMMENTS**

**PUBLIC COMMENT**

Karen Edelman, Esopus-commented on student cell phones and featuring black history month on the district website.

Jacque Reed, New Paltz-commented on the Equity Report.

**BOARD COMMUNICATIONS**

**BOARD COMMUNICATION**

- Superintendent Search Update
- Open Discussion on Student Cell Phone Use

**COMMITTEE REPORTS**

**CMTE REPORTS**

- Racial Equity Initiative Advisory Committee-report given by Tricia Bowen
- Policy Committee: Michael O'Donnell, Chair
- Legislative Committee: Glenn LaPolt, Chair

**MINUTES OF MEETING**

**MINUTES**

Motion made by Bianca Tanis and seconded by Sophia Skiles that the Board of Education approve the following resolution: BE IT RESOLVED: that the New Paltz Central Schools Board of Education accept the minutes of the Regular Business Meeting of January 22, 2020 and the Special Meeting of February 3, 2020. Motion carried 6 to 0 with 6 members voting.

**PERSONNEL (CONSENT AGENDA)**

PERSONNEL

Motion made by Teresa Thompson and seconded by Glenn LaPolt that the Board of Education approve the following personnel (consent agenda) resolution, item 11.1:

**11.1 Instructional Resignation for the Purpose of Retirement**

Recommendation that the New Paltz Central Schools Board of Education, upon the recommendation of Bernard Josefsberg, Interim Superintendent of Schools, does hereby accept the resignation, of the following instructional employee for the purpose of retirement:

<b>Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Years in District</b>
Lisa St. John	English Teacher	7/01/2020	18

With regret, motion to approve item 11.1 carried 6 to 0 with 6 members voting.

Motion made by Sophia Skiles and seconded by Bianca Tanis to approve items 11.2 through 11.7.

**11.2 Instructional Appointment-Substitutes**

Recommendation that the New Paltz Central School District Board of Education, upon the recommendation of Bernard Josefsberg, Interim Superintendent of Schools, does hereby appoint the following substitute teachers with remuneration as per rates established at the July 10, 2019 Organizational Meeting:

<b>Name</b>	<b>Effective Dates</b>
Catharine Baldwin	2/06/2020 – 6/30/2020
Katie Tressler	2/06/2020 – 6/30/2020

**11.3 Non-Instructional Appointment - Substitute**

The New Paltz Central Schools Board of Education, upon the recommendation of Bernard Josefsberg, Interim Superintendent of Schools, does hereby appoint the following employee:

<b>Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Salary</b>
Kaitlyn Dietz	Substitute School Bus Attendant	1/17/2020	\$13.50/hr

**11.4 Approval of Separation Agreement**

BE IT RESOLVED, that the Board of Education authorizes its Superintendent of Schools to sign and approves of the terms of an Agreement between the District and Employee No. 02100, dated January 31, 2020, which shall be incorporated by reference into the minutes of this meeting.

**11.5 Non-Instructional Resignation for the Purpose of Retirement**

BE IT RESOLVED, that the Board of Education accepts the resignation of Diane Vilardi, Teacher Aide, effective March 2, 2020, as set forth in a letter presented to the District Clerk dated January 29, 2020.

**11.6 Administrative Leave of Absence**

BE IT RESOLVED, that the Board hereby authorizes the execution of a contract in lieu of probation, as presented to the Board at this meeting, for Kathleen Coughlin to serve as Interim Director of Pupil Personnel Services and Special Education for the period commencing on February 1, 2020 and, at the discretion of the Board, until no later than June 30, 2020; and BE IT FURTHER RESOLVED, that Kathleen Coughlin is hereby granted a leave of absence from her position as Coordinator of Special Education, while serving in the position of Interim Director of Pupil of Pupil Personnel Services and Special Education.

**11.7 Appointment of Mentor – Correcting Resolution (Correction from 1/8/20 BOE Meeting)**

Recommendation that the New Paltz Central School Board of Education, upon recommendation of the Superintendent of Schools, does hereby approve the following correcting resolution to add the rate of pay for Linda King in Personnel Item 11.9 approved on January 8, 2020 as follows:

Recommendation that the New Paltz Central School District Board of Education, upon recommendation of the Superintendent of Schools, does hereby appoint Linda King as a mentor for the 2019/2020 school year at a rate of \$300 per day.

Motion to approve items 11.2 through 11.7 carried 6 to 0 with 6 members voting.

**OLD BUSINESS**

OLD BUSINESS

None.

**NEW BUSINESS**

**NEW BUSINESS**

Motion made by Diana Armstead and seconded by Bianca Tanis that the Board of Education approve the following resolution:

**13.1 Request for Approval of Committee on Special Education Recommendations and Student Placements**

Recommendation - that the following resolution be approved: BE IT RESOLVED, that the Board of Education of the New Paltz Central School District approve the Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) recommendations and student placements. 10956, 13025, 13971, 13876, 14379, 11500, 15261, 14818, 13759, 14061, 14418, 14664, 12252, 15240, 14845, 14802, 12826

Motion carried 6 to 0 with 6 members voting.

Board members agreed to waive the two meeting rule and a motion was made by Teresa Thompson and seconded by Sophia Skiles to approve Policy 4110 as amended.

**13.2 First Reading of Policy 4110 School Administration and Administrative Personnel**

~~2008~~                      2020                      POLICY 4110

**SUBJECT: SCHOOL ADMINISTRATION AND ADMINISTRATIVE PERSONNEL**

The Board of Education shall provide an administrative staff sufficient to meet the needs of the District for instructional and supportive functions.

**Administrative Personnel**

Administrative and supervisory personnel **will be considered to be those District employees officially designated by Board action as shall be** responsible for the administrative and supervisory tasks required to carry out Board of Education policy, programs, decisions, and actions.

**These employees must meet all certification or Civil Service requirements as outlined in New York State Civil Service Law and the Commissioner’s regulations. Administrative and supervisory staff must be eligible to meet these requirements at the time of employment.**

All administrative and other employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the Principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

**Abolishing an Administrative Position**

**Existing administrative positions will not be abolished by the Board without previous written notification of the impending abolition. This written notification must be served to the individual currently holding that position. In all cases, the individual currently holding the position should receive as much advance notice as possible.**

*8 New York Code of Rules and Regulations (NYCRR) Section 80.4  
Education Law Sections 1709, ~~and~~ 2503(5), **and 3013***

Adopted: 7/16/08

Revised: ~~XX/XX/2020~~

Motion to approve Policy 4110 carried 6 to 0 with 6 members voting.

For item 13.3, Policy 4210 will appear on the next agenda for a second reading.

**13.3 First Reading of Policy 4210 Administrative Organization and Operation**

~~2008~~                      2020                      4210

Administration

**SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION**

The basic principles of Administrative Organization and Operation are:

- a) The working relationships shall involve two (2) types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from **Superintendent** ~~chief school officer~~ to building principal. A line officer

has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinators or consultants.

- b) The Board of Education shall formulate and legislate educational policy.
- c) Administrative regulations shall be developed by the Superintendent ~~chief school officer~~ in cooperation with affected or interested staff members or lay persons.
- d) The Central Office staff shall provide overall leadership and assistance in planning and research.
- e) Areas of responsibility for each individual will be clearly defined.
- f) There will be freedom of communication between all levels within the school staff.

### **Line Responsibility**

All employees of the District will be under the general direction of the Superintendent. Teachers will be immediately responsible to the principal of the building in which they work. Other employees will be immediately responsible to the administrative personnel under who they work directly.

Adopted: 7/16/08

Revised: XX/XX/2020

For item 13.4, Policy 3420 will appear on the next agenda for a second reading.

### **13.4 First Reading of Policy 3420 Non-Discrimination and Anti-Harassment in the District**

#### **Policy 3420**

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT**

The Board is committed to providing an environment free from discrimination and harassment. Accordingly, the Board prohibits discrimination and harassment on the basis of race, color, weight, body type, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender, gender presentation, or other legally protected category. These actions and occurrences are prohibited regardless of whether they take place on District premises or at school sponsored events, programs, or activities held at other locations.

#### **Prohibited Conduct**

Determinations as to whether conduct or occurrences constitute discrimination or harassment for the purposes of this policy and its administrative regulations or procedures will be made consistent with applicable law. These determinations may depend upon a number of factors, including but not limited to: the particular conduct or occurrence at issue, the ages of the parties involved, the context in which the conduct or occurrence takes place, the relationship of the parties to one another, the category or characteristic that is alleged to have been the basis for the action or occurrence, and other considerations as are necessary and consistent with law. The characterizations and examples below are intended to serve as a general guide for individuals in determining whether to file a complaint of discrimination or harassment, and should not be construed to add or limit the rights individuals and entities possess as a matter of law.

Discrimination is, generally, the practice of conferring or denying privileges on the basis of membership in a legally protected class. Discriminatory actions may include, but are not limited to: refusing to promote or hire an individual on the basis of his or her membership in a protected class, denying an individual access to facilities or educational benefits on the basis of his or her membership in a protected class, or impermissibly instituting policies or practices that disproportionately and adversely impact members of a protected class.

Harassment generally consists of subjecting an individual, on the basis of his or her membership in a protected class, to conduct or communications that are sufficiently severe, pervasive, or persistent so as to have the purpose or effect of: creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with an individual's work or a student's educational performance, opportunities, benefits, or well-being; or otherwise adversely affecting an individual's employment or educational opportunities.

Harassment includes unwelcome verbal, written, or physical conduct which offends, denigrates, oppresses, or belittles an individual because of his or her membership in a protected class. This conduct includes, but is not limited to: derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or the display or circulation of written materials or pictures.

### **Civil Rights Compliance Officer**

The District will designate one or more individuals to serve as Civil Rights Compliance Officer (CRCO). The CRCO will be responsible for coordinating the District's efforts to comply with and carry out its responsibilities regarding non-discrimination and anti-harassment, including investigations of complaints alleging discrimination, harassment, or the failure of the District to comply with its obligations under relevant non-discrimination and anti-harassment laws and regulations (e.g., the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973).

Prior to the beginning of each school year, the District will issue an appropriate public announcement or publication which advises students, parents or guardians, employees, and other relevant individuals of the District's established grievance procedures for resolving complaints of discrimination and harassment. Included in this announcement or publication will be the name, address, telephone number, and email address of the CRCO. The District's website will reflect current and complete contact information for the CRCO.

The CRCO for the District is the – Director of Student Support Services.

### **Investigation of Complaints and Grievances**

The District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of discrimination and/or harassment based on any of the characteristics described above, and will promptly take appropriate action to protect individuals from further discrimination or harassment. In the event that an anonymous complaint is filed, the District will respond to the extent possible.

It is essential that any individual who is aware of a possible occurrence of discrimination or harassment immediately report the occurrence. All reports will be directed or forwarded to the District's designated CRCO. These complaints are recommended to be in writing, although verbal complaints of discrimination or harassment will also be promptly investigated in accordance with applicable law and District policy and procedure. In the event the CRCO is the alleged offender, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity, or to the Superintendent.

To the extent possible, all complaints will be treated as confidential. Disclosure may, however, be necessary to complete a thorough investigation of the charges or to notify law enforcement officials.

If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action. This action will be taken in accordance with applicable laws and regulations, as well as relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and third-party contracts.

### **Knowingly Makes False Accusations**

Any employee or student who knowingly makes false accusations against another individual as to allegations of discrimination or harassment will face appropriate disciplinary action.

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

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

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

### **Additional Provisions**

Procedures or regulations will be developed for reporting, investigating, and remedying allegations of discrimination and/or harassment.

In order to promote familiarity with issues pertaining to discrimination and harassment in the schools, and to help reduce incidents of prohibited conduct, the District will provide appropriate information and training to staff and students. As may be necessary, special training will be provided for individuals involved in the investigation of discrimination or harassment complaints.

A copy of this policy and its accompanying procedures or regulations will be available upon request and will be posted and published in appropriate locations or school publications.

This policy does not abrogate other District policies, procedures, regulations, or the District Code of Conduct prohibiting other forms of unlawful discrimination, harassment, or inappropriate behavior within this District. It is the intention of the District that all of these policies, procedures, regulations, and Code be read consistently to provide protection from unlawful discrimination and harassment. However, different treatment of any individual which has a legitimate, legal, and non-discriminatory reason is not a violation of District policy.

Age Discrimination in Employment Act, 29 USC § 621  
Americans with Disabilities Act, 42 USC § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973, 29 USC § 794 et seq.  
Title VI of the Civil Rights Act of 1964, 42 USC § 2000d et seq.  
Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.  
Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.  
Education Law § 2801(1)  
Executive Law § 290 et seq.  
October 26, 2010 OCR Dear Colleague Letter (Harassment and Bullying)  
April 4, 2011 OCR Dear Colleague Letter (Sexual Violence)  
April 24, 2015 OCR Dear Colleague Letter (Title IX Guidance)

NOTE: Refer also to Policies      #6120 -- Equal Employment Opportunity  
   #6121 -- Sexual Harassment of District Personnel  
   #7370 -- Dignity for All Students  
   #7550 -- Sexual Harassment of Students  
   District Code of Conduct

Adopted: XX/XX/2020

For item 13.5, Policy 5684 will appear on the next agenda for a second reading.

### **13.5 First Reading of Policy 5684 Use of Surveillance Cameras in the School District and on School Buses**

#### **POLICY 5684**

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

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

Surveillance cameras will only be placed in public or common areas, such as stairwells, hallways, cafeterias, parking lots, District vehicles, and playgrounds, and not in private areas such as locker rooms, bathrooms, or other areas in which individuals have a reasonable expectation of privacy. Audio recordings will not be utilized by the District officials, however, this prohibition may not preclude the use of audio recordings by law enforcement officials in accordance with their official duties or as otherwise authorized by law.

**Appropriate Use**

Surveillance footage will only be reviewed in response to a legitimate need, such as an aid to an investigation or in response to a credible threat against the District. Personnel found to be reviewing surveillance footage for reasons not deemed to be a legitimate need may be subject to disciplinary action.

**Disciplinary Proceedings**

Video recordings or footage from District surveillance cameras may be used in student or employee (as permitted by any applicable collective bargaining agreement) disciplinary proceedings, as appropriate. Any footage used as evidence to support a disciplinary action will be made available to the subject of the discipline as well as their legal guardians and/or legal counsel, if applicable.

**Signage/Notification**

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

**Maintenance of Video Recordings**

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

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

Adopted: XX/XX/2020

**OTHER DISCUSSION**

**OTHER DISCUSSION**

Board members briefly discussed the ENL Family Night scheduled for February 27, 2020 at New Paltz High School and the March 11<sup>th</sup> meeting at Ulster BOCES with Regent Josephine Finn regarding graduation requirements.

**PUBLIC COMMENTS**

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

**EXECUTIVE SESSION**

Motion made by Glenn LaPolt and seconded by Sophia Skiles to move into Executive Session at 10:16 PM to for the purpose of discussing matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. Motion carried 6 to 0 with 6 members voting. Board President Michael O'Donnell announced that the board will return to public session with no action taken.

**BOARD MEMBERS PRESENT:**

**QUORUM CHECK**

- Diana Armstead
- Glenn LaPolt
- Michael O'Donnell
- Sophia Skiles
- Bianca Tanis
- Teresa Thompson

**ALSO PRESENT:**

Dr. Bernard Josefsberg, Interim Superintendent of Schools

**Out of Executive Session**

**RETURN PUBLIC SESSION**

Motion made by Diana Armstead and seconded by Sophia Skiles that the Board return to Public Session at 10:30 PM. Motion carried 6 to 0 with 6 members voting.



**ADJOURN**

ADJOURN

Motion made by Teresa Thompson and seconded by Glenn LaPolt that the Board adjourn at 10:30 PM.  
Motion carried 6 to 0 with 6 members voting.

Respectfully submitted,

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Dusti Callo  
District Clerk