

**NEW PALTZ CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION WORKSHOP MEETING**

February 3, 2016

6:00 PM - Executive Session-Subject to Board Approval

7:00 PM - High School

1. CALL MEETING TO ORDER/ROLL CALL
2. PLEDGE TO THE FLAG
3. AGENDA CHANGES
4. BOARD RECOGNITION of Aimee Hemminger
5. SPOTLIGHT ON PROGRAM: New Paltz High School, "Poetry Out Loud"
6. PUBLIC COMMENTS

Because the Board desires to hear the viewpoints of citizens throughout the District, as well as conduct its business in an orderly and efficient manner, it will schedule a period during business meetings for brief comments from the public. The Board may set a time limit on the length of this period and/or for individual speakers. Speakers will be allowed two minutes for their comments. The time limit is meant to ensure that everyone has a chance to speak. Public comments are not meant to be a dialogue, rather a time for the board to hear comments from the public.

7. STUDENT REPRESENTATIVE REPORT
 - Sarah Rubin
8. SUPERINTENDENT'S REPORTS & DISCUSSION ITEMS
 - SUPERINTENDENT'S COMMENTS
 - Amphitheatre Fund Raiser – Tribute Bricks

8.1 Request for Approval of Fund Raiser for Lenape Amphitheatre Project

Recommendation-that the New Paltz Central School District Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve the following resolution:

BE IT RESOLVED, that the New Paltz Board of Education allow the Duzine/Lenape PTA to sell tribute bricks as a fund raiser for the Lenape Amphitheatre Project, with the understanding that no bricks be sold advertising a business or corporation in accordance with Board of Education Policy 5260.

- Middle School Drop Off/Pick Up
 - SUPERINTENDENT'S REPORTS
 - Ulster BOCES Program Review-Dr. Charles Khoury
 - New Paltz High School: Responding to Issues - Caring, Connecting, and Making a Difference – Debra Hogencamp, Duzine Elementary School Principal/ Chair of District-wide Diversity Committee; Michelle Martoni, Assistant Superintendent for Educational Programs; and Barbara Clinton NPHS Principal
9. BOARD COMMUNICATIONS
 - Capital Project Update-Bill Wisbauer, TetraTech and Louis Rodriguez, The Palombo Group
 - Timothy Kremer-NYSSBA Executive Director
 - NYSSBA Advocacy Liaison

10. COMMITTEE REPORTS

- FACILITIES COMMITTEE-Dominick Profaci
- AUDIT COMMITTEE-Dominick Profaci
- POLICY COMMITTEE-Brian Cournoyer
- LEGISLATIVE COMMITTEE-Steven Greenfield

11. MINUTES OF MEETING

Recommendation - that the New Paltz Central Schools Board of Education accept the minutes of the Regular Business Meeting of January 20, 2016.

12. FINANCIAL REPORTS

- December 2015 Claims Audit Report

13. PERSONNEL (CONSENT AGENDA)

13.1 Instructional Appointment-Substitutes

Recommendation that the New Paltz Central School District Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following substitute teachers with remuneration as per rates established at the July 8, 2015 Organizational Meeting:

Name	Effective Dates
Christine Turner	2/4/16 – 6/30/16
Thomas Plitsch	2/4/16 – 6/30/16
Rebekah Mindel	2/4/16 – 6/30/16
Noam Yaffe	2/4/16 – 6/30/16
Christina Nelson-Brozycki	2/4/16 – 6/30/16
Steven Wagner	2/4/16 – 6/30/16
Lu Liu	2/3/16 – 6/30/16

13.2 Non-Instructional Resignations

The New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby accept the resignation of the following non-instructional employees:

Name	Title	Effective Date
Joann Hines	School Bus Attendant	01/15/2016
Jessica Andradez	School Bus Attendant	2/12/16

13.3 Non-Instructional Leave of Absence – Extension

The New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve an unpaid leave of absence extension for the following non-instructional employee:

Name	Title	Effective Dates
Charles Juneau	Custodial Worker	02/27/2016-06/30/2016

13.4 Non-Instructional Appointments

The New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following employees:

Name	Title	Effective Date	Salary
Erica Peterson	Sub. Food Service Helper	01/25/2016	\$10.50/hr
Erica Peterson	Food Service Helper	02/04/2016	\$12.00/hr
Rozina Ghule	Sub. School Monitor	01/14/2016	\$ 9.00/hr
Jason Coddington	Facilities & Operations Worker	02/04/2016	\$40,000/yr (pro-rated)
Connor Morabito	Videographer	02/03/2016	\$20.00/hr
Jessica Andradez	Teacher Aide	02/13/2016	\$13.31/hr

14. OLD BUSINESS

15. NEW BUSINESS

15.1 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: 11273, 12210, 14003, 14031, 14183, 14044, 12029, 13406, 10398, 9971, 10141, 9913, 10256.

15.2 Rejection of Bids

Recommendation - that the following resolution be approved:

BE IT RESOLVED, that the New Paltz Central School District Board of Education reject all bids for the purchase of a Seven Passenger Vehicle (Suburban).

15.3 First Reading: Policy 5580-Change Orders for Capital Projects

5580

1 of 2

Non-Instructional/ Business Operations

SUBJECT: CHANGE ORDERS FOR CAPITAL PROJECTS

The Board of Education recognizes that it is in the nature of construction projects that unanticipated conditions will arise and that those conditions often need to be addressed in a very short time frame. In order to ensure that the District's capital construction projects can progress to completion in a timely, efficient and cost effective manner, it is desirable to delegate the authority to review and approve certain change orders without Board approval. The Board also recognizes its responsibility to the public to be accountable for the expenditure of funds for construction projects.

A change order is a mechanism for handling changes that occur during construction, adding to or deleting from the original scope of work of an executed construction contract, which alters the original contract amount or completion date. A change order, however, may not be used to make substantial changes to the scope of a project. It is the intent of the Board that change orders be kept to a minimum and be reviewed in detail in accordance with the policy prior to approval.

Change Order Procedure

- The Construction Manager, Architect or the District Administration may recommend a change order, but have no authority to approve a change order without prior District approval in accordance with the procedure in this policy.
- All change order requests must include:
 - sufficient detail and technical data to denote what is being done,
 - a clear explanation why it is being done,
 - the maximum estimated cost of the change order, and
 - the revised contract total.

Change Order Board (moved from page 2)

The Board shall establish a Change Order Board (COB) ~~for each year at the annual organizational meeting to assist the Board in reviewing change orders. In the case of multi-year capital projects, a separate COB will be appointed by the Board of Education for that specific project.~~

- The COB shall consist of three individuals nominated by the Board President and approved by the Board of Education, to include one **community** member of the Board's Audit Committee and two **community** members from the **Facilities Committee**. ~~community at large who have requisite skills and abilities.~~
- ~~If a vacancy on the COB cannot be filled by a community member from either the Audit or Facilities Committees, the Board President will appoint a member from the community-at-large who has requisite skills and abilities.~~
- ~~The COB shall meet at least monthly once bids have been awarded for a capital project and more often, as needed, with the project Construction Manager and the Assistant Superintendent for Business for the following purposes:~~

- To track project expenditures and AIA reporting for quality control and conformance with budget and schedule;
- Review minutes of construction meetings;
- Monitor the handling of unforeseen conditions and appropriate allocation of responsibility for such conditions; and
- Review change order requests exceeding \$25,000 for submission to the Board and make recommendations to the Board for action.

- A majority vote of the Change Order Board will constitute the approval of a change order.

Authority to Approve Change Orders

- All changes approved by the Board of Education do not have to be approved by the COB.
- The Superintendent of Schools and/or Assistant Superintendent for Business are authorized to approve change orders that are cost neutral, or reduce costs, or are in dollar amounts as well as up to and including \$15,000 \$25,000.
- The Board Facilities Committee is authorized to approved change orders up to and including \$25,000, as well as those that provide an extension of time.
- The Board of Education will appoint a Change Order Board to review change orders over \$25,000 and make recommendations to the Board of Education. The Board of Education must approve any change order over \$25,000 before any work is commenced.
- All change orders approved by the Superintendent/Assistant Superintendent for Business or Board Facilities Committee COB shall be reported to the Board of Education at its next meeting.
- When a change order is approved, a purchase order will be created or an original purchase order amended.
- All change orders will be reflected in a capital project budget status report. attached to the change order request by the Assistant Superintendent for Business before it is approved.
- All approved change orders shall become part of the official record of the project.
- All change orders must:
 - include the SED Project Control Number and the name of the SED Project Manager.
 - be signed by the Architect/Engineer, the Construction Manager, the Contractor, and one of the following district representatives: Board President, Superintendent of Schools, and Assistant Superintendent for Business.
 - include all information provided in the change order request.
 - and be maintained in a standard format.

Change Order Board

The Board shall establish a Change Order Board (COB) each year at the annual organizational meeting to assist the Board in reviewing change orders. In the case of multi-year capital projects, a separate COB will be appointed by the Board of Education for that specific project.

- The COB shall consist of three individuals nominated by the Board President and approved by the Board of Education, to include one member of the Board's Audit Committee and two members from the community at large who have requisite skills and abilities.
- The COB shall meet at least monthly once bids have been awarded for a capital project and more often, as needed, with the project Construction Manager and the Assistant Superintendent for Business for the following purposes:
 - To track project expenditures and AIA reporting for quality control and conformance with budget and schedule;
 - Review minutes of construction meetings;
 - Monitor the handling of unforeseen conditions and appropriate allocation of responsibility for such conditions; and

- ~~Review change order requests exceeding \$25,000 for submission to the Board and make recommendations to the Board for action.~~
- ~~The COB shall be advisory to the Board and any expenditure recommended by the COB requires Board approval.~~

The Board of Education reserves the right to increase the limits set forth in this policy for future construction projects by policy amendment or by resolution.

Adopted: **5/20/09**

15.4 First Reading: NEW Policy 3155-Response to Death of a Member of the School Community

**2016
3155
Community Relations**

Policy 3155 - RESPONSE TO DEATH OF A MEMBER OF THE SCHOOL COMMUNITY

It is a basic human desire to remember members of the school community; students, staff, and members of the board of education, who have died. It is the intent of this policy to guide members of New Paltz Central School District (NPCSD) to respond to and treat such deaths with care and compassion while fulfilling the District's primary purpose of education. It is the intent of this policy to care for and support the school community by responding to deaths with consistency and honoring the deceased with dignity.

Students

Protecting and supporting students is the first priority. All NPCSD staff and volunteers with information about the recent death of a student or adult member of the school community must report that information to a building principal or the school superintendent. Release of information about the death must be handled with care and in accordance with this policy and any resultant procedures to ensure the well-being of the students.

Ascertain Facts

It is critical that the District first obtain confirmed and accurate information about the death before any information is disseminated. Information about the death should not be disclosed until the family of the deceased has been consulted and the facts verified.

Crisis Response

Upon verification of the facts, a coordinated crisis response should immediately be implemented to compassionately and effectively manage the situation, provide opportunities for grief support, maintain an environment focused on normal educational activities, help students with their feelings, and minimize risks.

To the maximum extent possible the District will keep the regular school day intact for the benefit of the entire student body (including those who may not have known the deceased).

The Superintendent of Schools and/or Building Principal is responsible to develop and maintain a Crisis Response Plan which shall include, but not be limited to, safety, operations, community liaisons, funeral, media relations, social media, and crisis intervention. The Crisis Response Plan shall be reviewed after each implementation and, as needed, revised and updated.

District Website Obituary

With family permission, an obituary and picture of the individual will be placed on the district's web site. The Obituary will remain on the website for two weeks.

Funerals and Memorial Services

Maintaining a consistent focus on the District's primary purpose of education, to the maximum extent possible for the benefit of the entire student body the regular school schedule will be kept intact. Using a room or space in the school building or on school grounds for a funeral or memorial service is not permitted.

Use of school buses to transport students to and from a funeral or memorial services is not permitted. Students wishing to attend such services held during school hours are permitted to leave school with appropriate parental permission. Parents are encouraged to accompany students attending services.

Spontaneous Memorials

Memorial materials and activities not covered in Board of Education Policy #3160 – Naming and Dedicating School District Property, are outlined in this policy, such as spontaneous memorials.

Spontaneous memorials, such as leaving flowers, cards, poems, pictures, or other items in a place closely associated with the deceased, in the aftermath of a death may occur. These Spontaneous Memorials are temporary and may be displayed until two weeks after the day of the funeral and will then be given to the family, if appropriate. The District shall not be responsible for damage to or loss of temporary memorials on school property.

Requests to create and distribute t-shirts and buttons bearing images of the deceased, or other memorabilia will not be allowed. While these items may be comforting to some students, they may be quite upsetting to others.

Suicide

It is the intent of the District that all deaths are honored and responded to in the same way regardless of the cause or circumstances of death including suicide. Suicide contagion is a process by which one suicide may contribute to another and should be considered when making decisions in responding to the death.

Reference: *After a Suicide: A Toolkit for Schools*, American Foundation for Suicide Prevention.

Adopted: __/__/16

15.5 First Reading: Policy 7521-Students With Life Threatening Health Conditions

~~2009~~ 2016 7521
1 of 5

Students

SUBJECT: STUDENTS WITH LIFE THREATENING HEALTH CONDITIONS

Students come to school with diverse medical conditions which may impact their learning as well as their health. Some of these conditions are serious and may be life-threatening.

Students, parents, school personnel and health care providers must all work together to provide the necessary information and training to allow children with chronic health problems to participate as fully and safely as possible in the school experience.

All students within the District with known life-threatening conditions should have a comprehensive plan of care in place: an Emergency Care Plan (ECP) and/or Individualized Healthcare Plan (IHP), and if appropriate an Individualized Education Plan (IEP) or Section 504 Plan.

School Health Team

The District has identified the following as important members of the School Health Team to ensure that health information is complete, appropriate accommodations are prepared, and any necessary medication and environmental protocols are in place for students with life-threatening health conditions:

- a) Parents/Guardians and Students;
- b) School District Administrators;
- c) School Medical Director;
- d) School Nurse;
- e) Teachers;
- f) Guidance Counselor/Social Worker;
- g) Teaching Assistants and Teacher Aides;
- h) Food Service Personnel;
- i) Custodial Staff;
- j) Transportation Personnel;
- k) Athletic Director, Coaches and After School Volunteers;
- l) Coordinators for Special Education
- m) Director of Health Services

Anaphylaxis

Although anaphylaxis can affect almost any part of the body and cause various symptoms, the most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock which are potentially fatal. Treatment for anaphylaxis includes immediate removal of the allergen, and treating the rapidly progressing effects of histamine release in the body with epinephrine and antihistamines.

Particularly for those students with chronic life-threatening conditions such as diabetes, seizure disorders, asthma and allergies (food, insect sting, latex, medications, etc.) which may result in severe, life-threatening reactions to various environmental triggers, it is necessary that the District work cooperatively with the parent(s) and the healthcare provider to:

- a) Immediately develop an Emergency Care Plan (ECP) for each at risk student to ensure that all appropriate personnel are aware of the student's potential for a life-threatening reaction;
- b) If appropriate, develop an Individualized Healthcare Plan that includes all necessary treatments, medications, training and educational requirements for the student. If the student is eligible for accommodations based upon the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, the appropriate procedures will be followed regarding evaluation and identification;
- c) Provide training by licensed medical personnel (e.g. registered professional nurse) for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
- d) Obtain specific legal documents duly executed in accordance with New York State law; appropriate health care provider authorization in writing for specific students that includes the frequency and conditions for any

testing and/or treatment, symptoms, and treatment of any conditions associated with the health problem; and directions for emergencies;

- e) Secure written parent permission and discuss parental responsibility that includes providing the health care provider's orders, providing any necessary equipment, and participation in the education and co-management of the child as he/she works toward self-management;
- f) Allow self-directed students, as assessed by the school nurse, to carry life saving medication with prior approval by the medical provider, and according to health practice and procedures, as long as duplicate life saving medication is also maintained in the health office in the event the self-carrying student misplaces their medication;
- g) Assure appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

In addition, the District will:

- a) Provide training for all staff in the recognition of an anaphylactic reaction;
- b) Have standing emergency medical protocols for nursing staff;
- c) Request the School Medical Director to write a non-patient specific order for anaphylaxis treatment agents for the school's registered professional nurse to administer in the event of an unanticipated anaphylactic episode;
- d) As permitted by New York State law, maintain stock supplies of life saving emergency medications such as epinephrine and antihistamine in all health offices for use in first time emergencies;
- e) Ensure that Building-level and District-wide school safety plans include appropriate accommodations for students with life-threatening health conditions;
- f) Encourage families to obtain medic-alert bracelets for at risk students;
- g) Educate students regarding the importance of immediately reporting symptoms of an allergic reaction.

Creating an Allergen-Safe School Environment

Avoidance of exposure to allergens is the key to preventing a life-threatening anaphylactic reaction. Educating the entire school community about life-threatening allergies is crucial in keeping students with such allergies safe. The risk of accidental exposure or cross-contamination is always present, particularly for students with food allergies. The school setting is a high-risk environment for accidental ingestion of a food allergen due to the presence of a large number of students, increased exposure to food allergens, and cross-contamination of tables, desks and other surfaces.

To guard against accidental exposure to allergens, monitoring of the following high-risk areas and activities is crucial:

- a) Cafeteria;
- b) Food sharing;
- c) Hidden ingredients in art, science and other projects;
- d) Transportation;
- e) Fund raisers and bake sales;
- f) Parties and holiday celebrations;
- g) Field trips;
- h) Before and after school programs.

Use of Epinephrine Auto-Injector Devices (Epi-Pens) in the School Setting

The administration of epinephrine by epi-pen to a student with a known severe allergy needing an anaphylactic treatment agent may be performed by a school staff member responding to an emergency situation when such use has been prescribed by a licensed prescriber. However, a registered professional nurse/nurse practitioner/physician/physician's assistant *must* have trained the staff member to administer the epi-pen for that emergency situation and given him/her approval to assist the student in the event of an anaphylactic reaction.

Documentation of training must be maintained in the Anaphylaxis Protocol for Non-Licensed School Staff Members for each affected student. The emergency response by non-licensed school staff members is permitted under the Medical Practice Act (Education Law Section 6527(4)(a)) and the Nurse Practice Act (Education Law Section 6908 (1)(a)(iv)) and is covered by the "Good Samaritan Law" (Public Health Law Section 3000-a).

Use of Naloxone

The New Paltz Central School District recognizes that early use of Naloxone can enhance the survival rate of individuals from incidents of opioid overdose. Therefore, it is the policy of the Board of Education to make Naloxone (commonly known as Narcan) available to Registered Nurses, substitute Registered Nurses, and all trained staff employed by the District, and to authorize their use in accordance with the Education Law 922, 6427 and 6909 and Public Health Law 3309. Other District employees (such as coaches) may also be authorized to use Naloxone upon successful completion of an approved training course in the use of such devices. An Emergency Health Care Provider, as defined in Section 3000-c of the Public Health Law, shall be appointed to provide medical oversight for the use of Naloxone by District employees.

The Superintendent, in collaboration with the District Medical Director and Emergency Health Care Provider, shall develop regulations and protocols governing the use of Naloxone by employees of the District. These regulations and protocols shall be incorporated within the District's School Safety Plan.

Chronic Health Condition Self-Management

The District will work toward assisting students in the self-management of their chronic health condition based upon the student's knowledge level and skill by:

- a) Adequately training all staff involved in the care of the child;
- b) Assuring the availability of the necessary equipment and/or medications;
- c) Providing appropriately trained licensed persons as required by law;
- d) Providing additional appropriately trained adults to complete delegated tasks as allowed by law;
- e) Developing an emergency plan for the student; and
- f) Providing ongoing staff and student education.

➤ Americans with Disabilities Act, 42 United States Code (USC) Section 12101 et seq.

➤ Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485

➤ Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.

➤ 34 Code of Federal Regulations (CFR) Part 300

➤ Education Law Sections 6527 and 6908

➤ Public Health Law Sections 2500-h and 3000-a

Adopted: 7/16/08
Revised: 10/21/09
Revised: ___/___/16

17. PUBLIC COMMENTS
18. EXECUTIVE SESSION – SUBJECT TO BOARD APPROVAL
19. ADJOURN