

NEW PALTZ CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION WORKSHOP MEETING

February 13, 2019

6:00 PM – Executive Session Subject to Board Approval

7:00 PM – High School

2018-2019 Board of Education Focus Areas

- Mental Health – Continuum of Well-Being
- Racial Equity
- Communications

1. CALL MEETING TO ORDER/ROLL CALL
2. PLEDGE TO THE FLAG
3. AGENDA CHANGES
4. SPOTLIGHT ON PROGRAM: New Paltz High School
 - **T.I.M.E.** Technology In Music Education
5. PUBLIC COMMENTS

Speakers are asked to please limit their comments to two minutes in order to ensure 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.

6. STUDENT REPRESENTATIVE REPORT
7. SUPERINTENDENT’S REPORTS & DISCUSSION ITEMS
 - SUPERINTENDENT’S COMMENTS
 - School Safety Forum Recap
 - SUPERINTENDENT’S REPORTS
 - Equity Report Card Q & A: Michelle Martoni, Deputy Superintendent
 - Anti-Bias Interviewing Video-Maria Rice, Superintendent and Michelle Martoni, Deputy Superintendent
8. BOARD COMMUNICATIONS
 - Capital Project Update: Bill Wisbauer, TetraTech and Luis Rodriguez, The Palombo Group
 - Improving Communications
9. COMMITTEE REPORTS
 - Policy Committee: Kathy Preston, Chair
10. MINUTES OF MEETING
Recommendation - that the New Paltz Central Schools Board of Education accept the minutes of the Regular Workshop Meeting of January 9, 2019.
11. FINANCIAL REPORTS
 - Treasurer’s Report-December 2018 and January 2019
 - Claims Audit Report-December 2018

12. PERSONNEL (CONSENT AGENDA)

12.1 Instructional Leave Replacement Appointment - Extension

Recommendation that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve the extended leave replacement appointment of the following instructional employee for the 2018/2019 school year:

Name	Title	Original Effective Dates	Extension	Step/Salary
Elizabeth Watts	Science Teacher	9/1/18 – 12/31/18	1/1/19 – 4/30/19	MA Step 3 \$66,720 (pro-rated)

12.2 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 11, 2018 Organizational Meeting:

Name	Effective Dates
Taylor Palmerone	1/24/2019 – 6/30/2019
Alicia Kennedy	1/24/2019 – 6/30/2019
Zachary Lowenstein	1/24/2019 – 6/30/2019
Ian Belfatto	2/14/2019 – 6/30/2019
Emily Sofaer	2/14/2019 – 6/30/2019
Denise Hains	2/14/2019 – 6/30/2019

12.3 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
Brett Shaw	School Bus Attendant	01/03/2019
Erica Peterson	Food Service Helper	01/12/2019
Jason Coddington	Facilities & Operations Worker	01/26/2019
Chelsea Williams	School Bus Attendant	02/08/2019

12.4 Non-Instructional Appointments - Substitutes

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
Paolo Galvan	Substitute Teacher Aide	01/10/2019	\$11.10/hr
Tiffany Briggs	Substitute Teacher Aide	01/07/2019	\$13.50/hr
Tiffany Briggs	Substitute School Monitor	01/07/2019	\$11.10/hr
Brett Shaw	Substitute School Bus Driver	01/04/2019	\$20.00/hr
Kathryn Silver	Substitute School Monitor	01/14/2019	\$11.10/hr
Olivia Profaci	Substitute Teacher Aide	01/02/2019	\$13.50/hr
Nicole Terpening	Substitute Teacher Aide	01/23/2019	\$13.50/hr
Jason Coddington	Substitute Facilities & Operations Worker	01/25/2019	\$20.00/hr
Tenloy Pearce	Substitute Custodial Worker	02/04/2019	\$13.50/hr

12.5 Corrective Action - Non-Instructional Appointments - Salary

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

Name	Title	Effective Date	Salary
Cara Kubert	Substitute School Monitor	10/17/2018 – 12/31/2018	\$11.10/hr
Jessi Ronk	Substitute School Monitor	10/17/2018 – 12/31/2018	\$11.10/hr
Davenide Belois	Substitute School Monitor	10/17/2018 – 12/31/2018	\$11.10/hr
Frank Ciofalo	Substitute Teacher Aide	10/16/2018	\$11.10/hr

12.6 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
Colleen Richter	School Bus Attendant	01/25/2019	\$13.50/hr
Frank Vilardi	School Bus Attendant	01/24/2019	\$13.50/hr
Chrystal Krom	School Bus Driver (part-time)	02/14/2019	\$28.00/hr

12.7 Home Tutor

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following employee for the 2018-2019 school year:

Name	Effective Date
Stephen O’Shea	01/16/2019

12.8 Increase Hours for Instructional Position

BE IT RESOLVED that the New Paltz Central School District Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby increase the following instructional position:

Position	Tenure Area	Effective Date	Increase
Business Teacher	Business	01/30/2019	0.8 FTE to 1.0 FTE

12.9 Instructional Appointment – Change

Recommendation that the New Paltz Central School District Board of Education, upon recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve the additional 0.2 FTE from 0.8 to 1.0 FTE, appointment of the following instructional employee with remuneration as per NPUT contract, pro-rated:

Name	FTE	Title	Tenure Area	Effective Dates	Step/Salary
Kieran Bell	1.0	Business Teacher	Business	1/30/19 – 6/30/19	(1.0) MA Step 18 \$96,650 (pro-rated)

12.10 Instructional Leave Replacement Appointment - Extension

Recommendation that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve the extended leave replacement appointment of the following instructional employee for the 2018/2019 school year:

Name	Title	Original Effective Dates	Extension	Step/Salary
Anthony DiUglio	Math Teacher	9/1/18 – 1/27/19	1/28/19 – 2/14/19	BA Step 1 \$54,130 (pro-rated)

12.11 Instructional Appointment – Probationary

BE IT RESOLVED, that upon recommendation of Maria C. Rice, Superintendent of Schools, the Board of Education appoints Traci Miranda to a four (4) year probationary appointment as an Elementary Teacher in the tenure area of Elementary at an annual salary of \$68,400 (MA Step 4), effective 2/14/2019 through 2/13/2023, subject to receipt of composite or overall annual professional performance review ratings pursuant to Education Law Section 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the probationer receives an ineffective composite in the final year of the probationary period he or she shall not be eligible for tenure at that time.

12.12 Instructional Appointment – Leave Replacement

BE IT RESOLVED, that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve the leave replacement appointment of the following instructional employee for the 2018/2019 school year:

Name	Title	Effective Dates	Step/Salary
Teresa Abramshe	Elementary Teacher	2/1/19 – 3/3/2019	MA Step 1, \$63,420 (pro-rated)

13. OLD BUSINESS

14. NEW BUSINESS

14.1 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. 14376, 14537, 14394, 14552, 10579, 10259, 14516, 13959, 12172, 12870, 14956, 10403, 11534, 11319, 10650, 15010, 14682, 12652, 15013, 12961, 12808. 14459, 10417, 14345, 14387, 14567, 14602, 14580, 14563, 15019, 14929, 14930, 14797, 14885, 13971, 14565, 13020, 13821, 13759, 15021, 15011, 14824, 14648, 14758, 12141, 10732, 10929, 13381, 14790, 12744, 13898, 12197, 14557, 15015.

14.2 First Reading of Policy 1339: Duties of the Internal Auditor

2019 1339

Bylaws

SUBJECT: DUTIES OF THE INTERNAL AUDITOR

The Internal Auditor reports directly to the Board. ~~It is recommended that the Board use an independent contractor as the person or entity serving as Internal Auditor, but The District may use its District employees, inter-municipal cooperative agreements, or shared services to the extent authorized by Education Law Section 1950, or independent contractors as the person or entity serving as Internal Auditor.~~ The person or entity serving as Internal Auditor must follow generally accepted auditing standards, be independent of District business operations, and have the requisite knowledge and skills to complete the work.

The Internal Auditor is responsible for performing the internal audit function for the Board, which includes at a minimum:

- a) Development of a risk assessment of District operations, including, but not limited to, a review of financial policies, procedures, and practices;
- b) An annual review and update of the risk assessment;
- c) Annual testing and evaluation of one or more areas of the District's internal controls, taking into account risk, control weakness, size, **recency of examination**, and complexity of operations;
- d) Preparation of reports, at least annually or more frequently as the Board may direct, which:
 - 1. Analyze significant risk assessment findings;
 - 2. Recommend changes for strengthening controls and reducing identified risks; and
 - 3. Specify timeframes for implementation of such recommendations.

Education Law §§ 1950, 2116-b, and 2116-c
8 NYCRR § 170.12(d)

NOTE: Refer also to Policy #5573 -- Internal Audit Function

Adoption Date: **XX/XX/2019**

14.3 First Reading of Policy 1410: Policy on Policies

~~2008~~2019

1410
1 of 3

By-Laws

SUBJECT: POLICY ON POLICIES

The Board of Education recognizes that the development and adoption of written policies constitutes the basic method by which the Board exercises its leadership in the operation of the School District. The Board will concern itself primarily with broad questions of policy rather than with administrative details. The Board delegates to the Superintendent of Schools the responsibility and authority to establish rules, regulations and/or procedures necessary to implement its policies.

Proposals for new policies, changes in or repeal of existing policies shall be presented to the School District, in writing with a brief description of the proposal and why it is needed. Proposals from school officials, employees and students shall be submitted to the Superintendent. Proposals from Board members, parents and community members shall be submitted to the Board of Education.

The Board of Education shall establish annually a standing Policy Committee which shall be chaired by a Member of the Board and shall consist of a maximum of three Board Members and the Superintendent of Schools or designee. The Policy Committee shall review and evaluate proposed policies and changes to existing policies, including researching and analyzing the proposals for necessity, effectiveness, legality and cost.

- a) The Policy Committee shall:
 1. Present each proposal that is being reviewed or considered to the Board, in public session, so that interested persons may react and submit comments and suggestions to the Clerk of the Board for referral to the Policy Committee;
 2. Refer proposed policies and amendments to policies to the District's attorney, as needed, who shall examine the proposals for legal implications and report the findings to the Policy Committee;
 3. Refer proposals, as appropriate, to the Superintendent and appropriate staff members, for review and comment. The Superintendent or designee shall report the findings to the Policy Committee;
 4. Complete the review process in a timely fashion.
- b) After the review process has been completed, policy proposals shall be revised or redrafted, as needed, and referred to the Clerk of the Board for placement on the calendar for a First Reading at the next business meeting of the Board of Education.
- c) Board discussion and recommendations for revisions may be made at the First Reading. Following the First Reading and after any approved revisions have been made, the proposal will be placed on the calendar for a Second and Final Reading no sooner than the next business meeting of the Board of Education. The Board may discuss, revise, if necessary, and adopt the proposal or refer the proposal to the Policy Committee for further study.

While proposed policies and amendments will generally have two readings, policies may be adopted, amended or repealed at a single Board meeting where the Board deems it necessary to do so.

Policies will be adopted changed or repealed by a majority vote of the entire Board, which vote shall be recorded in the Board minutes. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

The Board may, by majority vote, suspend the operation of any policy provided the suspension does not conflict with law.

Dissemination

The Clerk of the Board shall place a copy of the Board Policy Manual in **each school building** **the District Clerk's office** and on the District Website to ensure that District policies are available to the public. ~~The Clerk shall maintain a list of policy manual holders and shall forward hole punched copies of all newly adopted or amended policies to all holders of policy manuals.~~ The Clerk shall also ensure that the policy manual on the website is updated as necessary, **and as policies are approved by the board they are disseminated as appropriate.**

~~At the beginning of each Board member's term, the Clerk of the Board shall issue to him/her a Policy Manual. The Board member shall be responsible to maintain the manual for the duration of said term.~~

~~All Policy Manuals distributed are the property of the Board, and considered on loan to the person or organization to whom distributed. Policy Manuals shall be updated periodically and may be subject to recall at any time for such purpose.~~

~~In an effort to keep its written policies updated so that they may be used as a reliable basis for Board action and administrative decision, the Board directs the Clerk of the Board to biannually recall all copies of the policy manual for review and updating and to check for their uniformity, completeness, and condition.~~

The Clerk of the Board shall be responsible for ensuring that a **copy version** of **an up to date** **the most current** Policy Manual is present at all Board meetings.

Implementation

The Board delegates to the Superintendent of Schools the responsibility and authority to establish all rules, regulations, and/or procedures necessary to implement Board policy.

The Superintendent shall ensure that personnel are familiar with Board policies and the **their implementing** administrative regulations which affect them, directly or indirectly. The Board requires that all administrative employees read and familiarize themselves annually with the policy manual or appropriate sections thereof, as determined by the Superintendent of Schools.

The Board of Education generally does not adopt regulations for the implementation of policy unless specifically required to do so. Regulations officially approved by the Board shall include a notation indicating Board approval. The Superintendent shall be directed to revise any regulations determined to be inconsistent with the policies adopted by the Board.

The Board retains the right to approve waivers to policy upon the recommendations of the Superintendent.

In cases where emergency action must be taken and where the Board has no guide for administrative action, the Superintendent shall have the power to act. The Superintendent shall inform the Board promptly of such emergency action and the need for policy.

Review and Evaluation

In order to evaluate the implementation of Board policies and to measure their effectiveness, the Board may rely on the school staff, students and community to provide evidence of the effects of the policies it has adopted. Information and comments may be submitted to the Superintendent, the Board or the Policy Committee.

In addition, the Superintendent is instructed to call to the attention of the Board any policy that is outdated or appears to need revision for other reasons, including changes in State and Federal laws and regulation.

Execution of Policy: Administrative Regulation

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. These rules and these detailed arrangements shall constitute the administrative regulations governing the schools. They must in every respect be consistent with the policies adopted by the Board. The Board shall be kept informed periodically of changes in administrative regulations.

Education Law Sections 1604(9), 1709(1) and (2)

Adopted: 7/16/08

Revised: XX/XX/2019

14.4 First Reading of Policy 1510: Board of Education Meetings

~~2013~~ 2019

1510

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By-Laws

SUBJECT: BOARD OF EDUCATION MEETINGS

Board meetings shall be open to the public and conducted in accordance with Article 7 of the Public Officers Law, known as the "Open Meetings Law" and other applicable statutes.

Regular Meetings

The Board of Education shall meet at least one time each month for the purpose of conducting the business of the District. The dates and times of the regular monthly meetings will be established at the annual organizational meeting, but subject to change by the Board as necessary.

Special Meetings

Special meetings of the Board may be called on at least 24 hours notice to all Board members at the direction of the Board President or upon the request of any Board member.

Any member of the Board may call for a special meeting. A reasonable and good-faith effort will be made by the Superintendent or the Board president, as the case may be, to give every member of the Board 24-hours' notice of the time, place, and purpose of the meeting. In an emergency, however, the members may waive the 24-hour notice requirement.

All special meetings will be held at a regular meeting place of the Board and in accordance with all applicable provisions of the Open Meetings Law. Public notice of the time and place will be given, to the extent practicable, to the news media, and it will be conspicuously posted in one or more designated public locations at a reasonable time before the meeting.

Board Retreats

The Board of Education may hold Board development retreats where no School District business is conducted. These retreats are exempt from the requirements of the open meeting rule. (NYS Department of State, Committee on Open Government, OML-AO-#1973, September 13, 1991.)

Notice of Meetings

Notice of meetings scheduled at least one week in advance shall be given to all members of the Board, the Superintendent of Schools and news media, as well as conspicuously posted in one or more designated public places at least 72 hours prior to the meeting. When meetings are scheduled less than one week in advance, the Board shall provide public notice to the extent practicable.

Agenda Setting

The Superintendent and the Board President and/or Vice President, will prepare the agenda for each Board meeting. The order of business will be constructed to help the Board accomplish its business expeditiously.

Items of business may be suggested by Board members, administrators, other faculty and staff members and the public. Such suggestions must be submitted in writing to the District Clerk at least ten (10) days before the meeting.

The agenda and supporting materials, including the minutes of the previous meeting or meetings, will be distributed to Board members during the week preceding the meeting.

Quorum and Voting

A majority of the members of the Board of Education (four members) shall constitute a quorum for the transaction of business at a Board meeting. If a quorum is not present within 20 minutes of the time set for a Board meeting, the meeting will be rescheduled. Notice of the rescheduled meeting will be given to all members of the Board, the public and news media to the extent practicable, depending upon the date to which the meeting is rescheduled.

The Board of Education shall take action by voting upon resolutions presented by one Board member and seconded by another. A majority vote of the full Board is required to adopt a resolution, except in circumstances when a super-majority vote is required:

- a) Discontinuing a designated textbook within five years of adoption requires a three-quarters (3/4) vote of the Board;
- b) If a relative, by blood or marriage, of a Board member is employed in a teaching position or appointed to tenure, a two-thirds (2/3) vote of the Board is required;
- c) Standardization on a particular type of equipment or supplies must be determined to be in the best interests of the District by a two-thirds (2/3) vote of the Board;

- d) A vote to place a proposition before the voters for an object or purpose for which bonds may be issued requires a three-fifths (3/5) vote of the Board.

All actions requiring a vote can be conducted by voice, show of hands or roll call. The vote of each Board member shall be recorded on each action of the Board.

Videoconferencing

If videoconferencing or online technology is used to conduct a meeting, the public notice for the meeting will inform the public, identify all the locations for the meeting, and state that the public has the right to attend at any of the locations. If a meeting is streamed live over the internet, the public notice will inform the public of the website's internet address. Voting may be done through videoconferencing, provided that members can be both seen and heard voting and participating from remote locations.

Rules of Order

The Board shall use Robert's Rules of Order, Revised, as a guideline for conducting meetings of the Board of Education, except when such provisions are inconsistent with law or policy, or are suspended by majority vote of the Board. The Board may, at its discretion, waive Robert's Rules and substitute its own procedures by a majority vote of the Board.

Public Participation

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 and questions from the public. The Board may set a time limit on the length of this period and/or for individual speakers.

There will be a sign-up sheet at the Board meeting. Persons wishing to address the Board should sign in with their name and town prior to the start of the meeting. At the beginning of the public comment period, the Board President will read the names of speakers, in order, from the sign-in sheet. Each person will come to the microphone when his/her name is called and make their comments within the time limit. Speakers will be allowed two minutes for their comments. The time limit is meant to ensure that everyone has a chance to speak. If a speaker is unable to finish their remarks during the time limit, the comments can be supplemented by submitting a written statement to the District Clerk. A speaker may not yield his/her time to another speaker in order to extend the time for comment.

Once all signed in speakers have spoken and as long as time permits, additional speakers who have not signed in may address the Board on a first come basis.

When a Board member attends a Board meeting by videoconference, any individual attending a Board meeting at the videoconference location may address the Board after all signed-in speakers have spoken.

All speakers shall conduct themselves in a civil, respectful and orderly manner in accordance with the District's Code of Conduct. The Board President will be responsible for orderly conduct of the meeting, for adhering to any time limits and the appropriateness of the subject being presented. The Board President shall have the right to discontinue any presentation which violates this policy.

Members of the public wishing to make formal presentations before the Board must make a request at least ten (10) days before the Board Meeting with the District Clerk so that such presentations may be scheduled on the agenda. The Board reserves the right to reject requests for such presentations and to limit the time for such presentations.

Speakers may comment on matters of public interest involving school operations and programs. To protect the privacy rights of the individuals involved, **speakers may not identify any person by name or position.** The Board will not permit discussion involving district personnel, students, or individual members of the Board.

The Board requires that persons wishing to communicate concerns about district personnel or students should begin with the staff member, administrator or other employee closest to the issue in an attempt to resolve issues at the earliest possible stage. If the issue remains unresolved, persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours.

Persons wishing to discuss matters involving individual members of the Board should present their comments and/or concerns to the District Clerk, in writing, to be forwarded to the entire Board of Education and Superintendent.

Members of the public will not be recognized by the President as the Board conducts its official business, unless the Board agrees to waive this provision.

Minutes

Minutes will be taken by the District Clerk (or Clerk Pro-Tem) at all Board meetings in accordance with the Open Meetings Law. All motions, resolutions and any other matters formally voted upon by the Board shall be recorded in the minutes, including the final vote of each Board member.

Executive Sessions

Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the area or areas of the subject or subjects to be considered, the Board of Education may conduct an executive session for discussion of the below enumerated purposes only, provided, however, that no action by formal vote shall be taken except on an Education Law Section 3020-a probable cause finding. For all other purposes, the action by formal vote shall be taken in open meeting and properly recorded in the minutes of the meeting.

- a) Matters that will imperil the public safety if disclosed;
- b) Any matter that may disclose the identity of a law enforcement agent or informer;
- c) Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed;
- d) Discussions regarding proposed, pending or current litigation;
- e) Collective negotiations pursuant to Article 14 of the Civil Service Law;
- f) Medical, financial, credit or employment history of any particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of any particular person or corporation;
- g) Preparation, grading or administration of examinations;
- h) Proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof.

Matters discussed in executive sessions must be treated as confidential; that is, never discussed outside of that executive session.

Superintendent Participation

It is the Board's desire that the Superintendent or his/her designated representative, shall attend all meetings of the Board. However, if the Superintendent or his/her designee is unable to attend a regularly scheduled Board meeting, the Board can still meet at its discretion. The Superintendent or his/her designee shall attend all executive session meetings of the Board except those that concern his/her evaluation and salary determination. The Board may request the attendance of such additional persons as it desires.

Public Officers Law Article 7
Education Law Sections 1708 and 3020-a
General Construction Law Section 41
Public Officers Law Section 106
NYS Department of State, Committee on Open Government, OML-
AO-#1973, September 13, 1991

NOTE: Refer also to Policy #1721 -- Minutes
Adopted: 7/16/08
Revised: 4/03/13
Revised: XX/XX/2019

14.5 First Reading of NEW Policy 7550: Student Sexual Harassment

2019 7550
1 of 3

Students

SUBJECT: STUDENT SEXUAL HARASSMENT

It is District policy to prohibit sexual harassment and student gender discrimination in the schools, at school activities and at events sponsored by the District. To that end, all officers, supervisory personnel, employees and students of the District shall be given a copy of this policy and training regarding its terms, procedures, protections and penalties.

Definitions

Sexual Harassment is defined as discrimination against a person of a different or the same sex because of their sex, which creates a sexually hostile learning or school environment.

Sexual harassment that creates a hostile learning or school environment is either pervasive and/or severe conduct that involves unwelcome: sexual advances; sexual conduct that constitutes a crime; sexual touching; indecent exposure of a sexual nature; pervasive sexual remarks, comments, displayed materials, printed materials, electronic media or jokes. The determination of a hostile learning or school environment shall be objective, based upon the viewpoint of a reasonable person and subjectively perceived to be so by the complainant.

Gender discrimination is defined as pervasive and/or severe conduct intended to intimidate or demean a person or persons of the other gender or that which treats a person of the other gender differently in the work place because of their gender or gender presentation.

Procedure

Any student who believes that they have been subjected to sexual harassment or gender discrimination by an officer, employee, student or business invitee is encouraged to address the matter with any District Title IX Officer* who shall promptly conduct an intake interview and explain the following options for resolution:

1. Registering an informal complaint verbally or in writing; or
2. Registering a formal complaint verbally or in writing; or
3. Engaging in mediation to arrive at a resolution of the matter; or
4. Placing the district on notice of the objectionable conduct without seeking a resolution through the complaint process or mediation.

The Title IX Officer shall be authorized to proceed with a matter raised in number 4 as if it had been filed as an informal complaint or a formal complaint at their discretion.

The intake Title IX Officer will also explain that the complaining student shall not be subject to retaliation or retribution by reason of making the complaint and that confidentiality shall be maintained throughout the process, except as necessary to assure fair and due process.

Informal and Formal Complaints

All complaints shall be received in writing or reduced to writing by an intake Title IX Officer, who shall personally, or by referral to the Title IX Officer, or a person of authority, conduct a full and fair investigation of the complaint, make written findings of fact and, where warranted, recommend a resolution to the Superintendent of Schools. The Superintendent of Schools shall advise the complainant and the subject of the complaint of the disposition of the complaint, which may include:

1. A finding that this policy has not been violated; or

2. A finding that this policy has been violated and a critical evaluative letter has been issued with a requirement of corrective training for the subject of the complaint if the subject is an employee; or if the subject is a student,
3. That disciplinary action has been taken, or where pre-disciplinary charges must be preferred, that they have been preferred in order to convene a disciplinary hearing.
4. Persons of authority include Assistant Principal, Building Principal, Deputy Superintendent, Assistant Superintendent, or Board-approved investigator(s).

Alternates

The Board shall appoint one (1) Title IX Officer and several designated Title IX formal complaint investigators. If the complaint is about the Superintendent of Schools, the Board shall stand in the Superintendent’s place for review activities.

Appeal of Formal Complaints

If a formal complaint has not been processed to a satisfactory disposition by the Superintendent within thirty (30) school days, unless extended with the written consent of the complainant, the complainant must appeal in writing to the Board to address the failure and direct an expedited investigation with report back to the Board within fifteen (15) school days. Regarding matters that have been timely investigated to conclusion, an appeal to the Board may be taken by the complainant or the subject of the complaint within thirty (30) school days of being informed of the findings upon the allegations in the complaint.

Confidentiality

The District’s Title IX Officer, the Superintendent of Schools and the Board of Education shall, to the maximum extent possible, maintain as confidential the transaction(s) underlying the proceedings or complaint, the outcome of a mediated agreement and action taken, including formal discipline. The subject of the proceedings or complainant, however, shall be informed of the identity of the person who commenced the proceedings or complaint in order to provide fair and due process. Both the complainant and the subject of the complaint shall be given a copy of the findings in the matter of a formal complaint.

Consequences

Any officer, supervisor, or employee who violates this policy shall be subject to corrective action up to and including termination of office or employment, with due process provided as necessary. Students who violate this policy shall be subject to disciplinary or other corrective action.

Any complaint that is determined to have been processed maliciously or in bad faith shall be deemed to be in violation of this policy and may give rise to disciplinary consequences against the complainant.

District Title IX Officer

Contact information may be found on the District website for by calling the Pupil Personnel Services Office at 845-256-4040.

Adopted: ~~XX/XX/2019~~

14.6 First Reading of Policy 6471 Computer Network and Internet Acceptable Use Policy (AUP) Personnel

~~2014~~ 2019 6471

Personnel

SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP)

The New Paltz Central School District recognizes the value of electronic resources to enhance student learning and the overall operation of our schools. To this end, the District encourages the responsible use of computers, the Network/Internet and other electronic resources to support the mission and vision of the New Paltz Central School District. This policy is designed to protect and provide guidance for our students and staff with access to these resources.

The Network/Internet is provided for students and staff for educational purposes. Access to Network/Internet services will be provided to users who act in accordance with this policy. ~~Access is a privilege, not a right.~~ The smooth operation of the Network/Internet relies upon the ~~proper~~ **responsible** conduct of the end users and requires efficient, ethical, and legal utilization of the Network/Internet resources.

Digital Citizenship and Personal Accountability

The New Paltz Central School District advocates for equal digital rights and access for all. Through this process it is imperative that all students and staff understand the importance of being responsible, ethical digital citizens. This includes, but is not limited to:

- (a) Treating all others with respect online;
- (b) Refraining from participating in cyberbullying and report any harassing activities you witness;
- (c) Making appropriate decisions while communicating online through any digital channels;
- (d) Respecting others' digital work. Do not steal or damage anyone's digital property;
- (e) Using network and online tools effectively to empower and enhance your learning experience;
- (f) Limiting screen time and the health risks of technology. Technology is a learning tool, but should not be used exclusively in the learning environment. Maintaining awareness of the physical and psychological risks.

Internet Safety/Managing Your Digital Footprint

In addition to being a good digital citizen, you must also be aware of your own digital footprint. Developing a positive digital footprint is important to your future. It reflects the information you share online about yourself and can be harmful to your reputation if mismanaged or if one of your accounts has been compromised. Good management includes, but is not limited to:

- (a) Protecting yourself. Do not give out any personal identifiable information online (name, age, ID numbers, address, etc.);
- (b) Protecting your passwords. Passwords are confidential, if you believe your password has been compromised, you should change it immediately and alert a teacher or administrator. You are responsible for keeping your password secure;
- (c) Privacy on ~~our~~ District network. New Paltz CSD Email, files, and anything else created and stored on our local or cloud-based servers are not private. The network administrator may monitor any account at any time for subject, content, and appropriateness. You are responsible for your actions on ~~our~~ the District network and any violations of this policy will be reported to the school administrator;
- (d) Internet etiquette and social media. Follow the District Code of Conduct for guidelines on accepted behaviors both online and in our schools. You are responsible for what you say online. Do not use social media platforms or other online programs to create, send, display, or distribute anti-social, harassing or threatening messages, pictures, or other media, including that which is defamatory, abusive, obscene, profane, racially offensive, or offensive to human dignity;
- (e) Videos and photographs. No student is permitted to take photos or videos of any other staff member or student without the consent of the staff member or student;
- (f) Proxy use. No staff member or student is permitted to employ the use of proxies to circumvent the content filtering of New Paltz CSD;
- (g) Refraining from plagiarism and adhering to copyright laws.

Additional Responsibilities

- a) Users must use the school Network/Internet for educational purposes.
- b) ~~A~~ **Each** user is responsible for all material received via the Internet.
- c) ~~A~~ **Each** user may NOT:
 - 1. Attempt to circumvent Network/Internet security measures;
 - 2. Tamper with or in any way adjust default or teacher-created settings;

3. Create and/or place a computer virus onto any computer;
4. Trespass in another's **user's** folder, work, or files;
5. Share ~~his/her~~ **their** own ID Password with others;
6. Log in under another ~~person's~~ **user's** account;

~~Access personal email accounts using the District's Internet connections without teacher consent.~~

7. Reveal personal information about themselves or others on websites, including last names, addresses and/or phone numbers;

~~Complete and/or submit forms found on websites without permission~~

8. Receive or transmit information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices;

~~Create, send, display, or receive anti-social, harassing or threatening messages, pictures, or other media, including that which is defamatory, abusive, obscene, profane, racially offensive, or offensive to human dignity (Moved to Internet Etiquette/Social Media)~~

Create, send, display, or receive hate mail, discriminatory or other antisocial remarks, or information which is intended to harass;

9. Damage, dismantle, detach, or remove computers, computer systems, computer networks, computer mice, printers, scanners, or cameras;
10. Remove keys from the keyboard;
11. Disconnect or alter any computer cables;
12. Intentionally waste limited resources (paper, connect time, student and teacher searching time, ink cartridges, laser jet toner, printer ribbons, ~~diskette~~ discs, storage space, etc.);
13. Employ the Network/Internet for commercial purposes;
14. Bring gum, food or drink into computer/electronic equipment areas;
15. Access the Network to play non-educational games or for other non-academic activities;
16. ~~Participate in any type of newsgroups or "chat" rooms~~
Delete, rename, move, copy, any file or its properties, other than his/her personally owned data files;
17. Violate the federal copyright laws and/or software license agreements;
18. Load software or executable files of any kind onto any of the District's computers or network server;
19. Run or copy executable programs for any drive on any of the District's computers;
20. Have directories on any stand-alone computers;
21. Send messages from one computer to another via the LAN or WAN.

~~Only with permission from a system administrator may files be transferred to the user's account.~~

~~All disks must be scanned for viruses before being used in any school computer.~~

~~There may not be privacy on files stored in District Network servers and local hard drives. With probable cause, the network administrator and system operator may monitor any account at any time for subject, content, and appropriateness of the files and remove any file as warranted, reporting any violation of the rules to a school administrator. It is the users' responsibility to inform anyone with whom they correspond that the school account is open. (Moved to Privacy on our network)~~

- d) The user will have only those access and system rights assigned by the network administrator.
- e) The user will be responsible for any cost to the District due to user negligence or misuse.

Users must also conform to any additional site restrictions that may be in effect. All Board policies and school regulations apply to the use of the Network/Internet.

Consequences

It is the user's responsibility to abide by the rules set forth in this policy. Violations will result in the user's account being removed from the Network/Internet for a period of one week, one month, one semester, or one year depending on the gravity of the offense.

Depending on the gravity of the offense, other administrative and/or legal action may occur.

Attempts to log in to the system as a system administrator will result in immediate cancellation of user privileges.

The network administrator, school administrators, Superintendent, and/or the School Board may request specific accounts to be denied, revoked, or suspended.

Adopted: 7/16/08
Revised: 11/19/14
Revised: ~~XX/XX/2019~~

14.7 First Reading of Policy 7315 Computer and Internet Acceptable Use Policy (AUP) Students

~~2012~~ 2019 7315
14 of 5

Students

**SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY
(AUP)**

~~The New Paltz Central School District recognizes the value of electronic resources to enhance student learning and the overall operation of our schools. To this end, the District encourages the responsible use of computers, the Network/Internet and other electronic resources to support the mission and vision of the New Paltz Central School District. This policy is designed to protect and provide guidance for our students and staff that will have access to these resources.~~

The Network/Internet is provided for students and staff for educational purposes. Access to Network/Internet services will be provided to users who act in accordance with this policy. ~~Access is a privilege, not a right.~~ The smooth operation of the Network/Internet relies upon the ~~proper~~ **responsible** conduct of the end users and requires efficient, ethical, and legal utilization of the Network/Internet resources.

Digital Citizenship and Personal Accountability

~~The New Paltz Central School District advocates for equal digital rights and access for all. Through this process it is imperative that all students and staff understand the importance of being responsible, ethical digital citizens. This includes, but is not limited to:~~

- (a) ~~Treating all others with respect online;~~
- (b) ~~Refraining from participating in cyberbullying and report any harassing activities you witness;~~
- (c) ~~Making appropriate decisions while communicating online through any digital channels;~~

- (d) Respecting others' digital work. Do not steal or damage anyone's digital property;
- (e) Using network and online tools effectively to empower and enhance your learning experience;
- (f) Limiting screen time and the health risks of technology. Technology is a learning tool, but should not be used exclusively in the learning environment. Maintaining awareness of the physical and psychological risks.

Internet Safety/Managing Your Digital Footprint

In addition to being a good digital citizen, you must also be aware of your own digital footprint. Developing a positive digital footprint is important to your future. It reflects the information you share online about yourself and can be harmful to your reputation if mismanaged or if one of your accounts has been compromised. Good management includes, but is not limited to:

- (a) Protecting yourself. Do not give out any personal identifiable information online (name, age, ID numbers, address, etc.);
- (b) Protecting your passwords. Passwords are confidential, if you believe your password has been compromised, you should change it immediately and alert a teacher or administrator. You are responsible for keeping your password secure;
- (c) Privacy on ~~our~~ District network. New Paltz CSD Email, files, and anything else created and stored on our local or cloud-based servers are not private. The network administrator may monitor any account at any time for subject, content, and appropriateness. You are responsible for your actions on ~~our~~ the District network and any violations of this policy will be reported to the school administrator;
- (d) Internet etiquette and social media. Follow the District Code of Conduct for guidelines on accepted behaviors both online and in our schools. You are responsible for what you say online. Do not use social media platforms or other online programs to create, send, display, or ~~receive~~ distribute anti-social, harassing or threatening messages, pictures, or other media, including that which is defamatory, abusive, obscene, profane, racially offensive, or offensive to human dignity;
- (e) Videos and Photographs. No student is permitted to take photos or videos of any other staff member or student without the consent of the staff member or student;
- (f) Proxy Use. No staff member or student is permitted to employ the use of proxies to circumvent the content filtering of New Paltz CSD;
- (g) Refraining from plagiarism and adhering to copyright laws.

Additional Responsibilities

- a) ~~Users~~ **Each user** must use the school Network/Internet for educational purposes.
- b) ~~A~~ **Each** user is responsible for all material received via the Internet.
- c) ~~A~~ **Each** user may NOT:
 1. Attempt to circumvent Network/Internet security measures;
 2. Tamper with or in any way adjust default or teacher-created settings;
 3. Create and/or place a computer virus onto any computer;
 4. Trespass in another's ~~user's~~ folder, work, or files;
 5. Share ~~his/her~~ **their** own ID Password with others;
 6. Log in under another ~~person's~~ **user's** account;
 7. Access personal email accounts using the District's Internet connections without teacher consent;
 8. Reveal personal information about themselves or others on websites, including last names, addresses and/or phone numbers;

9. Complete and/or submit forms found on websites without permission;
10. Receive or transmit information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices;

~~Create, send, display, or receive anti-social, harassing or threatening messages, pictures, or other media, including that which is defamatory, abusive, obscene, profane, racially offensive, or offensive to human dignity. (Moved to Internet Etiquette/Social Media)~~

11. Create, send, display, or receive hate mail, discriminatory or other antisocial remarks, or information which is intended to harass;
12. Damage, dismantle, detach, or remove computers, computer systems, computer networks, computer mice, printers, scanners, or cameras;
13. Remove keys from the keyboard;
14. Disconnect or alter any computer cables;
15. Intentionally waste limited resources (paper, connect time, student and teacher searching time, ink cartridges, laser jet tones, printer ribbons, diskettes, storage space, etc.);
16. Employ the Network/Internet for commercial purposes;
17. Bring gum, food or drink into computer/electronic equipment areas;
18. Access the Network to play non-educational games or for other non-academic activities;

~~Participate in any type of newsgroups or "chat" rooms~~

19. Delete, rename, move, copy, any file or its properties, other than his/her personally owned data files;
20. Violate the federal copyright laws and/or software license agreements;
21. Load software or executable files of any kind onto any of the District's computers or network server;
22. Run or copy executable programs for any drive on any of the District's computers;
23. Have directories on any stand-alone computers;
24. Send messages from one computer to another via the LAN or WAN

~~Only with permission from a system administrator may files be transferred to the user's account.~~

~~All disks must be scanned for viruses before being used in any school computer.~~

~~There may not be privacy on files stored in District Network servers and local hard drives. With probable cause, the network administrator and system operator may monitor any account at any time for subject, content, and appropriateness of the files and remove any file as warranted, reporting any violation of the rules to a school administrator. It is the users' responsibility to inform anyone with whom they correspond that the school account is open. (Moved to Privacy on our network)~~

- d) The user will have only those access and system rights assigned by the network administrator.
- e) The user will be responsible for any cost to the District due to user negligence or misuse.

Users must also conform to any additional site restrictions that may be in effect. All Board policies and school regulations apply to the use of the Network/Internet.

Consequences

It is the user's responsibility to abide by the rules set forth in this policy. Violations will result in the user's account being removed from the Network/Internet for a period of one week, one month, one semester, or one year depending on the gravity of the offense.

Depending on the gravity of the offense, other administrative and/or legal action may occur.

Attempts to log in to the system as a system administrator will result in immediate cancellation of user privileges.

The network administrator, school administrators, Superintendent, and/or the School Board may request specific accounts to be denied, revoked, or suspended.

Adopted: 7/16/08 Revised: 2/01/12 Revised: ~~XX/XX/2019~~

14.8 **First Reading of Policy 6470 Staff Use of Computerized Information Resources**

~~2014~~2019 6470
1 of 2
Personnel

SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

The Board of Education will provide staff with access to various computerized information resources through the District Computer System (DCS hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent or ~~his/her~~ **their** designee(s) to provide staff with training in the proper and effective use of the DCS.

Staff use of the DCS is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. This agreement is incorporated into the "Annual Notices to All District Employees" signed certification.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and use as well as proscribed behavior.

District staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously, or unlawfully damages or destroys property of the District.

Social Media Use by Employees

The District recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning experiences. The District also realizes its obligations to teach and ensure responsible and safe use of these new technologies. The Board of Education encourages the use of District approved social media tools and the exploration of new and emerging technologies to supplement the range of communication and educational services.

For purposes of this policy, the definition of public social media networks or Social Networking Sites (SNS) are defined to include: Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the school district community which do not fall within the District's electronic technology network (e.g., Facebook, MySpace, **Instagram**, Twitter, LinkedIn, Flickr, **Snap Chat**, blog sites, etc.). The definition of District approved, password-protected social media tools are those that fall within the District's electronic technology network or which the District has approved for educational use. Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access within these internal forums.

The use of social media (whether public or internal) can generally be defined as Official District Use, Professional/Instructional Use and Personal Use. The definitions, uses and responsibilities will be further defined and differentiated in the Administrative Regulation. The ~~School~~ District takes no position on an employee's decision to participate in the use of social media or SNS for personal use on personal time. However, personal use of these media during District time or on District-owned equipment is allowed on a limited basis. ~~In addition~~, Employees are encouraged to maintain the highest levels of professionalism. They ~~have~~ **are** responsible ~~ity~~ for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting, and compliance with all applicable District policies and regulations.

Privacy Rights

Confidential or private data, including, but not limited to, student and staff personal identifiable information and assessment data will be stored and protected on the District network. This information should never be shared outside of the District unless the District is assured that the data is secured, encrypted, and is only used for purposes agreed upon by the District. That data will not be collected, maintained, or distributed outside of the authorized agreement. Staff members are responsible for understanding the privacy policies of any online and offline educational programs and protecting the data of our students.

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The District may access all such files and communications to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private.

In addition, staff members are responsible for protecting confidential information by not leaving any of data unattended or visible to others. This includes signing out or locking their accounts when they are away from a device.

Implementation

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable staff conduct as well as prohibited activities ~~so as~~ **in order** to provide appropriate guidelines for employee use of the DCS.

NOTE: Refer also to Policy #8271 -- [Children's Internet Protection Act: Internet Content Filtering/Safety Policy](#)

Adopted: 7/16/08
Revised: 10/05/11
Revised: **XX/XX/2019**

SUBJECT: USE OF EMAIL IN THE DISTRICT

Email is a valuable business communication tool, however, users must use this tool in a responsible and lawful manner. Every employee and authorized user has a responsibility to be knowledgeable about the inherent risks associated with email usage and to avoid placing the District at risk. The same laws and business records requirements apply to email as to other forms of written communication. District employees and authorized users will use the District's designated email system for all business-related email, including emails in which students or student issues are involved. Personal accounts and instant messaging will not be used to conduct official business.

Employee Acknowledgement

All employees and authorized users will be required to review a copy of the District's policies on staff use of computerized information resources and any regulations established in connection with those policies. Each user must annually acknowledge this employee and authorized user agreement before establishing an account or continuing in ~~his or her~~ **their** use of email.

The New Paltz Central School District maintains full control over all technology owned by the District including email services. The District reserves the right to monitor all email, phone, and other communication activities by all users on the network. Users should have no expectation of privacy on the school's network, including email and phone messages. Users are responsible for using appropriate judgement and confidentiality in any communication regarding students or other staff members, to ensure that their personal identifiable information remains private.

Classified and Confidential

District employees and authorized users may **not**:

- a) Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage and requests for these lists or information should be directed to a principal or supervisor;
- b) Forward emails with confidential, sensitive, or secure information without principal or supervisor authorization. Additional precautions, such as encryption, should be taken when sending documents of a confidential nature;
- c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords will not be transmitted via email correspondence;
- d) Use email to transmit any individual's personal, private, and sensitive information (PPSI). PPSI includes Social Security number, driver's license number or non-driver ID number, account number, credit or debit card number and security code, or any access code or password that permits access to financial accounts or protected student records;
- e) Send or forward emails with comments or statements about the District that may negatively impact it; or
- f) Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other applicable laws.

Personal Use

Employees and authorized users may use the District's email system for limited personal use. However, employees and authorized users should have no expectation of privacy in this email use. Personal use does not include chain letters, junk mail, and jokes. Employees and authorized users are not permitted to ~~access any other email account or system (Yahoo, Hotmail, AOL, etc.) via the District's network~~ or use the District's email programs to conduct job searches **or for any personal**

~~social media programs post personal information to bulletin boards, blogs, chat groups, and list services, etc.~~ without specific permission from the principal or supervisor. The District's email system also cannot be used for personal gain or profit.

Receiving Unacceptable Mail

Employees and authorized users who receive offensive, unpleasant, harassing, or intimidating messages via District email or instant messaging should inform their principal or supervisor immediately.

Records Management and Retention

Email will be maintained and archived in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may be deleted, purged, or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

Training

Employees or authorized users should receive regular training on the following topics:

- a) The appropriate use of email with students, parents, and other staff to avoid issues regarding harassment and/or charges of fraternization;
- b) Confidentiality of emails;
- c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms; and
- d) No expectation of privacy: email use on District property is not to be construed as private.

Sanctions

The Director of Integrated Technology or their designee(s) may report inappropriate use of email by an employee or authorized user to the employee or authorized user's principal or supervisor who may take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network, and/or other disciplinary action. When applicable, law enforcement agencies may be contacted.

~~Confidentiality Notice~~

~~A standard confidentiality notice will automatically be added to each email as determined by the District.~~

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information
#3420 -- Non-Discrimination and Anti-Harassment in the District
#5670 -- Records Management
#6410 -- Staff Acceptable Use Policy
#8271 -- Internet Safety/Internet Content Filtering

Adoption Date: **XX/XX/2019**

14.10 Request for Approval to Remove Policy 1420: Execution of Policy: Administrative Regulations

BE IT RESOLVED, that the New Paltz Central School District Board of Education, upon the recommendation of the Policy Committee Chair, does hereby remove Policy 1420 from the District Policy Manual upon the second reading and approval of Policy 1410.

14.11 Request for Approval of Science Lab Initiative II

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

WHEREAS the New Paltz Central School District is situated within Ulster County or the 103rd assembly district of the State of New York;

AND WHEREAS the New Paltz Central School District has agreed to participate in the Science Lab Initiative II, which aims to encourage scientific curiosity and creativity, build student interest in science, and promote science education in elementary schools in the 103rd Legislative Assembly District and Ulster County through the creation of state-of-the-art science labs;

AND WHEREAS the Science Lab Initiative II will allow school districts to purchase equipment toward the creation of such a science lab, and funds can be used for the purchase of science-related equipment;

AND WHEREAS The Benjamin Center at SUNY New Paltz will coordinate this effort and be the liaison to all school districts;

AND WHEREAS The Benjamin Center at SUNY New Paltz is responsible for purchasing all equipment related to the Science Lab Initiative II and thus SUNY New Paltz maintains ownership over said equipment;

NOW THEREFORE BE IT RESOLVED, that the Board of Education of the New Paltz Central School District understands this arrangement and agrees to participate in the Science Lab Initiative II.

15. OTHER DISCUSSION
16. PUBLIC COMMENTS
17. EXECUTIVE SESSION – SUBJECT TO BOARD APPROVAL
18. ADJOURN