



DeRuyter Central School Board of Education By-Laws

Legal Status

- DeRuyter Central School District (DCS) is governed by the laws concerning Central School Districts in Article 37 (Education Law), and by-laws to, or affecting, Union Free Schools as in Article 35 (Education Law).
- DCS is a corporate entity that possesses all the usual powers of a corporation for public purposes.
- NYS Constitution provides that local public schools under general supervision of the State Education Department shall be maintained, developed, and operated by locally elected boards.

Authority

- Carry out the will of the people of its District in matters of education.
- Is limited by federal and state laws, regulations of the Commissioner of Education, and interpretations of them
- Board members have no authority over school affairs as individuals. They have authority only when acting as a body duly called in session.

Members and Terms of Office

- Consist of five (5) members
- Term shall be three (3) years
- Term will expire on the thirtieth (30th) day of June of the third year.

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Powers and Duties of the Board

● The Board of Education shall have powers and duties as set forth in New York State Education Law, principally Articles 35 and 37, and other applicable Federal and State laws and regulations. In general, the Board shall have in all respects the superintendence, management and control of the educational affairs of the District and shall have all the powers necessary to exercise these powers expressly granted to it by the laws of New York State and the Commissioner of Education. Refer also to Policy # 6540 - Defense and Indemnification of Board Members and Employees.

Governing Principals

- A school Board member, operating under the highest ethical standards should:
 - Assure the opportunity for high quality education for every student;
 - Observe state and federal laws and regulations pertaining to education;
 - Accept office as a Board member as a means of unselfish service;
 - Take official actions only in public sessions;
 - Represent the entire community without fear or favor;
 - Remember at all times the Board member is one of an educational team;
 - Maintain confidentiality of privileged information;
 - Recognize that the strength of a school Board is as a Board, not as individuals;
 - Delegate authority to the Board Executive and confine Board action to policy making, planning, and appraisal;
 - Employ only competent trained personnel;
 - Preserve the obligation of having controversial issues presented fairly and without bias;
 - Instill respect toward our country and one's fellow man.

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Qualifications of Board Members

- A Board of Education member of the DeRuyter Central School District must meet the following qualifications:
 - A citizen of the United States;
 - Eighteen (18) years of age or older;
 - Able to read and write;
 - A legal resident one (1) year prior to the election;
 - Cannot be an employee of the DeRuyter Central School District;
 - The only member of his/her family (that is, cannot be a member of the same household) on the DeRuyter Central School District Board;
 - May not simultaneously hold another, incompatible public office;
 - Must not have been removed from a school district office within one year preceding the date of election to the Board.

Nomination and Election of Board Members

● Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the Clerk of the School District, shall be signed by at least twenty-five qualified voters of the District, or by two (2) percent of the number of voters who voted in the previous annual election of Board members, whichever is greater, shall state the residence of each signer, shall state the name and residence of each candidate, and shall describe the specific vacancy on the Board of Education for which the candidate is nominated. This description shall include at least the length of the term of office and the name of the last incumbent, if any.

● The notice of the annual District meeting must state that petitions nominating candidates for the office of member of the Board of Education must be filed with the Clerk of the District not later than the thirtieth day preceding the election at which time the candidates so nominated are to be elected.

● Voting will be by machine, and provision shall be made for the election by "write-in-vote" of any candidate not previously nominated. The position of candidates on ballots shall be determined by lot at a drawing conducted by the District Clerk on the day after the last filing. Candidates or their proxies may be present for the drawing.

● The hours of voting shall be as indicated by Board resolution.

● The candidates receiving the largest number of votes or, in the alternative, the largest number of votes for each specific vacancy, shall be declared elected in accordance with Education Law.

(Continued)



- At least ten days prior to the election, the Board shall appoint at least two inspectors of election for each voting machine, and set their salary.
- The District Clerk shall attend the election and record the name and legal residence of each voter. The Clerk shall give notice immediately to each person declared elected to the Board, informing him/her of the election and his/her term of office.
- Only qualified voters as determined by Education Law (Section 2012) may vote at any District meeting or election.
- No electioneering will be allowed within one hundred (100) feet of the polling place.
- When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full term vacancy also fills the remaining days of the previous term, beginning his/her term of office immediately upon election.

Reporting on Campaign Expenditures

- Each candidate whose expenses exceed \$500.00 must file a statement accounting for his/her campaign expenditures and contributions with the District Clerk and an additional statement with the Commissioner of Education.
- If less than \$500.00, then a sworn statement to that effect must be filed with the District Clerk.
 - The first statement shall be filed ten (10) days before the election.
 - The second statement shall be filed within twenty (20) days after the election.
 - All statements must be sworn before a Notary Public, a Commissioner of Deeds, a lawyer, or public official authorized by New York State Law to administer oaths.

Resignation and Dismissal

- Resignation
 - Board members may resign at any Board meeting, at which time the resignation shall be automatically accepted and reflected in the Board minutes.
 - May resign by filing a written resignation with the District Superintendent of the Supervisory District. The District Superintendent shall approve the resignation and file it with the District Clerk if the district is under the supervision of a District Superintendent.

(Continued)



- May resign by filing a written resignation with the District Clerk.
 - Resignation will take effect upon the date specified in the letter of resignation.
 - If no date is specified, then the date of delivery to or filing with the District Clerk becomes the effective date.
 - The effective date specified in the letter of resignation may not be more than thirty (30) days from the date of its delivery or filing.
- Dismissal
 - If any member refuses to attend three consecutive meeting of the Board after having been regularly notified and a satisfactory cause for each non-attendance is not shown, the Board will proceed to declare the office vacant.
- Removal
 - A Board member may be removed from office by the Commissioner of Education for willful violation of any provision of law, neglect of duty, or willfully disobeying any decision, order or regulation of the Commissioner.
- Procedure after Board seat becomes vacant
 - The Board may appoint a new member to fill the vacancy.
 - If the Board chooses to fill the vacancy, it shall be only for a term ending with the next annual election of the School District, at which time such vacancy shall be filled in a regular manner for the balance of the unexpired term.
 - The Board may also elect to call a special election within ninety (90) days to fill the unexpired term.
 - Other procedures to fill the vacancy
 - If not filled, the District Superintendent of the Supervisory District may appoint a competent person to fill the vacancy until the next annual election of the District.
 - The Commissioner of Education may order a special election for filling a vacancy. If this is done, the vacancy can not be filled in any other manner.

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- A Board member who has been removed from office shall be ineligible to appointment or election to any office in the district for a period of one year from the date of such removal.

Nomination and Election of Board Officers

- Officers of the Board of Education shall be nominated and elected by the simple majority of the Board at its Annual Organizational Meeting for a term of one year. They will take their oath as officers at this meeting along with newly elected members.

- The elected officers of the Board of Education are:

- President
- Vice President

Duties of the President of the Board of Education

- The President's duties include the following:
 - Presides at all meetings of the Board;
 - Calls special meetings as necessary or on request;
 - Appoints members to all committees of the Board;
 - Serves ex-officio as a member of all committees;
 - Executes documents on behalf of the Board;
 - Performs the usual and ordinary duties of the office

Duties of the Vice President of the Board of Education

- Power to exercise the duties of the President in case of the absence or disability of the President.
- In case of vacancy in the Office of the President, the Vice President shall act as President until a President is elected.

Agenda Format

- For regular Board meetings, the following format is used:
 - Call to order, roll call, Pledge of Allegiance to the flag;
 - Board procedures;
 - Public participation (items not on agenda):
 - Approval of minutes;
 - Superintendent's report;

(Continued)



- Action items;
- Reports;
- Discussion time;
- Board communications and concerns;
- Adjournment.

- For special and emergency meetings, the regular meeting agenda format shown above may be shortened and/or adapted to fit the purpose of the meeting.

Remarks by Board of Education Members at Public Meetings

- The purpose of Board of Education meetings is to conduct school district business, which is appropriate before the Board, and not to serve as a personal platform to advocate the position of an individual Board member. In order to ensure the efficient operation of the Board, all comments by Board members at public meetings of the Board will be limited as follows:

- No member has the right to make comments until recognized by the Chairperson of the meeting.
- All comments by Board members will be relevant to the subject matter then under consideration by the Board and should have the purpose and effect of providing constructive discussion to assist in making policy for the District.
- No Board member, except the Chairperson, will interrupt comments then being made by another speaker. The Chairperson may interrupt a speaker to return order and/to ensure compliance with this policy.
- No Board member will make comments in a manner or tone which interferes with the ability of the board to function.
- Every Board member will act in a professional manner becoming a school board member, so as to set a proper example for the student body and citizenry on a constructive discourse.
- No Board member will make public comments which are demeaning, derogatory, or which otherwise personally attack an individual. Such comments will only be made to the Board either at an Executive Session called for that purpose, or by a confidential memorandum.

- Repeated and willful violation of this policy by a Board member may constitute grounds for removal from the Board.

**Subject: BOARD OF EDUCATION MEMBERS:
NOMINATION AND ELECTION****Policy: 1210**

Page 1 of 1

- A Board of Education member of the DeRuyter Central School District must meet the following qualifications:
 - A citizen of the United States;
 - Eighteen (18) years of age or older;
 - Able to read and write;
 - A legal resident one (1) year prior to the election;
 - Cannot be an employee of the DeRuyter Central School District;
 - The only member of his/her family (that is, cannot be a member of the same household) on the DeRuyter Central School District Board;
 - May not simultaneously hold another, incompatible public office;
 - Must not have been removed from a school district office within one year preceding the date of election to the Board.

**Subject: BOARD OF EDUCATION MEMBERS:
NOMINATION AND ELECTION****Policy: 1220**

Page 1 of 1

- Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the Clerk of the School District, shall be signed by at least twenty-five qualified voters of the District, or by two (2) percent of the number of voters who voted in the previous annual election of Board members, whichever is greater, shall state the residence of each signer, shall state the name and residence of each candidate, and shall describe the specific vacancy on the Board of Education for which the candidate is nominated. This description shall include at least the length of the term of office and the name of the last incumbent, if any.

- The notice of the annual District meeting must state that petitions nominating candidates for the office of member of the Board of Education must be filed with the Clerk of the District not later than the thirtieth day preceding the election at which time the candidates so nominated are to be elected.

- Voting will be by machine, and provision shall be made for the election by "write-in-vote" of any candidate not previously nominated. The position of candidates on ballots shall be determined by lot at a drawing conducted by the District Clerk on the day after the last filing. Candidates or their proxies may be present for the drawing.

- The hours of voting shall be as indicated by Board resolution.

- The candidates receiving the largest number of votes or, in the alternative, the largest number of votes for each specific vacancy, shall be declared elected in accordance with Education Law

- At least ten days prior to the election, the Board shall appoint at least two inspectors of election for each voting machine, and set their salary.

- The District Clerk shall attend the election and record the name and legal residence of each voter. The Clerk shall give notice immediately to each person declared elected to the Board, informing him/her of the election and his/her term of office.

- Only qualified voters as determined by Education Law (Section 2012) may vote at any District meeting or election.

- No electioneering will be allowed within one hundred (100) feet of the polling place.

- When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full term vacancy also fills the remaining days of the previous term, beginning his/her term of office immediately upon election.

**Subject: PRINCIPLES FOR SCHOOL BOARD MEMBERS****Policy: 1240**

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- A school Board member, operating under the highest ethical standards should:
 - Assure the opportunity for high quality education for every student;
 - Observe state and federal laws and regulations pertaining to education;
 - Accept office as a Board member as a means of unselfish service;
 - Take official actions only in public sessions;
 - Represent the entire community without fear or favor;
 - Remember at all times the Board member is one of an educational team;
 - Maintain confidentiality of privileged information;
 - Recognize that the strength of a school Board is as a Board, not as individuals;
 - Delegate authority to the Board Executive and confine Board action to policy making, planning, and appraisal;
 - Employ only competent, trained personnel;
 - Preserve the obligation of having controversial issues presented fairly and without bias;
 - Instill respect toward our country and one's fellow man.

**Subject: SUBMISSION OF QUESTIONS AND PROPOSITIONS
AT ANNUAL ELECTIONS AND SPECIAL DISTRICT MEETINGS****Policy: 1260**

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Questions and Propositions at Annual District Elections

- The following rules and regulations shall apply to the submission of the questions or propositions at the annual elections or special district elections of this School District.
 - Questions or propositions shall be submitted by petition directed to the Clerk of the School District and shall be signed by twenty-five (25) qualified voters, or five percent (5%) of the registered voters of the District who voted in the previous annual election of Board members, whichever is greater;
 - A separate petition shall be required for each question or proposition.
 - Each petition shall be filed with the Clerk of the School District. Petitions relating to an Annual Election must be filed not later than thirty (30) days preceding the election at which the question or proposition is to be voted upon;
 - Questions or propositions submitted in accordance with these rules and accepted will be printed on the ballot for the voting machine;
 - The Board of Education shall cause the rules and regulations set forth in this policy to be distributed within the District;
 - Nothing herein contained shall affect the nominations of candidates as set forth in the Annual District Election notice pursuant to Section 2018 of the Education Law.

Questions or Propositions to be Submitted at Special District Meetings

The procedure for requesting the Board of Education to call a Special District Meeting to vote on a question or proposition shall be in accordance with subdivision 2 of Section 2008 of the Education Law.

**Subject: APPOINTMENTS AND DESIGNATIONS BY
THE BOARD OF EDUCATION****Policy: 1330**

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Appointments

- The Board is authorized to appoint individuals to positions, which will facilitate the meeting of its responsibilities to the state, the school system, and the community. These appointments usually take place at the Annual Organizational Meeting.

- The following shall be appointed annually:

- District Clerk;
- District Treasurer;
- Deputy Treasurer;
- Tax Collector and Deputies;
- District Auditor (independent);
- Treasurer, Extra-classroom Activities Account.

- The following must be appointed but need not be reappointed annually:

- Census Enumerator and Assistants;
- District Physician;
- Supervisors of Attendance;
- Committee on Special Education and Committee on Preschool Special Education;
- Records Management Officer;
- AHERA Local Educational Agency (L.E.A.) designee;
- Title IX/Section 504/ADA Compliance Officer.

- The following may also be appointed:

- School Attorney;
- Internal Claims Auditor;
- Insurance Advisor

(Continued)

**Subject: APPOINTMENTS AND DESIGNATIONS BY
THE BOARD OF EDUCATION****Policy: 1330**

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Designations

● The following designations shall be made by the Board of Education at the Annual Organizational Meeting in July:

- Petty Cash Fund(s);
- Official Newspaper(s);
- Official Bank Depositories;
- Official Bank Signatories;
- Purchasing Agent;
- Certifier of Payrolls.

Authorizations

- Approval of attendance at conferences, conventions, workshops, and the like;
- Superintendent to approve budget transfers within limits prescribed by Commissioner's Regulation Section 170.2 and Board guidelines;
- Superintendent to apply for Grants in Aid (State and Federal) as appropriate;
- Establish mileage reimbursement rate;
- Other(s) as deemed appropriate/necessary.

Education Law Section 1709

**Subject: DUTIES OF THE DISTRICT CLERK****Policy: 1331**

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- The District Clerk will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one (1) year. The Clerk's duties include the following:
 - Attends all meetings of the Board and keeps a record of its proceedings and records, by name, those in attendance;
 - Prepares minutes of the meetings of the Board, obtains approval of the minutes by the Board at the next meeting and forwards copies of the minutes to each member of the Board of Education;
 - Sends notice of special meetings to members of the Board; contacts and communicates with members as required;
 - Sees that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
 - Maintains an up-to-date record of Board policies and by-laws;
 - Delivers to, and collects from, the President (or Vice President) such papers for signature as may be necessary;
 - Distributes notices to the public announcing availability of copies of the budget to be presented at the annual District meeting in compliance with the requirements of the State Education Law;
 - Administers oaths of office, as required by Section 10, Public Officers Law;
 - Gives written notice of appointment to persons appointed as inspectors of election;
 - Calls all meetings to order in the absence of the President and Vice President;
 - Assumes other duties customary to the office.

- The above duties of the District Clerk are not intended to be complete but should serve as a comprehensive guide in undertaking the duties of this office. The District Clerk shall perform such other duties as may be assigned from time to time by the Board.

Education Law Section 2121
Public Officers Law Section 104

**Subject: DUTIES OF THE SCHOOL DISTRICT TREASURER****Policy: 1332**

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• The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

- Acts as custodian of all moneys belonging to the School District and lawfully deposits these moneys in the depositories designated by the Board;
- Pays all authorized obligations of the District as directed;
- Maintains proper records and files of all checks, and approved payment of bills and salaries;
- Makes all such entries and posts all such financial ledgers, records and reports as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;
- Signs all checks drawn on District fund accounts;
- Assumes other duties customary to the office.

Duties-Education Law Section 2122
Bond-Education Law Section 2130, Part 5
8 New York Code of Rules and Regulations
(NYCRR) Section 170.2(o) and (p)

**Subject: DUTIES OF THE TAX COLLECTOR****Policy: 1333**

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• The Tax Collector is appointed annually by the Board of Education and shall be covered by a bond. It shall be the responsibility of the District Tax Collector to perform the following duties:

- Prepares and mails tax notices;
- Uses suitable printed tax receipt forms as prescribed by the State Tax Commission;
- Collects taxes in the amount of the warrant, upon the issuance of the tax warrant by the Board of Education, and penalty fees in accordance with the terms of such warrant;
- Turns over daily to the School District Treasurer all money collected by virtue of any tax list and warrant issued;
- Submits a report, certified by him/her to the Board of Education, showing the amount of taxes and fees collected along with the unpaid listing. The combination of taxes collected and uncollected shall equal the amount of the warrant;
- Turns over to the County Treasurer, prior to November 15th, a list of unpaid taxes;
- Carries out such other duties of the position as prescribed in the Real Property Tax Law.

Education Law Sections 2126 and 2130
Real Property Tax Law Sections 922,
924, 1322, 1330, and 1338



Subject: DUTIES OF THE INDEPENDENT AUDITOR

Policy: 1334

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- The Board by law shall obtain an annual audit of its records by an independent certified public accountant or an independent public accountant, and a copy of the certified audit in a form prescribed by the Commissioner must be accepted by the Board and furnished annually to the State Education Department.

Education Law Section 2116-a
8 New York Code of Rules and Regulations
(NYCRR) Sections 170.2 and 170.3

**Subject: DUTIES OF THE EXTRA-CLASSROOM
ACTIVITIES FUND TREASURER****Policy: 1335**

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- The Extra-classroom Activities Funds Treasurer is appointed by the Board of Education and is responsible for the supervision of the extra-classroom activities funds.

- The Treasurer's duties include the following:
 - Countersigns all checks disbursing funds from the Extra-classroom Activities Account;
 - Provides general supervision to insure that all receipts are deposited and that disbursements are made by check only;
 - Maintains records of all receipts and expenditures;
 - Submits records and reports to the Board as required;
 - Assumes other duties customary to the position.

8 New York Code of Rules and Regulations
(NYCRR) Part 172



Subject: DUTIES OF THE SCHOOL ATTORNEY

Policy: 1336

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• The Board of Education shall employ a School Attorney who shall be responsible to the Board of Education for guidance on all affairs, which are of a legal nature, including, but not limited to:

- Negotiation of all legal charges and processes for each bond issue and construction and/or reconstruction of new buildings;
- Legal counsel on matters referred to him/her to determine legality of procedure;
- Matters related to "due process" hearings or procedures.

**Subject: DUTIES OF THE SCHOOL PHYSICIAN****Policy: 1337**

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- The School Physician shall be appointed by the Board of Education. The duties of the School Physician shall include, but are not limited to, the following:
 - Performs professional medical services in the examination and care of school children;
 - Supervises routine examinations of school children by the school nurse practitioner to detect the presence of contagious diseases and physical defects;
 - Serves as an on call member of the Committee on Special Education;
 - Reports to the Board on school health services;
 - Coordinates scheduling for physical examinations to all students participating in interscholastic athletics;
 - Develops the program of health service in accordance with policies approved by the Board and as directed by the Superintendent of Schools;
 - Conducts physical exams for all bus drivers and substitutes annually (prior to employment);
 - Conducts physical exams for all new employees (instructional and non-instructional);
 - Conducts a medical evaluation on any employee at the request of the Board of Education.

Education Law Sections 902 and 913



Subject: DUTIES OF THE ATTENDANCE OFFICER

Policy: 1338

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● The Board of Education shall appoint an attendance officer to carry out the following duties:

- Check the absence and tardiness of pupils;
- Report to appropriate administrative and instructional personnel;
- Communicate with parents concerning the attendance of their children;
- Keep records of investigation;
- Make home visits when necessary.



Subject: POLICY

Policy: 1410

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- The Board of Education shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. The Superintendent shall act as an advisor to the Board in the adoption and approval of written Board policies. The Board shall seek input from the staff and community where appropriate. These guides for discretionary action shall constitute the policies governing the operation of the School System.
- The formulation and adoption of these written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the School System. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board of Education shall exercise its control over the operation of the School System.
- The adoption of a written policy shall occur only after the proposal has been moved, discussed and voted on affirmatively at two separate meetings of the Board of Education (i.e., the "first reading" and the "second reading"). The policy draft may be amended at the second meeting. By a majority vote, the Board may waive the "second reading" and complete the adoption of the proposed policy at its "first reading."
- The formal adoption of written Board policy shall be recorded in the official minutes of the Board. Such written Board policy shall govern the conduct and affairs of the District and shall be binding upon the members of the educational community in the District.
- It shall be the Board's responsibility to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision.
- The Superintendent is given the continuing commission of calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision.

**Subject: EXECUTION OF POLICY: ADMINISTRATIVE REGULATIONS****Policy: 1420**

Page 1 of 1

- 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.

**Subject: REGULAR BOARD MEETINGS****Policy: 1510**

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- All Board of Education meetings must be open to the public except those portions of the meetings which qualify as executive sessions. A "meeting" is defined as an official convening of a public body for the purpose of conducting public business and a "public body" is defined as an entity of two (2) or more persons which requires a quorum to conduct public business, including committees and subcommittees.

- Whenever such a meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon, as is practicable in accordance with law.

- Regular meetings of the Board of Education of DeRuyter Central School District shall take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified at subsequent meetings of the Board.

- It is the responsibility of the Superintendent to prepare the agenda and review it with the Board President for each meeting of the Board. The agenda for each meeting shall be prepared during the week prior to the meeting. The agenda shall be distributed to Board members no later than the Tuesday before such regular meeting. Whenever the President or other members of the Board wish to bring a matter to the attention of the Board, such request should be made to the Superintendent so that the same can be placed on the agenda. Whenever individuals or groups wish to bring a matter to the attention of the Board, such request shall be addressed to the Superintendent. The Superintendent shall present such matter to the Board.

- The District Clerk shall notify the members of the Board of Education in advance of each regular meeting. Such notice, in writing, shall include an agenda and the time of the meeting.

- In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting, and shall direct the Clerk to notify all members.

- Any meeting of the Board may be adjourned to a given future date and hour if voted by a majority of the Board present.

- The Superintendent and members of his/her staff at the Superintendent's discretion shall attend all meetings of the Board. The Superintendent 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.

**Subject: SPECIAL MEETINGS OF THE BOARD OF EDUCATION****Policy: 1520**

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- Special meetings of the Board shall be held on call by any member of the Board. A reasonable and good faith effort shall be made by the Superintendent or the Board President, as the case may be, to give every member of the Board twenty-four hours' notice of the time, place and purpose of the meeting. All special meetings shall be held at a regular meeting place of the Board.
- In an emergency, the twenty-four hour notice may be waived by having each Board member sign a waiver-of-notice form.
- Public notice of the time and place shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior to the meeting.

**Subject: ANNUAL DISTRICT MEETING AND ELECTION/BUDGET VOTE****Policy: 1610**

Page 1 of 1

- Pursuant to law, the Annual District Meeting and Election/Budget Vote for the School District will be held on the third Tuesday in May. At this time, the District's registered voters will elect members of the Board of Education and will also vote on the District Budget for the upcoming school year. However, in the event that the third Tuesday in May conflicts with a religious holiday, the School Board may petition the Commissioner of Education to obtain permission to hold the Annual Meeting and Election/Budget Vote on the second Tuesday in May. Such request from the Board of Education must be certified and received by the Commissioner no later than March 1st.
- The District Clerk shall give notice of the time and place of holding the Annual Meeting and Election/Budget Vote by publishing such notice four (4) times within seven (7) weeks preceding the meeting. The first publication of the notice must be at least forty-five (45) days prior to the meeting. Such notice must appear in two, if there are two, newspapers which have a general circulation within the District, or one newspaper, if there is one newspaper with a general circulation within the District. The notice shall also contain such other information as required by law.
- Copies of the proposed annual operating budget for the succeeding year to be voted upon at the Annual Meeting and Election shall be available to District residents, on request, in each District school building during certain designated hours on each day other than a Saturday, Sunday or holiday during the fourteen (14) days preceding such Annual Meeting. The availability of this budget information shall be included in a legal notice of the Annual Meeting; and such copies of the proposed budget will also be available to District residents at the time of the Annual Meeting and Election.

Annual Meeting (Election and Budget Vote)Education Law Sections 1804(4), 1906(1),
2002(1), 2017(5) and (6), 2022(1), and 2601-a(2)**Notice**Education Law Sections 1608(2), 1716(2),
2003(1), 2004(1), and 2601-a(2)NOTE: Refer also to Policy #5160 -- [Absentee Ballots](#).

**Subject: BUSINESS OF THE ANNUAL DISTRICT ELECTION****Policy: 1611**

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- The Board of Education will appoint at a regular or special meeting prior to the Annual Meeting a qualified voter as permanent chairperson.

- The permanent chairperson will call the meeting to order and proceed to the following order of business:
 - Appointment of District Clerk as Clerk of the Meeting and Assistant Clerks;
 - Designation of Tellers and/or Inspectors of Election as previously appointed by the Board;
 - Reading of notice of call of the meeting by the Clerk;
 - New Business;
 - Presentation of the budget;
 - Questions and Comments;
 - Adjournment – Recess to vote the following day from 12:00 p.m.- 9:00 p.m.

- District Clerk re-opens the meeting at 12:00 p.m. the following day to open the polls. Polls close at 9:00 p.m. After the vote tally, the Board receives and accepts the vote.



Subject: ANNUAL ORGANIZATIONAL MEETING

Policy: 1620

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- The Annual Organizational Meeting of the Board of Education shall be held on the first Tuesday in July of each year, unless that day is a legal holiday, in which event it shall be held on the first Wednesday in July.
- The Board may pass a resolution, however, to hold its Annual Organizational Meeting at any time during the first fifteen (15) days of July.

Education Law Section 1707

**Subject: MINUTES****Policy: 1720**

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- The minutes are a legal record of the activities of the School Board as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings shall be kept by the Clerk or, in his/her absence, by the Superintendent or his/her designee. The minutes shall be complete and accurate and stored in a minutes file. However, minutes of executive sessions need not include any matter which is not required to be made public by the Freedom of Information Law.

- The minutes of each meeting of the Board of Education shall state:
 - The type of meeting;
 - The date, time of convening, and adjournment;
 - Board members present and absent;
 - Board members' arrival and departure time, if different from opening or adjournment times;
 - All action taken by the Board, with evidence of those voting in the affirmative and the negative, and those abstaining;
 - The nature of events that transpire, in general terms of reference.

- Communications and other documents that are too long and bulky to be included in the minutes shall be referred to in the minutes and shall be filed in the District Office.

- All Board minutes shall be signed by the District Clerk when approved and stored in a locked room or locked file cabinet. Unless otherwise provided by law, minutes shall be available to the public within two (2) weeks following the date of a meeting; draft copies, so marked, are acceptable, subject to correction. Minutes of executive sessions shall be available to the public within one (1) week of the date of the executive session.

**Subject: EXECUTIVE SESSION****Policy: 1730**

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- 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 a 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.
 - Matters that will imperil the public safety if disclosed;
 - Any matter that may disclose the identity of a law enforcement agent or informer;
 - Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed;
 - Discussions regarding proposed, pending or current litigation;
 - Collective negotiations pursuant to Article 14 of the Civil Service Law;
 - 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;
 - Preparation, grading or administration of examinations;
 - 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.