

BOARD OF EDUCATION MEETINGS - TYPES, AGENDAS, PROCEDURES AND MINUTES

TYPES OF MEETINGS

I. ANNUAL ORGANIZATION MEETING

Time and Place of Meeting

The Annual Organization meeting of the Board of Education shall be held on the first Tuesday in July of each year (unless it is a legal holiday in which event it shall be held on the first Wednesday in July) except in any year in which the Board of Education, in order to assure maximum attendance by the trustees, by resolution determines to hold said Organization Meeting on another date during the first fifteen (15) days of July.

Oath of Office

The Oath of Office shall be administered to the new members of the Board of Education by the District Clerk immediately after the meeting is called to order.

Call to Order

The meeting shall be called to order by the immediate past president. In the absence of this person, the immediate past vice-president shall call the meeting to order and in the absence of both of the above, counsel for the School District shall call the meeting to order,

This person shall chair the meeting until a president is elected. The newly elected president shall then take the chair and conduct the remainder of the meeting.

The Board of Education shall include the following items required or implied by state law and/or regulation:

1. Administration of Oath: The District Clerk shall administer the oath of office to newly elected Board members. Such oath shall conform to Article XIII-1 of the Public Officers Law. The Clerk shall countersign the oath. No new Board members shall be permitted to vote until he/she has taken, the oath of office.

2. Election of Officers: The Board shall elect a president and vice-president for the ensuing year, and administer the oath of office to them. A majority of all members of the Board shall be necessary for a valid election.

3. Appointment of Officers The Board shall appoint and administer the oath of office to the following officials:

District Treasurer
Clerk of the Board
Internal Claims Auditor

4. Other Appointments The Board shall appoint and establish the stipend (if any) for the following positions:

School Physician
District Auditor
School Dentist
Insurance Consultant
School Attorney
Records Access Officer
Asbestos Designee
Records Management Officer
Attendance Officer
Central Treasurer - Extra-classroom Activity Account
Dignity Act Coordinator
EEO/Sexual Harassment Compliance Officer

5. Designations: The Board shall designate:

Official depositories for District funds
Official district newspapers

6. Authorizations:

I The Board shall authorize:

- a. a person to certify payrolls
- b. a school purchasing agent
- c. attendance at conferences, conventions, workshops, etc. with designated expenses
- d. establishment of petty cash funds (and the amount of such funds)
- e. a person(s) to authorize signatures on checks
- f. the Superintendent of Schools to approve budget transfers

The Board shall establish:

- a. a rate for mileage reimbursement
- b. any other items it deems appropriate to enhance district operations

II. REGULAR MEETINGS

Regular meetings 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. During July and August, regular meetings shall be scheduled as necessary for the conduct of School District **affairs**.

III. SPECIAL MEETINGS

Special Meetings of the Board of Education are meetings with a limited agenda. Some Special Meetings may be scheduled long in advance, while others may need to be convened at short notice. Special meetings of the Board of Education may be called by the Board of Education President or upon the request of the Superintendent of Schools when the issue to be discussed cannot await discussion at the next regularly scheduled meeting of the Board of Education. The Board of Education will endeavor to hold the special meeting as soon as practicable. The business to be transacted shall be clearly stated in the call for the meeting and no other business shall be considered unless all members of the Board of Education are present and agree.

IV. PUBLIC HEARINGS

Public Hearings will occasionally be scheduled for receiving community input regarding an issue under consideration by the Board of Education. No action will be taken at a Public Hearing, although action could be taken at a Regular or Special Meeting, convened immediately following the Public Hearing.

V. OPEN MEETINGS LAW

All meetings of the Board of Education shall be conducted pursuant to law. Meetings of the Board of Education shall be open to the public, except that the Board of Education may hold executive sessions in accordance with law. Only members of the Board of Education and invitees of the Board of Education will be present at executive sessions held by the Board of Education.

VI. MEETING NOTICES**BOARD OF EDUCATION MEMBERS**

Notice of the date, time, and place of every Board of Education Meeting shall be given to all Board of Education members by the District Clerk not less than twenty-four (24) hours before the meeting; but such notice may be waived by any member, either in writing or by his/her attendance at the meeting.

THE COMMUNITY

All meeting notices shall be developed by the District Clerk, and distributed by the District Clerk to the Principal, and to the Public Library with an accompanying request to post the notices in a public location. The District Clerk shall also send notices to the official School District newspaper and place a notice on the School District's website.

VII. QUORUM

Three (3) members shall constitute a quorum at any meeting of the Board of Education. If a quorum is not present within twenty (20) minutes after the time set for a meeting, the members then in attendance may adjourn, either without setting a date, or setting a date before the next scheduled meeting. If a date is set, then a Meeting Notice will be issued in accordance with this policy.

VIII DETERMINATION OF, AND PREPARATION OF, AGENDAS FOR MEETINGS

The "agenda" for a meeting is the list of items to be discussed at that meeting. The planning and development of the agenda for a Board of Education meeting is the responsibility of the Superintendent of Schools in consultation with the Board of Education President. The preparation of, and distribution of, the agenda is the responsibility of the District Clerk.

AGENDA FOR A REGULAR MEETING

The agenda for a Regular Meeting shall include routine business items upon which the Board of Education must act, items to keep the Board of Education advised of matters of broad School District-wide importance, and any other items that involve the legislative function of the School District.

Items of business may be suggested by Board of Education members, the District Clerk, the Superintendent of Schools and his/her staff: Items of business may not be suggested from the floor for discussion and/or action at that same meeting except at the discretion of the chairperson of the meeting, or a majority of the Board of Education.

The order of business at Regular Meetings shall be as follows, unless a change in the order shall be determined by the Board of Education President:

1. Call to Order
2. If necessary, the chair may entertain a motion to enter into executive session
3. Pledge of Allegiance
4. Student Recognition
5. Board Reports
6. Administration Reports
7. Reports from Community Organizations
8. School Reports
9. Community Input
10. Old Business
11. New Business
12. Policies
13. Adjournment

AGENDA FOR A SPECIAL MEETING

The agenda for a Special Meeting shall be determined at the time the meeting is decided upon and shall contain such items as then specified. The items on the agenda for a Special Meeting shall be listed in the Meeting Notice.

AGENDA FOR A PUBLIC HEARING

The agenda for a Public Hearing shall contain discussion only of those items identified at the time the meeting was decided upon. The items on the agenda for a Public Hearing shall be listed in the Meeting Notice.

IX. DISTRIBUTION OF THE MEETING AGENDAS

The agenda packet shall include these items:

A meeting notice announcing the date, time, and location of the meeting,

An agenda, listing the order of business of the meeting.

Background materials, when the Superintendent of Schools decides that clarification is necessary or desirable. (The initials of the Superintendent of Schools on the background materials shall signify that he/she has reviewed the material and concurs with the recommendations made.)

The agenda packet shall be transmitted to Board of Education members prior to the meeting unless otherwise agreed upon by the Superintendent of Schools and the Board of Education President. It is expected that each member of the Board of Education will be prepared by the meeting to discuss and

to act on each item on the agenda. If any Board of Education member has a question or requires additional information on any agenda item, the Superintendent of Schools should be advised before The meeting so that all desired information can be available by the meeting.

The agenda packet will be available on the School District's website for the public to view before the meeting.

X. PROCEDURES AND VOTING AT MEETINGS

GENERAL

Robert's Revised Rules of Order shall be the guide for the Board of Education in deciding questions of Parliamentary Procedure not expressly provided for.

VOTING AND MOTIONS AT BOARD MEETINGS

In all matters, whether procedural or substantive, a majority vote of three (3) votes shall be required to pass a motion.

Board of Education members are requested to vote "Yes" or "No" on all matters except in cases of conflict of interests.

A Board of Education member may request that a complex motion be subdivided, enabling him/her to vote "Yes" on some parts and "No" on others. An abstention will indicate conflict of interest, an ethical or moral dilemma unresolved by division of the questions or other reason personal to the Board of Education member abstaining. An abstention will count as a "No" vote in a tie-breaking situation, unless it is a conflict of interest situation where it will not be counted.

Ordinarily, voting shall be by hand vote, with the result to be determined by the President. At the discretion of the Board of Education President, or by request of any Board of Education member, a roll call vote shall be taken, the vote, of each member to be recorded in the minutes of the meeting. On a roll call vote, the Board of Education President shall vote.

XI. PUBLIC PARTICIPATION AND INPUT AT BOARD MEETINGS

The Board of Education, as a representative body of the School District, wishes to provide an avenue for citizens to express their interests and concerns for the schools. Accordingly, the Board of Education cordially invites the public to attend, and encourages the public to participate at, all public meetings.

GENERAL OVERVIEW

The Board of Education recognizes its responsibility to conduct the business of the School District in an orderly and efficient manner and will, therefore, require reasonable controls to regulate public presentations to the Board of Education. This section of the policy is developed to provide general guidelines for procedures at the meetings; however, the President of the Board of Education is ultimately responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the equitability of time for making particular points. The Board of Education as a whole shall have the final authority for deciding the appropriateness of all such rulings.

BRINGING NEW ISSUES TO THE BOARD OF EDUCATION

Occasionally, residents might wish to bring to the Board of Education an issue that is not under active consideration by the Board of Education. Because almost every issue brought by residents before the Board of Education will involve either School District operation or Board of Education policy, residents are asked to advise the Superintendent of Schools or his/her designee of their concerns and questions before coming to the Board of Education.

PERSONS ELIGIBLE TO SPEAK BEFORE THE BOARD OF EDUCATION

The following people are eligible to address the Board of Education, in accord with the rules established herein:

1. All residents of the School District, including students enrolled in School District schools
2. Any representative speaking for residents of the School District, provided they identify the individual or group they are speaking for;
3. Any person who has business involvement with the Board of Education;
4. Any other person, if authorized by a majority vote of the Board of Education.
5. **PROCEDURE FOR ADDRESSING THE BOARD OF EDUCATION** Being Recognized.
6. Any person wishing to speak during the Public Comment Periods of a Regular Meeting shall make a request to speak in accordance with the procedures established by the Board of Education, and shall wait to be recognized by the President of the Board of Education.
7. Identification. Upon being recognized by the President, the person wishing to speak shall identify him/herself and shall provide, as requested by the Board of Education President, any

information relating to his/her eligibility to address the Board of Education.

8. Time Limit. The normal time limit allotted for individual speakers shall be four (4) minutes. The Board of Education may, in its discretion, decrease or increase the time allotted for individual speakers.

9. CERTAIN REMARKS OUT OF ORDER

10. Charges and Complaints. No person shall present orally, or discuss at any Board of Education meeting, charges or complaints against individual employees, directly or indirectly.

11. PROCEDURE FOR HEARING SEVERAL SPEAKERS

12. When it is evident that several people may wish to speak on a topic, such as at a hearing, the Board of Education will use a card system to recognize speakers. With this system, persons asking to address the Board of Education shall write on a card provided by the District Clerk their name, address, affiliation and a brief statement of the point they wish to make or question they wish to ask. These cards shall be passed by the District Clerk to the President who shall call upon the persons in the order in which the cards were received.

XII. MINUTES

1. Minutes of all meetings of the Board of Education shall be recorded in accordance with the provisions of the Public Officers Law. The minutes of Board of Education meetings shall be as brief as possible and record all action taken by the Board of Education, including the votes of individual members if the decision is not unanimous. The Superintendent of Schools or his/her designee and Board of Education President shall review the final draft of the minutes to ensure that all necessary items have been included and that the draft is concise and fair.
2. The format and style of the minutes shall follow the pattern of the agenda for the meeting. Each item of business shall be numbered for easy reference. Matters raised under Public Participation shall be recorded as follows:
 3. The name of the speaker
 4. The topic of the presentation or question
 5. The essence of the statement or question
6. The minutes shall be delivered to Board of Education members within fourteen (14) calendar days after the meeting, and shall be corrected as necessary and adopted by the Board of Education at the next Regular Meeting.

7. When minutes are prepared for Board of Education review, but not yet acted upon by the Board of Education, they shall be considered as "unofficial" minutes, and shall be so marked.
8. Unofficial minutes will be included as part of the agenda packet for the Regular Meeting at which they will be considered for adoption by the Board of Education.
9. After adoption, the minutes shall be maintained as official Board of Education records in accordance with law. In addition, official minutes shall be posted on the School District website. As official records of the Board of Education, the minutes shall reflect the dignity and professionalism of the Board of Education.
10. Cross Ref: Public Officers Law §100 et seq

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