

GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

Meeting: Regular
Date: April 8, 2019
Time: 6:30pm
Place: Board Room

A. CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE

*Board Action

***B. EXECUTIVE SESSION:** I move that the Board enter executive session for the purpose of collective negotiations with the teachers union, discussing a student's records which is a matter made confidential by federal law and financial history of medical services.

***C. PUBLIC ACCESS TO THE BOARD OF EDUCATION**

Thank you for coming. We appreciate your taking the time to attend our meeting and welcome your comments. If you would like to share your thoughts with the board, please state your name and address and please limit your comments to 3 minutes. This will keep the comment period to a reasonable length and still allow everyone who wishes an opportunity to speak. Please understand we will not respond to your comments or questions at this time, but if you would like a response please be sure to include your phone number or email address on the sign in sheet. Please turn cell phones off or to silent and no texting.

***D. APPROVAL OF AGENDA**

E. ACCEPTANCE OF MINUTES

- E.1. Minutes of the March 11, 2019 Regular Meeting
- E.2. Minutes of the March 12, 2018 Special Board Meeting
- E.3. Minutes of the March 18, 2019 Special Board Meeting
- E.4. Minutes of the March 19, 2019 Special Board Meeting
- E.5. Minutes of the March 21, 2019 Special Board Meeting

F. ACCEPTANCE OF TREASURER'S REPORT

G. CELEBRATION OF STUDENTS

H. ADMINISTRATORS' REPORTS

- H.1. Zoe Kolczynski:** Property Tax Report Card
- H.2. Erica Hasselstrom-**Regional Conference Day

***I. CONSENT AGENDA:**

I.1. Personnel Agenda: In an effort to expedite the business of the Board of Education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.

The following appointments are pending clearance of NYS fingerprinting requirements:

I.1.a. Substitute Bus Drivers: Be it resolved upon the recommendation of the Superintendent, the Board of Education of the Marcus Whitman Central School District does hereby approve **Randy Armitage, Kristin Burnett, and Donald Kinney** as Substitute Bus Drivers, effective April 8, 2019.

I.1.b. Substitute Cleaners: Be it resolved upon the recommendation of the Superintendent, the Board of Education of the Marcus Whitman Central School District does hereby approve **Jack Blankenberg, Catherine Goodman, Grant Kestler, Elizabeth Nemitz, Jacob Nemitz** as Substitute Cleaners, effective April 9, 2019.

I.1.c. Appoint Teacher Aide-Terri Ashley: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby grant **Terri Ashley** a full time probationary Civil Service appointment as a Teacher Aide, at an hourly rate per contract, effective February 25, 2019 with a probationary period from February 25, 2019 through February 25, 2020.

I.1.d. Appoint Teacher Aide-Brittany Haskins: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby grant **Brittany Haskins** a full time probationary Civil Service appointment as a Teacher Aide, at an hourly rate per contract, effective February 25, 2019 with a probationary period from February 25, 2019 through February 25, 2020.

I.1.e. Resignation-Linda Cripps: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby accept the resignation of **Linda Cripps**, as part-time clerk and bus monitor, effective June 30, 2019.

I.1.f. Appoint Special Education:

Be it resolved that upon the recommendation of the Superintendent the Board of Education of the Gorham-Middlesex Central School does hereby approve the following effective April 9, 2019:

Committee on Special Education and the Committee on 504

Chairperson **Erica Hasselstrom**

Committee on Pre-School Special Education

Chairperson **Erica Hasselstrom**

I.1.g. Appoint DASA Coordinator-Morgan Drake: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School does hereby appoint Morgan Drake as DASA Coordinator at Gorham Intermediate for the 2018-19 school year.

I.1.h. Approve Unpaid Leave of Absence Request-Dawn Goff: Be it resolved that upon the Board of Education of the Gorham-Middlesex Central School District does hereby approve the unpaid leave request from Dawn Goff, Bus Driver from May 22-May 29, 2019.

I.1.i. Amend Activity Advisors: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the following Activity Advisors for 2018-19 school year.

Activity Advisor	Name	Stipend
FFA	Mary Coolbaugh	\$1801.80
Horticulture Club	Mary Coolbaugh	\$477.75
FFA	Deanna Gentner	\$970.20
Horticulture Club	Deanna Gentner	\$257.25

I.1.j. Rescind Spring Coach Appointments: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby rescind the following appointments:

Team	Coach	Base	Longevity	Stipend
Modified A Baseball	Katie DiMity/Justin DiMity	\$ 3,084	\$ 0	\$ 3,084
Boys Modified A Lacrosse	Robert Hall/Matthew Hall	\$2,313	\$ 0	\$2,313

I.1.k. Amend Spring Coach Appointments: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby appoint the following people:

Team	Coach	Base	Longevity	Stipend
Modified A Baseball	Katie DeMity	\$ 3,084	\$ 0	\$ 3,084
Boys Modified A Lacrosse	Robert Hall	\$1,542	\$ 0	\$1,542
Boys Modified A Lacrosse	Matthew Hall	\$1,542	\$ 0	\$1,542
Girls Modified A Lacrosse	Megan Walters	\$3,084	\$50	\$3,184

I.1.i. Amend Mentor: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby appoint the following mentor for the 2018-19 school year:

Mentor	New Teacher	Year	Stipend
Alexandra Schenk	Rachel Skopinsky	1	\$600

I.1.m. Reasonable Assurance Letters: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby authorize the Superintendent and/or designee to send reasonable assurance letters regarding employment for the 2018-19 school year to the following groups:

- Substitute Teachers
- Substitute Food Service Workers
- Substitute Nurses
- Substitute Bus Drivers
- Substitute Bus Monitors
- Substitute Teacher Aides/Assistants
- Substitute Cleaners
- Substitute Clerical
- Tutors

I.2. Volunteers: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the submitted list of volunteers for the 2018-19 school year.

I.3. Field Trip: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby acknowledge the initial proposal of the Entrepreneurship Class Trip to New York City, NY on June 22-23, 2019.

I.4. Field Trip: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby acknowledge the final proposal of the Eighth Grade going to Washington, DC May 9-11, 2019.

I.5. Surplus: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby declare two volleyball stations, 2005 Chevrolet Impala #15 VIN-2G1WF52E159239903 Miles 161,269 and also the submitted list of surplus.

I.6. Resignation-Linda Wallace: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby accept the resignation of **Linda Wallace**, as Elementary Teacher, effective June 30, 2019.

I.7. Long Term Substitute Librarian-Amanda Lowden-Fleig: Be it resolved that the Board of Education of the Gorham-Middlesex Central School District, pursuant to section 3012 of the Education Law and in compliance with part 30-1.3 of the Rules of the Board of Regents, upon the recommendation of the Superintendent, does hereby appoint Amanda Lowden-Fleig, as a Long Term Substitute Librarian position effective March 20, 2019 at Step 1, of the current teacher contract.

I.8. Chairman and Chief Inspector-Lonnie Gunsalus: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby appoint **Lonnie Gunsalus** as Chairman and Chief Inspector of the Annual Meeting of the Voters to be held on May 21, 2019.

I.9. Annual Meeting Inspectors: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the following as volunteer inspectors for the Annual Meeting on May 21, 2019:

Sue Cooper	Betty Santee
Sharon Gage	Gail Burr
Carol Jensen	Beth Tomion
Margaret Murphy	Linda Turner
	Susan Wolfe

I.10. Approve Property Tax Report Card: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the annual Property Tax Report Card.

I.11. Annual Meeting: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham Middlesex Central School District does hereby set the Annual Meeting to be on May 21, 2019 in High School gym, with the following proposition to be submitted to the voters:

Proposition 1: RESOLVED that the proposed budget of expenditures of the Gorham- Middlesex Central School District for the 2019-2020 school year in the amount of \$32,370,000, and for the purposes shown in the statement of estimated expenditures adopted by the Board of Education, be and the same hereby is approved and the amount thereof shall be raised by a levy of a tax upon the taxable property of the school district, after first deducting the monies available from State Aid and other sources as provided by law.

Proposition 2: Be it resolved, to authorize the purchase of motor vehicles for use in the transportation program of the District, including two 70 passenger school buses, one 57 passenger school bus, at a maximum estimated cost of \$369,500 expend therefore and aggregate sum not to exceed \$369,500 and be it further RESOLVED, that the sum of \$369,500

being the aggregate of the aforesaid maximum estimated amounts, or so much thereof as may be necessary, shall be appropriated from the existing School Bus Replacement Capital Reserve Fund, the unassigned fund balance or raised by the levy of a tax upon the taxable property in the District and collected in annual installments as provided in Section 416 of the Education Law, and in anticipation of such tax, obligations of the District shall be issued; and be it further RESOLVED that the District shall be authorized to enter into one or more purchase contracts on terms satisfactory to the Board of Education, with respect to one or more of the vehicles hereby authorized to be acquired.

Proposition 3: Shall the Board of Education of the Gorham-Middlesex Central School District be authorized to levy a tax in the amount of \$52,000 for the Gorham Free Library, \$7,397 for Town of Middlesex Library and \$5,174 for the Village of Rushville Library as an annual appropriations the authorized amounts for the support and operation of the libraries.

I.12. Application of Herbicide: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby authorize the emergency application of Broadleaf Herbicide, by June 30, 2019, to maintain the quality of turf.

I.13. Pay Dates: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does approve the submitted list of pay dates for the 2019-2020 school year.

I.14. Four County School Boards Association CoSer (Cooperative Service) of Wayne-Finger Lakes BOCES: It is the intention of the Four County School Boards Association to enter into a Cooperative Service Agreement with Wayne-Finger Lakes BOCES for ongoing educational requirements and associated benefits of the member districts of Wayne-Finger Lakes BOCES. Net fee for District is \$5,845.

I.15. Approve Amended Policies: Be it resolved that upon the recommendation of the Policy Committee the Board of Education of the Gorham-Middlesex Central School District does hereby approve the first reading and waive the second reading of the following amended Policies:

- 2000 Board Goals
- 2100 School Board Legal Status
- 2120 School Board Elections
 - 2120.1 Candidates and Campaigning
 - 2120.2 Voting Procedures
- 2121 Board Member Qualifications
- 2150 Filling Board Vacancies
- 2160 School District Officer and Employee Code of Ethics
- 2210 Board Organizational Meeting
- 2230 Appointed Board Officials
- 2260 Citizens Advisory Committees

2270 School Attorney
2310 Regular Meetings
2330 Executive Sessions
2340 Notice of Meetings
2342 Agenda Preparation and Dissemination
2350 Board Meeting Procedures
2351 Quorum
2352 Rules of Order
2410 Policy Development Adoption Implementation and Review
2510 New Board Member Orientation
2520 Board member Training
2521 School Board Conferences Conventions Workshops
3000 Goals and Objectives for Administration
3100 Superintendent of Schools
3120 Duties of Superintendent
3230 Organizational Chart
5420 Requests for Religious Exemption from Immunization

I.16. CSE & CPSE Recommendations: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the CSE/CPSE recommendations as submitted and filed in the minute file.

J. Appoint Superintendent-_____: **Be it resolved** that the Board of Education of the Gorham-Middlesex Central District does hereby appoint _____ as Superintendent, effective July 1, 2019; subject to successful contract negotiations.

K. PUBLIC ACCESS TO THE BOARD

L. BOARD MEMBER ITEMS:

1. Buildings and Grounds 3/28 Minutes
2. Important Dates:
 - April 11 Special Board Meeting
 - April 12 Tour Finger Lakes Tech and Career Center
 - April 22 Board Petitions due by 5pm
 - April 24 Wednesday Special Board meeting 7:30am
(BOCES budget and BOCES Board members)-who is attending?
 - May 13 Public Hearing/Regular Board Meeting
 - May 21 Tuesday Budget Vote and Board Elections

***M. EXECUTIVE SESSION, If needed**

N. ADJOURN MEETING

**GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING**

March 11, 2019

Board Room immediately following 6pm Budget workshop.

Board Members Present: Sheila Brown, President, Cindy Hall-Vice-President, Jeff Allen, Mike Bentley, Sue Campbell, Cory Clark, Sue Craugh and Phyllis Frantel

Absent: Keri Link

Administrators Present: Jeramy Clingerman, Sharene Benedict, Bonnie Cazer, Clayton Cole, Dan Blankenberg, Erica Hasselstrom, Gil Jackson, Zoe Kolczynski, Paul Lahue, Cheryl MacDonald, Eric Pasho, Lee Ann Shipman, Jenn Taft and Susan Wissick

Sheila Brown called the meeting to order at 6:24pm.

EXECUTIVE SESSION: Motion by Jeff Allen, seconded by Cory Clark at 6:36pm for the Board to enter executive session to discuss the employment history of a particular person.

Yes 8 No 0 (Absent Keri Link) MC

Meeting reconvened at 6:58pm.

PUBLIC ACCESS TO THE BOARD OF EDUCATION

Mabel Deal, Stanley: Mrs. Deal wished everyone a Happy St. Patrick's Day. The musical was excellent. The musical was well attended and students/staff worked very hard.

Allison Sachelli, Middlesex: Mrs. Sachelli expressed concerns about disciplining students. Her feelings are if the student participates in certain extracurricular activities the discipline is different. When students don't follow the code of conduct they shouldn't be allowed to be a lead in the musical.

Mrs. Sachelli also let the Board know she couldn't find the athletic code of conduct or the extracurricular code of conduct on the school website. Swim team had many accomplishments and wanted to celebrate changing the record board and was notified as she was walking into the building it was cancelled.

Mrs. Sachelli will be coming another time to talk about an illegal suspension of her son.

Lucian Sachelli, Rushville, NY: Mr. Sachelli agreed with everything Mrs. Sachelli said. He doesn't feel it's equal for all the athletes. Some students do things even worse and nothing happens. The swim team is losing swimmers and doesn't seem fair to the swim team.

Catrina Oswald, Penn Yan: Mrs. Oswald appreciates everything the Board has done. She agrees with Allison. From extracurricular code of conduct back to school code of conduct there are regulations about alcohol, conduct upholding the values of pride. Every student signs the agreement and is binding. Students are treated differently, students should be treated with respect and dignity they deserve. They should have an environment that is safe. People should be treated fairly and not a favorite because of the sport they are in. Student should be disciplined not punished. Some instances it feels like let this student go they are all good kids. They just messed up. There should be a level of expectation. When her son was a senior the swim team missed out on getting a sectional title because of how a swimmer was disciplined.

Motion by Cory Clark seconded by Sue Craugh to approve the agenda.

APPROVAL OF AGENDA

Yes 8 No 0 (Absent Keri Link) MC

ACCEPTANCE OF MINUTES

The Board accepted the minutes of the February 11, 2019 Regular Meeting as submitted.
The Board accepted the minutes of the February 25, 2019 Special Meeting as submitted.

ACCEPTANCE OF TREASURER'S REPORT

The Board accepted the treasurer's report as submitted.

ADMINISTRATORS' REPORTS

Jeremy Clingerman: Mr. Clingerman presented to the Board about ESSA. There are four categories of the plan. If the District is not meeting benchmarks a plan will need to be submitted. NYSED is gathering data over a two year period of time and how students are performing. NYSED will use multiple measures of success to identify schools beginning with 2017-18 school year results. Currently we are in good standing.

Mr. Clingerman shared about changing the structure of the Administration team. He was looking at combining titles and rolls into one then creating a new position. He has decided to stay with the current model. Principals will be taking on more with multi-tiered system of supports for students (MTSS). Need to have all the buildings aligned so everyone is consistent.

Mr. Clingerman presented to the Board about 1:1 Technology Initiative. Using the smart bond funds every student will have a device. Teaching students to use technology as a learning tool, appropriately and collaboratively. Students in grades 6-12 will be able to use the Chromebooks in school and at home. Students K-5 will have Chromebooks in their classrooms. There might be a transition period for 5th grade students showing responsibility, care with device they may be able to start taking them home. The committee is working on finishing the handbook.

Some questions: What happens if a student loses a Chromebook? Committee is looking at different ways to track, look at each situation was it intentional, truly a mistake, out of the student's control. Mrs. Lehman is talking with other schools, so far expenses have been lower than expected.

Motion by Cory Clark seconded by Phyllis Frantel to approve the consent agenda.

CONSENT AGENDA:

Personnel Agenda: In an effort to expedite the business of the Board of Education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.

The following appointments are pending clearance of NYS fingerprinting requirements:

Substitute Teacher: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Marcus Whitman Central School District does hereby appoint **Thomas Kenney and Sarah Williams** as Substitute Teacher for the 2018-19 school year.

Substitute Teaching Assistant: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Marcus Whitman Central School District does hereby appoint **Thomas Kenney and Sarah Williams** as Substitute Teaching Assistant for the 2018-19 school year.

Appoint Bus Driver-Melissa Radder: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby appoint **Melissa Radder** to a probationary Civil Service Position as a Bus Driver, effective March 11, 2019, with a probationary period starting March 11, 2019 through March 11, 2019, at the starting hourly rate per the Bus Drivers' Association Contract.

Amend Mentor: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby appoint Kate Burley as Mentor for Angela Bates at a stipend of \$300.

Mentors: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby appoint the following mentors for the 2018-19 school year:

Mentor	New Teacher	Year	Stipend
Jason Green	Holly Parish	1	\$300/half comp day
Beth Mineo	Deanna Gentner	1	\$600/comp day (prorated)

Paul Lahue	Eric Pasho	1	\$600 prorated
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Amend REACH Appointments: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby make the following appointments for the 2018-19:

Position	Name	Stipend
McKinney Vento Tutor	Wendy Kierst	\$36.77per hour

Tutor: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby appoint **Rebecca Rulison** as a Tutor for the 2018-19 school year.

Amend Spring Coach Appointments: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby appoint the following people:

Team	Coach	Base	Longevity	Stipend
Modified A Baseball	Katie DiMitry/Justin DiMitry	\$ 3,084	\$ 0	\$ 3,084
Boys Modified Lacrosse	Robert Hall/Matthew Hall	\$2,313	\$ 0	\$2,313

College Student Placement: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the following for the 2019 Spring semester:

Keuka College

Kaitlin Bordwell

Student Teacher

Meredith Freida

Duration: March 18, 2019 through May 10, 2019

Volunteers: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the submitted list of volunteers for the 2018-19 school year.

Resignation: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby accept the resignation for purposes of retirement of **Dr. Susan Wissick**, effective August 14, 2019.

Amend Long Term Substitute 1.0 FTE Art Teacher-Nicole Barber: Be it resolved that the Board of Education of the Gorham-Middlesex Central School District, pursuant to section 3012 of the Education Law and in compliance with part 30-1.3 of the Rules of the Board of Regents, upon the recommendation of the Superintendent, does hereby appoint **Nicole Barber** as a 1.0 FTE long term substitute Art Teacher position beginning November 5, 2018 through June 30, 2019, at Step 3, of the current teacher contract.

Tenure Approval Andrea Bush: In compliance with the provisions of 3012 of the education Law and part 30.3 of the rules of the Board of Regents, and upon the recommendation of the Superintendent, **Andrea Bush**, a probationary teacher appointed September 1, 2016, be appointed to tenure to the position of teacher in the Foreign Language tenure area. It having been shown that **Andrea Bush**, holds a valid New York State Professional Certification in Spanish 7-12 to teach in the aforesaid tenure area; and it further having been shown that the probationary period of **Andrea Bush** to teach in the district expires on March 22, 2019; the Board of Education of the Gorham-Middlesex Central School District does hereby grant tenure to and appoint to tenure **Andrea Bush** effective March 22, 2019 to the position of Foreign Language teacher.

Notice of Public Hearing and Call of the Annual Meeting of the Voters:

Section 1: The Annual Meeting of the Voters of the Gorham-Middlesex Central School District, Rushville, New York, shall be conducted in HS gym of the Marcus Whitman High School, located at 4100 Baldwin Road, Rushville, New York, in said school district, on the 21 day of May, 2019, for the purpose of voting, by voting machine, upon the proposition hereinafter set forth. Polls for the purpose of voting shall be kept open between the hours of noon and 8 pm local time.

Section 2: The public hearing on the proposed budget will occur on May 13, 2019 at 6:00pm in the Board Room in Room 446 in said district.

Section 3: That the notice of said public hearing and annual school election, including the propositions to be voted upon, shall be in substantially the following form, To Wit:

GORHAM-MIDDLESEX CENTRAL SCHOOL

NOTICE OF ANNUAL MEETING

NOTICE IS HEREBY GIVEN that a Public Hearing of qualified voters of the Gorham-Middlesex Central School District will be held in the High School Board Room, 4100 Baldwin Road, Rushville, New York, on Monday, May 13, 2019 at 6:00 pm for the purpose of presenting the school budget as adopted by the Board of Education for the fiscal year July 1, 2019 through June 30, 2020 and for the transaction of such other business as is authorized by law.

NOTICE IS ALSO GIVEN that the Annual Meeting and School District Vote will be held on Tuesday, May 21, 2019, from Noon to 8:00 pm in the gym at the High School, 4100 Baldwin Road, Rushville, New York at which time the polls will be opened to vote to adopt the school budget for the fiscal year July 1, 2019 through June 30, 2020, for the purpose of approving any propositions, and to authorize the required portion to be raised by taxation on the taxable property of the District; for the election of four members to the Board of Education, and for the transaction of such other business as is authorized by law.

NOTICE IS ALSO GIVEN that a copy of the statement of the estimated amount of money which will be required for the ensuing 2019-2020 school year for school purposes, and the annual property exemption report, may be obtained by any taxpayer of the District during the fourteen (14) days immediately preceding the annual budget vote, except Saturday, Sunday or a Holiday, at each school building in said District, or at the District Office, between the hours of 8:00 a.m. and 4:00 p.m.

NOTICE IS ALSO GIVEN that petitions nominating candidates for the office of member of the Board of Education should be filed in the office of the Clerk of the Board between 8:00 am and 4:00 pm, no later than Monday, April 22, 2019 at 5 pm. Each petition shall be directed to the Clerk of the Board, be signed by at least twenty-five (25) qualified voters of the district, and state the name and residence of each candidate. Petition forms may be obtained from the Clerk of the Board in the District Office.

Three seats for the Board of Education for three-year terms, beginning July 1, 2019 and ending June 30, 2022 will be filled; these seats are currently occupied by Suzanne Craugh, Keri Link and Mike Bentley.

NOTICE IS ALSO GIVEN that applications for absentee ballots may be obtained at the Office of the Clerk of the Board between 8:00 am and 4:00 pm, Monday - Friday, except holidays. The District Clerk must receive completed applications at least seven (7) days before the election if the ballot is to be mailed to the voter, or the day before the election, if the ballot is to be delivered personally to the voter. The District Clerk must receive absentee ballots no later than 5:00 pm on Tuesday, May 21, 2019. A list of all persons to whom absentee ballots have been issued will be available in the Office of the Clerk of the Board between the hours of 8:00 am and 4:00 pm on May 1-21, 2019.

NOTICE IS ALSO GIVEN, that voting on the budget shall consist of voting, by machine, on the election of Board of Education Members, and on the following propositions, and on such other propositions as are authorized by law and the rules of this Board to be voted on at said time:

PROPOSITION NO. 1 – 2019-2020 Budget

PROPOSITION NO. 2 – Buses

PROPOSITION NO. 3- Library Funding

By order of the Board of Education

of the Gorham-Middlesex Central School District

Rushville, NY

Sharene Benedict

District Clerk

Section 4: That the school district clerk be, and here by is, authorized and directed to cause such notice of the public hearing and special meeting to be given in substantially the form hereinbefore prescribed by publishing the same four (4) times within the seven (7) weeks prior to the vote, the first publication to appear at least forty five (45) days before the event, and by giving such other notice as, in her discretion, may be deemed advisable.

Section 5: This resolution shall take effect immediately upon adoption.

2019-20 District Calendar: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby adopt the 2019-2020 School District Calendar as submitted.

Accept Lease: Be it resolved that the Board of Education of the Gorham-Middlesex Central School District, Ontario County, New York, pursuant to the Education Law accept the proposal for the use of acreage south and west of Baldwin Road north of Route 245 and acreage south of Baldwin Road and east of Middle Road for a two year agricultural use lease from Todd Gruschow.

Accept Budget Transfers: Be it resolved that upon the recommendation of the Audit Committee, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the submitted list of budget transfers.

CSE & CPSE Recommendations: Be it resolved that upon the recommendation of the Superintendent, the Board of Education of the Gorham-Middlesex Central School District does hereby approve the CSE/CPSE recommendations as submitted and filed in the minute file.
Yes 8 No 0 (Absent Keri Link) MC

Mr. Clingerman thanked Dr. Wissick for her years of service.

PUBLIC ACCESS TO THE BOARD

Bob Lehman, Stanley: Mr. Lehman wished Cheryl and Susan a happy retirement. Mr. Lehman referred to earlier public comment that life is not fair there is no such thing as equal punishments. Keep doing what's best for the situation at hand.

BOARD MEMBER ITEMS:

1. Safety Committee Minutes
2. Audit Committee Minutes
3. Budget Workshops-*This depends when state numbers come in*
 - April 2 5pm (tentative budget workshop)
 - April 8 6pm (tentative budget workshop)
 - April 11 special meeting/possibly approve budget
 - April 22 special meeting possibly approve budget (last day to approve)
4. Nominations for BOCES Board due March 25-There were none.
5. Important Dates:
 - March 12 special meeting (Superintendent Applications)

March 15 Regional Conference Day at Canandaigua Schools
March 18, 19, 21 special meeting (Superintendent Interviews)
April 1, 2, 4 special meeting (Superintendent Finalist interviews)
April 8 Regular Meeting
April 11 Special Board Meeting
April 22 Board Petitions due by 5pm
April 24 Wednesday Special Board meeting 7:30am
(BOCES budget and BOCES Board members)

Break 8:06pm

EXECUTIVE SESSION: Motion by Jeff Allen, seconded by Phyllis Frantel at 8:15pm for the Board to enter executive session for the purpose of discussing the employment history of a particular person.

Yes 8 No 0 (Absent Keri Link) MC

Meeting reconvened at 10:13pm.

Motion by Jeff Allen, seconded by Cory Clark to adjourn the meeting at 10:22pm.

Respectfully Submitted,

Sharene Benedict
District Clerk

GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING

March 12, 2019
Board Room 6pm

Board Members Present: Sheila Brown, President, Cindy Hall-Vice-President, Jeff Allen, Mike Bentley, Sue Campbell, Cory Clark, Sue Craugh, Phyllis Frantel and Keri Link

Present: Mike Ford, Search Consultant

Sheila Brown called the meeting to order at 6:04pm.

EXECUTIVE SESSION: Motion by Mike Bentley, seconded by Keri Link at 6:04pm for the Board to enter executive session to review Superintendent applications.

Yes 9 No 0 MC

Motion by Jeff Allen, seconded by Phyllis Frantel to adjourn the meeting at 9:39pm.

Respectfully Submitted,

Sharene Benedict
District Clerk

GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING

March 18, 2019
Board Room 6pm

Board Members Present: Sheila Brown, President, Cindy Hall-Vice-President, Jeff Allen, Mike Bentley, Sue Campbell, Cory Clark, Sue Craugh, Phyllis Frantel and Keri Link

Present: Mike Ford, Search Consultant

Sheila Brown called the meeting to order at 6:04pm.

EXECUTIVE SESSION: Motion by Mike Bentley, seconded by Keri Link at 6:04pm for the Board to enter executive session to interview Superintendent Candidates.

Yes 9 No 0 MC

Motion by Jeff Allen, seconded by Phyllis Frantel to adjourn the meeting at 9:39pm.

Respectfully Submitted,

Sharene Benedict
District Clerk

GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING

March 19, 2019
Board Room 6pm

Board Members Present: Sheila Brown, President, Cindy Hall-Vice-President, Jeff Allen, Mike Bentley, Sue Campbell, Cory Clark, Sue Craugh, Phyllis Frantel and Keri Link

Present: Mike Ford, Search Consultant

Sheila Brown called the meeting to order at 5:00pm.

EXECUTIVE SESSION: Motion by Keri Link, seconded by Cory Clark at 5:00pm for the Board to enter executive session to interview Superintendent Candidates.

Yes 9 No 0 MC

Motion by Phyllis Frantel, seconded by Jeff Allen to adjourn the meeting at 10:05pm.

Respectfully Submitted,

Sharene Benedict
District Clerk

GORHAM-MIDDLESEX CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING

March 21, 2019
Board Room 5:45pm

Board Members Present: Sheila Brown, President, Cindy Hall-Vice-President, Jeff Allen, Mike Bentley, Sue Campbell, Cory Clark, Sue Craugh, Phyllis Frantel and Keri Link

Present: Mike Ford, Search Consultant

Sheila Brown called the meeting to order at 5:45pm.

EXECUTIVE SESSION: Motion by Mike Bentley, seconded by Keri Link at 6:04pm for the Board to enter executive session to interview Superintendent Candidates.
Yes 9 No 0 MC

Motion by Jeff Allen, seconded by Phyllis Frantel to adjourn the meeting at 9:39pm.

Respectfully Submitted,

Sharene Benedict
District Clerk

() Required

(X) Local

(X) Notice

BOARD OPERATIONAL GOALS

The Board of Education, as a legally constituted body of elected representatives, bears the responsibility of setting policy for the school district. The Board acts in accordance with authority and responsibility vested in it by federal and state laws, rules, and regulations on behalf of the district's citizens.

In order to ensure that its educational programs provide all students with a high-quality education, the Board hereby establishes as its goals:

1. **Children's interests come first.** The board will represent the needs and interests of all the children in our district.
2. **Listen courteously** to parents, community and staff members with questions and complaints, referring them to the appropriate member of the school staff according to policies and the District Community Chain for Contact (both can be located on the District website).
3. **Clearly state goals.** The board will adopt the superintendent's annual goals for themselves and the district.
4. **Utilize CEO input.** The superintendent is the chief executive officer and should make recommendations, proposals or suggestions on most matters that come before the board.
5. **Recognize** that authority to act rests with the entire board or a legally constituted quorum of the board and the business may be transacted only in official meetings. Refrain from making commitments to individuals or groups as an individual board member. The board will emphasize planning, policy-making, and communication rather than becoming involved in the management of the schools (governance). If a board member wants to add an item to the agenda they should contact the Board President or Superintendent prior to the board meeting.
6. **In Meetings:** Board members and/or Superintendent should not hear of issues or concerns from fellow Board members or the Superintendent for the first time in a public setting. We are a team and no individual should monopolize the conversation. Debate the issues, not one another. If someone isn't contributing, encourage them to participate in the discussion. Our behavior should model: candor, courage and character (especially respect).

New Policy

7. **Practice efficient decision-making.** Board meetings are for decision-making, action and votes, not endless discussion. We agree to move to the question when discussion is repetitive.
8. **Executive/closed sessions** will be held only for appropriate subjects. Executive sessions will be held only when specific needs arise. Board members will be extremely sensitive to the legal ramifications of their meetings and comments.
9. **Protocols will be reviewed annually.**

Adoption date:

This policy will replace 1120 Board of Education Members: Qualifications, Numbers and Terms of Office <http://policy.mwcsd.org/policies.cfm?pid=9107&searchwords=1120>
1110 School District and Board of Education Legal Status and Authority
<http://policy.mwcsd.org/policies.cfm?pid=9104&searchwords=1110>

2100

() Required
(X) Local
(X) Notice

SCHOOL BOARD LEGAL STATUS

The Board of Education is a nine-member Board elected by district residents. Each member of the Board serves for three years. The terms of office of Board members shall not all expire in the same year. Board members are responsible for school district management and policy-making.

The legal status of the Board is that of a corporate body established pursuant to the laws of New York State. Any liability of the district is a liability of the Board of Education as a corporation and not that of the members of the Board as individuals.

Members of the Board of Education have legal authority for the conduct of the district schools only when acting as a body in a properly convened session. Board members acting as individuals have no authority over personnel or school affairs.

The Board will not be bound in any way by any individual's statement or action unless the Board, through an adopted policy or by a majority vote of Board membership, has delegated this authority to the individual member.

The Board is entrusted with the responsibility of developing policies under which the district is managed. In addition, the Board has all the powers and duties stated in the Education Law and other applicable New York State law.

Complete and final authority on all district educational matters, except as restricted by law, will be vested in the Board.

Ref: Education Law §§1604; 1604-a; 1701; 1702; 1703; 1708; 1709; 1710
1804(1); 2101(2); 2105

Adoption date:

() Required
() Local
(X) Notice

SCHOOL BOARD ELECTIONS

The elections of members of the Board of Education shall be held on the third Tuesday in May, unless due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1st. The polls shall be open for those hours designated by the district. The following items shall be voted upon:

1. the annual budget,
2. any vacancies on the Board of Education, and
3. any special propositions that have been properly presented.

Candidates for office shall be nominated by a petition directed to the district clerk which is signed by at least twenty-five (25) qualified voters of the district or by two (2) percent of the number of voters in the previous annual election, whichever is greater.

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Electioneering includes the display or distribution of any banner, poster, placard, button, or flyer, on behalf of or in opposition to any candidate or issue to be voted upon.

Cross-ref: 1050, Annual Election and Budget Vote
1500, Public Use of School Facilities

Ref: Education Law §§2012; 2014; 2018; 2018-a; 2019-a; 2031; 2031-a; 2035
Appeal of Giuliano, 37 EDR 572 (1998)
Appeal of Fitzpatrick, 30 EDR 124 (1990)
Appeal of Heidbrink, 29 EDR 192 (1989)
Appeal of Gasparini, 23 EDR 25 (1983)

Adoption date:

- Required
- Local
- Notice

CANDIDATES AND CAMPAIGNING

Nominations

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, shall contain the signatures and addresses of at least 25 qualified voters of the district or two percent of the voters who voted in the previous election, whichever is greater, and shall state the name and residence of the candidate. Each petition shall be filed with the District Clerk not later than 30 days preceding the Annual Meeting and Election at which the candidates so nominated are to be elected.

The District Clerk will supervise the procedure used to establish the order of names on the ballot. The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve.

Reporting Expenditures

If a candidate's campaign expenditures exceed \$500, the candidate must file a sworn statement with both the district clerk and the commissioner of education itemizing their expenditures and contributions received. The statement must list the amounts of all money or other valuable things paid, given, expended or promised by the candidate, or incurred for or on the candidate's behalf with his or her approval.

A candidate who spends \$500 or less is only required to file a sworn statement with the district clerk indicated this to be the case. No other campaign expenditure statement is required.

An initial statement must be filed at least 30 days before the election, a second statement must be filed on or before the fifth (5th) day preceding the election and a final statement must be filed within 20 days after the election.

Electioneering

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Electioneering includes the display or distribution of any banner, poster, placard, button, or flyer, on behalf of or in opposition to any candidate or issue to be voted upon.

Cross-ref: 1050, Annual District Election and Budget Vote
6120, Budget Hearing

Ref: Education Law §§2018; 2031-a

Adoption date:

This policy will replace

1630 Legal Qualifications of Voters at School District Meetings

<http://policy.mwcsd.org/policies.cfm?pid=9132&searchwords=1630>

1631 Voting Machines <http://policy.mwcsd.org/policies.cfm?pid=9133&searchwords=1631>

2120.2

() Required

() Local

(X) Notice

VOTING PROCEDURES

Eligibility to Vote

A person shall be entitled to vote in any school district election and in all matters placed upon the official ballot, if such person is:

1. a citizen of the United States;
2. at least 18 years of age;
3. a resident within the school district for a period of 30 days next preceding the election at which such person desires to vote;
4. qualified to register or is registered to vote in accord with section 5-106 of the Election Law which excludes:
 - a) those convicted felons who have not been pardoned or had their rights of citizenship restored, those whose maximum sentence of imprisonment has not expired; and/or those who have not been discharged from parole;
 - b) persons adjudged mentally incompetent by a court

Challenges to voters believed unqualified to vote may be undertaken pursuant to Education Law provisions. Each annual or special election or meeting shall have a presiding chairman appointed by the Board. Such chairman shall have the responsibility of properly handling any challenges to the qualification of any voter.

Voting

Voting machines shall be used for recording the votes on all elections, budget votes, and votes on special propositions. The only exception to the use of voting machines shall be a situation where the machines are unavailable due to mechanical failure. If this should arise, paper ballots will be used.

Each voting machine shall have at least two election inspectors appointed by the Board in attendance during all voting hours. It shall be the duty of the District Clerk and assistant clerk or

This policy will replace

1630 Legal Qualifications of Voters at School District Meetings

<http://policy.mwcsd.org/policies.cfm?pid=9132&searchwords=1630>

1631 Voting Machines <http://policy.mwcsd.org/policies.cfm?pid=9133&searchwords=1631>

clerks to keep a poll list containing the name and legal residence of each person before such person is permitted to vote.

Entering a voting machine with another person is prohibited, except upon request from a voter, in which case an election inspector shall be allowed to enter the voting machine with that voter for the sole purpose of assisting that person in the actual manipulation of the voting machine.

Election inspectors shall not advise or induce such voter to vote on any proposition or candidate, and if the election inspector were to learn how the individual voted, the election inspector shall never reveal the vote(s) recorded to any other person at any time.

Write-in ballot slots are required. Ballots containing the names of nominated candidates will be provided by the Board. There will be as many write-in slots as there are vacancies at the time of election.

The writing in of a name in the blank space so provided, will sufficiently indicate a vote. The district cannot require a voter to place any other mark beside the name of a write-in candidate.

Absentee Ballots

The Board provides for the use of absentee ballots for voting. Such ballots shall be available for the election of members of the Board of Education, the adoption of the school district budget, and on questions and propositions submitted to the voters of the district. The application must be received by the District Clerk at least seven days prior to the election, if the ballot is to be mailed to the voter; or the application must be received by the day before the election, if the ballot is to be personally delivered. The application must be completed and returned, and the individual must verify therein that he/she meets all voting requirements, and explain the reason for his/her inability to appear in person to vote.

In particular, the individual must explain that he/she will be unable to appear to vote in person on the day of the school district election because:

1. he/she will be a patient in a hospital, or unable to appear personally at the polling place on such day because of illness or physical disability;
2. his/her duties, occupation, business, or studies will require him/her to be outside of the county or city of his/her residence on such day;
3. he/she will be on vacation outside the county or city of his/her residence on such day; or
4. he/she will be detained in jail awaiting action by a grand jury; awaiting trial; or is confined in prison after conviction for an offense other than a felony.

This policy will replace

1630 Legal Qualifications of Voters at School District Meetings

<http://policy.mwcsd.org/policies.cfm?pid=9132&searchwords=1630>

1631 Voting Machines <http://policy.mwcsd.org/policies.cfm?pid=9133&searchwords=1631>

The district shall request registration lists from the Board of Elections for those voters whose registration record has been marked “permanently disabled” and shall automatically mail absentee ballots to such voters in advance of each district vote or election.

Ref: Education Law §§2012; 2014; 2018; 2018-a; 2018-b; 2018-c; 2019;
2019-a; 2020; 2025; 2032(2)(e); 2035; 2037; 2603; 2607; 2610; 2613
Election Law §§3-224; 5-106; 5-612; 5-400
Matter of Rodriguez, 31 EDR 471 (1992)
Matter of Gresty, 31 EDR 90 (1991)
Matter of Ferro, 25 EDR 175 (1985)
Matter of Manno and Maloney, 23 EDR 172 (1983)
Matter of Yost, 21 EDR 140 (1981)
Matter of Alpert and Helmer, 20 EDR 281 (1980)
Matter of Reigler and Barton, 16 EDR 256 (1977)

Adoption date:

() Required
() Local
(X) Notice

BOARD MEMBER QUALIFICATIONS

The qualifications of a member of the Board of Education are that the individual:

1. must be able to read and write;
2. must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be an incompetent;
(Note: a convicted felon is barred from running for a seat on a board of education if his or her maximum prison sentence has not expired or if he or she has not been pardoned or discharged from parole)
3. must be and have been a resident of the school district for at least one year prior to election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the school district; and
7. may not simultaneously hold another incompatible public office.

Ref: Education Law §§2102; 2103; 2502(7)
Election Law §5-106(2)-(4), (6)
Rosentock v. Scaringe, 40 N.Y.2d 563 (1976)
Matter of Schoch, 21 EDR 300 (1981)

Adoption date:

1120 Board members, Qualifications Numbers and Terms of Office
<http://policy.mwcsd.org/policies.cfm?pid=9107&searchwords=1120>

Required

Local

Notice

FILLING BOARD VACANCIES

The Board of Education has the power to fill any vacancy, by a majority vote, which may occur on the Board by reason of death, resignation, removal from office or from the school district, or refusal to serve, of any member or officer of the Board. The person so appointed in the place of any such member of the Board shall hold his/her office until the next annual election of Board members. The unexpired term of the office will then be filled by election.

The Board shall have the power to call a special school district election for the purpose of filling the unexpired term of office of a member of the Board.

Ref: Education Law §§1709(17); 2113

Adoption date:

(X) Required

() Local

() Notice

SCHOOL DISTRICT OFFICER AND EMPLOYEE CODE OF ETHICS

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any Board member, officer or employee may call into question the integrity of the management or operation of the school district. The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of district officers and staff as educators and public employees in the community. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of district goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board members, district officers and employees under the provisions of the General Municipal Law. Therefore, every Board member, officer and employee of the district, whether paid or unpaid, shall adhere to the following code of ethics.

Statutory Conflicts of Interest

It is a conflict of interest for a Board member, officer or employee to benefit personally from contracts made in their official capacity.

· **“Contract”** is defined broadly to include any claim or demand against the district or account or agreement with the district, whether expressed or implied which exceeds the sum of \$750.00 in any fiscal year.

· An **“interest”** is defined as a direct or indirect benefit that runs to the employee as a result of a contract with the district.

No Board member, officer or employee shall have an **“interest”** (i.e., receive a direct or indirect benefit as the result of a contract with the district) in:

1. a firm, partnership or association in which he/she is a member or employee;
2. a corporation in which he/she is an officer, director or employee;
3. a corporation in which he/she, directly or indirectly, owns or controls 5% or more of the stock;
4. a contract between the district and his/her spouse, minor child or dependents, except for an employment contract between the school district, a spouse, minor child or dependent of a Board member authorized by §800(3) of the General Municipal Law or §3016 of the Education Law.

1. Gifts: A Board member, officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential information: A Board member, officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. This includes matters discussed in executive session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law.

3. Representation before the Board or District: A Board member, officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.

4. Disclosure of interest in matters before the Board: A Board member, officer or employee of the district, whether paid or unpaid, must publicly disclose the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.

5. Investments in conflict with official duties: A Board member, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties. Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law (see 2160-E.1).

6. Private employment: A Board member, officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

7. Future employment: A Board member, officer or employee shall not, after the termination of service or employment with the district, appear before the Board in relation to any action, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.

8. Involvement with Charitable Organizations: A Board member, officer or employee may be involved as a volunteer, officer or employee in a charitable organization which has a relationship with the district. If a Board member is a board member, officer or employee of the charitable organization the Board member must disclose such relationship in writing to the district, and the Board member must recuse himself or herself from any discussions or votes relating to the charitable organization which may come before the Board. When participating in the activities of the charitable organization, the Board member, officer or employee shall not disclose any confidential information learned in the course of his or her official duties or use such information to further personal interests. Additionally, the Board member, officer or employee shall not make representations on behalf of the district unless specifically authorized to do so by the Board.

Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the school district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the district's jurisdiction in a place conspicuous to the district's officers and employees.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Ref: General Municipal Law §§806-808
Opn. St. Comp. 2008-01
Application of the Board of Education, 57 EDR Dec. No. 17,147 (2017)
Application of Nett and Raby, 45 EDR 259 (2005)

Adoption date:

() Required
(X) Local
(X) Notice

BOARD ORGANIZATIONAL MEETING

The Board of Education recognizes its obligation to hold an annual organizational meeting. The purpose of the organizational meeting is to elect officers of the Board and make the proper appointments and designations of other district employees for the proper management of the school district during the school year.

The Board will hold its annual organizational meeting on the second Monday in July. If that day is a legal holiday, the Board will hold the meeting on the first Wednesday in July. The Board may alternately hold the meeting on a date during the first 15 days in July that is not a legal holiday. The Board will choose this date by resolution at a Board meeting before July.

The District Clerk shall call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include items required or implied by state law and/or regulation. The Board may also conduct general district business, including properly entering into executive session, if necessary, at the end of the meeting before adjourning.

I. Oath of Office

The **District Clerk** shall administer and countersign the oath of office to newly-elected Board members. The oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. No new Board member shall be permitted to vote until he/she has taken the oath of office.

II. Election of Board 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.

III. Appointment of District Officers

The Board shall appoint [the District Clerk and](#) will [thereafter](#) administer the oath of office to the following district officers:

District Treasurer

Deputy Treasurer

District Clerk
Claims Auditor

Tax Collector

IV. Appointment of Other Positions

The Board shall appoint and establish the stipend (if any) for the following positions
(include only those that are appropriate for the district):

School Physician	School Attorney
Census Enumerator	Attendance Officer
Purchasing Agent	Records Access Officer
Internal Auditor	Records Management Officer
External Auditor	Asbestos Designee
Parent Surrogates	Asbestos Designee
Title IX/Section 504 Hearing Officer(s)	
Treasurer(s) of Student Activity Account	
Committee on Special Education (CSE)	
Committee on Preschool Special Education (CPSE)	

V. Bonding of Personnel

The Board may bond the following personnel handling district funds:

District Clerk	School Attorney
Tax Collector	Claims Auditor
District Treasurer	Deputy Treasurer
Treasurer of Student Activity Account	

The Board may, in each instance, specify the amount of the bond it intends to obtain.
The Board may include any of the above officers in a blanket undertaking, pursuant to law and
Commissioner's Regulations, rather than bond individuals.

VI. Designations

The Board shall designate/approve:

Official depositories for district funds
Official district newspapers
The Law Enforcement Unit
The day and time of regular meetings
The rate for mileage reimbursement
The calendar for the upcoming school year
The prices for school meals

The Board shall also adopt the rotational list of impartial hearing officers for the district as provided by the State Education Department.

VII. Authorizations:

- a. of person to certify payrolls;
- b. of contracts for student services (such as health, cafeteria), and tuition contracts, when necessary;
- c. of attendance at conferences, conventions, workshops, etc., with designated expenses;
- d. to establish petty cash funds (and to set amount of such funds);
- e. to designate authorized signatures on checks;
- f. of Board and district memberships in professional organizations;
- g. to offer school district employee and officer indemnification under Public Officer's Law §18;
- h. of positions entitled to use district-owned cell phones and credit cards;
- i. of Board representative(s) for appointing Impartial Hearing Officers; and
- j. of Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers.

The Board shall review its policies on Investments (6240) and Purchasing (6700), and the Code of Conduct (5300), as required by law. The Board shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1, and if the data shows a decline in attendance rates, shall review its policy on Attendance (5100).

Cross-ref: 2270, School Attorney

2220, Board Officers

2230, Appointed Board Officials

2310, Regular Meetings

5100, Attendance

5252, Student Activities Funds Management

5300, Code of Conduct

6240, Investments

6650, Claims Auditor

6680, Internal Audit Function

6690, Audit Committee

6700, Purchasing

6741, Contracting for Professional Services

Ref: New York State Constitution, Article XIII, §1

General Municipal Law §103(2) (official newspapers)

Public Officers Law §§10; 13; 30

Education Law §§ 305(31) (designated educational official); 701 (meeting to elect president, may elect vice president); 1707 (date of meeting); 1904 (central high school districts in Nassau

1620 Annual Organizational Meeting

<http://policy.mwcsd.org/policies.cfm?pid=9131&searchwords=1620>

county); 2130 (appoint clerk, bonded treasurer and bonded tax collector); 2504 (small city meeting during the first week of July, day and time of regular meetings)
8 NYCRR § 104.1 (requirement to review attendance data)

Adoption date:

() Required

(X) Local

(X) Notice

APPOINTED BOARD OFFICIALS

District Clerk

The Board of Education shall annually appoint a District Clerk. The District Clerk shall:

1. keep an accurate record of the proceedings of the Board of Education and shall submit a copy of the proceedings to each Board member and the Superintendent of Schools;
2. file all correspondence and records relating to matters of the school district, involving the Board;
3. prepare and arrange publication of legal notices;
4. attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board and, when requested:
5. perform duties pertaining to the preparation for, and conduct of district elections, budget votes, and special district referendum elections;
6. in the absence of both the President and Vice-President of the Board at a duly constituted meeting, determine the member with the longest tenure on the Board, in alphabetical order, and that member shall then assume all the usual duties of the President until either the President or Vice-President is in attendance;
7. administer the Oath of Office for all Board members and school district officers; and
8. perform any other work requested of him/her by the Board or the Superintendent.

Tax Collector

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:

1. Prepares and mails tax notices;
2. Uses suitable printed tax receipt forms as prescribed by the State Tax Commission;
3. 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;
4. Turns over daily to the School District Treasurer all money collected by virtue of any tax list and warrant issued;
5. Submits a report, certified by him/her to the Board of Education, showing the amount of

1331 Duties of the District Clerk

<http://policy.mwcsd.org/policies.cfm?pid=9115&searchwords=1331>

1332 Duties of the School District Treasurer

<http://policy.mwcsd.org/policies.cfm?pid=9116&searchwords=1332>

taxes and fees collected along with the unpaid listing. The combination of taxes collected and uncollected shall equal the amount of the warrant;

6. Turns over to the County Treasurer, prior to November 15, a list of unpaid taxes;
7. Carries out such other duties of the position as prescribed in Education Law, Real Property Tax Law, or as established by the Regulations of the Commissioner of Education.

Ref: Education Law §§2121; 2122; 2130

Adoption date:

2210 Committees of the Board

<http://policy.mwcsd.org/policies.cfm?pid=9139&searchwords=2210>

4230 District Committees

<http://policy.mwcsd.org/policies.cfm?pid=9172&searchwords=4230>

2260

() Required
(X) Local
(X) Notice

CITIZENS ADVISORY COMMITTEES

The Board of Education recognizes that it can beneficially utilize the talents, resources, and interests available among district residents to assist in developing the programs needed for the maintenance of a quality educational program in the schools of the district. To that end, the Board shall, at its discretion and in accordance with state law and regulation, appoint Citizens Advisory Committees of representative residents of the district to meet with the Board to provide advice and reaction about important matters before the Board which may have special significance for the community.

Each citizens committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee.

Appointments to Citizens Advisory Committees shall be on the basis of interest, experience, expertise, and concern. No one shall be appointed as a representative of a specific group or area, unless it is the express purpose of the Board to have all areas of the community represented, in which case the Board will, in its discretion, appoint representative members of every such group or area. The Board shall make every effort to form a committee that is representative of the entire community.

Committees shall report all suggestions and recommendations to the Board and Superintendent of Schools prior to public release. Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity, or the release of information, concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

2210 Committees of the Board

<http://policy.mwcsd.org/policies.cfm?pid=9139&searchwords=2210>

4230 District Committees

<http://policy.mwcsd.org/policies.cfm?pid=9172&searchwords=4230>

2260

Ref: Education Law §§4402; 4601
8 NYCRR §135.3(b)(2), (c)(2)

Adoption date:

- Required
- Local**
- Notice

SCHOOL ATTORNEY

The Board of Education shall retain legal counsel, who shall be appointed at the Annual Organizational Meeting of the Board of Education. This legal counsel will represent the Board of Education, and shall report directly to the Board. The attorney shall have applicable legal expertise to represent the interests of the school district.

The President of the Board, or the Superintendent of Schools or his/her designee may contact the counsel on legal matters affecting the operation of the school district, or as specified in the most current retainer agreement. Board members and administrators shall be informed of who is allowed to contact the attorney and the process for doing so.

The selection of legal counsel shall be carried out in accordance with state law and regulation, as well as Board policy.

Any attorney working for the Board as legal counsel must be admitted to the bar of New York State and duly licensed to practice law in New York State. Other qualifications, such as years of experience representing school districts in the area of education law, shall be outlined in the Request for Proposal.

The written agreement with the attorney and/or law firm shall describe, at a minimum, the cost (e.g., hourly rates, retainer agreement), services provided, representation (e.g., in hearings, courts, investigations, negotiations), level of participation at Board meetings, who may contact the attorney(s), who has access to the attorney(s) and process for doing so, who directs the work of the attorney(s), and how the attorney(s) will communicate information to the Board. Generally, any information shared with the contact person will be shared with the Board as a whole.

The written agreement will outline how the Board is apprised of new and total charges, and how the status of the retainer is reported to the district. The status of the retainer agreement and costs will be monitored by the Superintendent or his or her designee.

The Attorney and/or law firm will be the legal advisor to the Board. In that capacity, the legal counsel's duties will include, but not be limited to, the following:

1337 Appointment and Duties of the School Attorney

<http://policy.mwcsd.org/policies.cfm?pid=9121&searchwords=1337>

1. to advise the Board with respect to all legal matters relating to the district, including, but not limited to, interpretation of the Education Law of the State of New York, and all other statutes, rules or regulations affecting the district;
2. to be easily accessible to the Board and the Superintendent of Schools (and, at the discretion of the Superintendent, to his/her administrative staff), with respect to legal matters arising out of the day-to-day administration of the district. This includes being available for Board meetings at the Board's request);
3. to review and to represent the district in the preparation of contracts, as requested by the district (other than the contract for school attorney services);
4. to advise and assist in matters of litigation pursuant to the retainer agreement;
5. to review the legality of selected policies or regulations to be adopted by the Board;
6. to review and advise with respect to any legal papers served upon the district to commence legal action; and
7. to recommend the retainment of special counsel as he or she may deem necessary in the circumstances, subject to the approval of the Board. Retaining additional legal counsel shall be subject to the process outlined in Board policy. The school attorney and/or firm will report any censure, suspension, or disbarment to the Board.

Cross-ref: 2210, Board Organizational Meeting
2410, Policy Development, Adoption, Implementation and Review
6700, Purchasing
6741, Contracting for Professional Services

Adoption date:

() Required

(X) Local

(X) Notice

REGULAR MEETINGS

In order to perform its duties in an open and public manner, and in accordance with state law, the Board of Education shall hold regular business meetings once a month.

The time, dates and place of regular Board of Education meetings shall be established at the annual organizational meeting. In the event that the day appointed for a regular meeting falls on a legal holiday, the meeting shall be rescheduled. All regular Board meetings are open to the public, and meeting facilities shall provide access to persons with disabilities.

Board members are permitted to participate in board meetings via videoconferencing, in accordance with state law. Any site where videoconferencing is to take place must be open to the public. The district will comply with applicable notice requirements (see policy 2340).

In addition to the members of the Board, the following individuals will regularly attend the business meetings of the Board: the Superintendent of Schools, the Assistant Superintendent, and other specified personnel as deemed necessary.

Cross-ref: 2210, Board Organizational Meeting
2340, Notice of Meetings

Ref: Public Officer's Law §§102; 103; 104

Adoption date:

() Required

() Local

(X) Notice

EXECUTIVE SESSIONS

The Board of Education may hold executive sessions at which only the members of the Board or persons invited by the Board shall be present. However, the executive session is only available for the purpose of discussion, and except as the law allows, formal action must be taken in an open session.

Executive sessions can be requested by any member of the Board or the Superintendent of Schools.

A Board member must make a motion during an open meeting to convene in executive session. Upon a majority vote of its members, the Board may convene in executive session at a place which the Board President or said members may designate within the district to discuss the subjects enumerated below. Matters which may be considered in executive session are:

1. matters which will imperil the public safety if disclosed;
2. any matter which may disclose the identity of a law enforcement agent or informer;
3. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
4. discussions regarding proposed, pending or current litigation;
5. collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
6. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. the preparation, grading or administration of examinations; and
8. the 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.

The motion to go into executive session shall be detailed enough to allow the public to understand the topic the Board will be discussing, without disclosing specifics. Discussion in executive session shall be limited to the topic(s) identified in the motion.

A Board may not take action in executive session except to vote on disciplinary charges against a tenured teacher.

1540z Executive Sessions <http://policy.mwcsd.org/policies.cfm?pid=9128&searchwords=1540>
1530z minutes <http://policy.mwcsd.org/policies.cfm?pid=9127&searchwords=1530>

Individual Board members, acting on their own, shall not disclose matters discussed in executive session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law.

Minutes shall be taken at executive sessions of any action that is taken by a formal vote and should consist of a record or summary of the final determination of such action and the date and vote thereon, provided, however, that such summary shall not include any matter which is not required to be made public by the Freedom of Information Law. Minutes taken shall be available to the public within one week from the date of the executive session.

Cross-ref: 2160, Code of Ethics

Ref: Education Law §1708 (3)
Public Officers Law §§100 et seq.
Application of the Board of Education, 57 EDR Dec. No. 17,147 (2017)
Application of Nett and Raby, 45 EDR 259 (2005)
Formal Opinion of Counsel No. 239, 16 EDR 457 (1976)

Adoption date:

() Required

() Local

(X) Notice

NOTICE OF MEETINGS

For all regular and scheduled special meetings of the Board of Education, the District Clerk shall give adequate notice to all members and to the community including posting notice of the time and place of meetings on the district website.

If a meeting is scheduled at least a week in advance, notice will be given to the public and news media at least 72 hours prior to the meeting. A special meeting may be called upon 24-hour notice to Board members.

When a meeting is scheduled less than a week in advance the Board shall provide public notice to the extent practicable. Said notice shall be conspicuously posted in one or more designated public locations, including the district's website.

If a board member intends to participate in a board meeting via videoconference, the public notice of the meeting will indicate that videoconferencing will be used, specify the location(s) for the meeting and state that the public may attend at any of the locations.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Education Law §§1606; 1708; 2504; 2563

Adoption date:

() Required

(X) Local

(X) Notice

AGENDA PREPARATION AND DISSEMINATION

The Superintendent or designee will prepare the meeting agenda during the week before the meeting. The Superintendent, District Clerk, Business Official, Board President and Vice President will meet to review the agenda. The agenda will then be distributed to Board members no later than the Friday before the regular meeting.

Items of business may be suggested by any Board member, district employee, parent, student, or other member of the public, and must relate directly to district business. The inclusion of items suggested by district employees, parents, students, or other members of the public shall be at the discretion of the Superintendent, subject to the approval of the Board President.

Persons suggesting items of business must submit the item to the Superintendent at least 7 days prior to a regular meeting and 3 days prior to a special meeting. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will be distributed to board members 4 days [CS1] days in advance of the board meeting to permit careful consideration of items of business. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will be posted on the district's website, to the extent practicable, two days before the meeting. In addition, the agenda will be released to the news media including local newspapers, radio stations and television stations in advance of the meeting. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will also be available in the Superintendent's office two days before the meeting and at the Board meeting to anyone who requests a copy.

The **District Clerk** shall be responsible for ensuring that the agenda is available to the public and the media.

Cross-ref: 2350, Board Meeting Procedures

1510z Regular Board meeting and rules

<http://policy.mwcsd.org/policies.cfm?pid=9125&searchwords=1510>

Ref: Public Officers Law 103(e)

Adoption date:

() Required

(X) Local

(X) Notice

BOARD MEETING PROCEDURES

Each Board of Education meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The order of business at each regular meeting shall be as follows:

1. Call to order
2. Attendance
3. Pledge of Allegiance
4. Approval of Minutes
5. Approval of Monthly Reports
6. Public Comments on Agenda Items
7. Reports and recommendations of the Superintendent of Schools
8. Old business
9. New business
10. Reports
11. Public Comments
12. Adjournment

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority and voting for the proposed change in the regular order of business.

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

Adoption date:

() Required

() Local

(X) Notice

QUORUM

A majority of the members of the Board of Education shall constitute a quorum for the transaction of the business of a regular meeting. Should there be fewer than 5 (five) members of the Board present at a regular meeting, a time for the new meeting shall be set by the members present and such meeting shall be deemed a regular meeting. Notice of rescheduled meetings shall be given to absent members pursuant to Policy 2340, Notice of Meetings.

Final action on any resolution shall be valid only upon vote of the majority of the total membership of the Board.

Cross-ref: Gen. Constr. Law §41
Opn. Of Counsel #70, 1 Educ. Dep't Rep 770 (1952)

Adoption date:

- () Required
- (X) Local**
- (X) Notice

RULES OF ORDER

Robert's Rules of Order Newly Revised shall be adhered to in conducting a meeting of the Board of Education, except as otherwise required by law.

Adoption date:

() Required
(X) Local
(X) Notice

POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW

The Board of Education is responsible for adopting and assessing the effectiveness of the written policies by which the district is governed. The Board recognizes that written policies are essential to district governance in that they:

- Govern effectively and efficiently across time, situations, and individuals.
- Provide the foundation and guidance for administrative action.
- Publicize the federal, state, and local rules that govern the district.
- Help to evaluate progress by including measurable outcomes.

Development

- _ The Board is committed to developing written policies which:
 - Clearly define the district's goals and objectives and reflect the Board's vision.
 - Define roles and responsibilities and identify who is responsible for what.
 - Provide the Superintendent and district staff with clear guidance regarding expected district administration.
 - Allow for flexibility that is needed for day-to-day operations.
 - Include measurable outcomes.

Any member of the Board, district staff, students, parents, district taxpayers or other member of the public may identify policy issues. Such issues shall be identified to the **Superintendent**. The Superintendent shall be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board.

Before acting on any proposed policy, the Board will assemble the relevant facts, receive recommendations from individuals and groups who will be affected by the policy, and discuss, debate and decide on the substance of the policy in open meeting. The Superintendent shall be responsible for identifying the individuals and groups who will be affected by the policy. At a minimum, the Superintendent shall seek input on all policy initiatives from the following: Administrators and Policy Committee.

The Superintendent shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- Is within the scope of the Board's authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the district's goals and objectives.
- Reflects good practice (e.g., educational, personnel, business, etc.).
- Is reasonable and not arbitrary or discriminatory.
- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.

Adoption

Once a proposed policy has been drafted, it shall be placed on the Board's agenda for a first reading, giving all persons interested in it an opportunity to express their views. The Board will not take any official action on any policy on first reading, unless a majority of the Board decides that it is necessary to do so.

If the draft policy is acceptable or if it is not acted upon out of necessity after the first reading, the draft policy will be placed on the Board's agenda for a second reading, at which time the Board will officially act.

The Superintendent shall consult with the school attorney, as necessary, prior to the adoption or revision of any policy.

Implementation

The Superintendent shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy manual, and publicizing the policy as necessary to ensure that persons affected by the policy are aware of it. At a minimum, a copy of any new or revised policy shall be distributed to all staff. Revised policies are posted in the staff portal.

The board policy manual shall be kept in the district office and made available to the public upon request.

Review

Policy Committee: The Superintendent shall be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board Policy Committee will review the policy manual on a periodic review once every three years basis and will make recommendations to the full board regarding updates as necessary to ensure that the policies are consistent with board goals and district practices.

Ref: Education Law §§1604; 1709; 1804 (powers and duties of board of education)

Adoption date:

() Required

(X) Local

() Notice

NEW BOARD MEMBER ORIENTATION

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board's functions, policies and procedures, and the school district's operation before taking office. Each Board member-elect shall, as soon as possible,

1. be given selected materials covering the function of the Board and the school district, including (a) access to policies on school website, (b) copies of key reports prepared during the previous year by school Board committees and/or the administration, (c) the *School Law* handbook prepared by the New York State School Boards Association, (d) access to minutes of Board meetings of the previous year, (e) latest financial report of the district, (f) copies of pertinent materials developed by the New York State School Boards Association, and (g) any other materials which may be deemed helpful and informative;
2. be invited to attend all Board meetings and functions;
3. be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the school Board and the school district; and
4. be invited and encouraged to attend the New York State School Boards Association's workshop for New School Board Members.

Adoption date:

2110 Orienting New Board Members

<http://policy.mwcsd.org/policies.cfm?pid=9137&searchwords=2110>

2120 Board Member Training of Financial Oversight, Accountability and Fiduciary Resp

<http://policy.mwcsd.org/policies.cfm?pid=9138&searchwords=2120>

2520

- Required
- Local**
- Notice

BOARD MEMBER TRAINING

Members of the Board of Education elected or appointed for a term beginning on or after July 1, 2005, shall, within the first year of their term, complete a minimum of six hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a school board member.

Additionally, Board members elected or appointed for a first term beginning on or after July 1, 2011, shall, within the first year of his or her term, complete a training course to acquaint him or her with the powers, functions and duties of boards of education, as well as the powers and duties of other governing and administrative authorities affecting public education.

These mandatory trainings may be taken together as a single course or separately.

Each member shall demonstrate compliance with these requirements by filing with the District Clerk a certificate of completion of such course issued by the provider. Actual and necessary expenses incurred in complying with this requirement shall be a charge against the school district.

Cross-ref: 2510, New Board Member Orientation
2521, School Board Conferences, Conventions, and Workshops

Ref: Education Law §2102-a

Adoption date:

2521

() Required

(X) Local

() Notice

SCHOOL BOARD CONFERENCES, CONVENTIONS, WORKSHOPS

In recognition of the need for continuing inservice training and development for its members, the Board of Education encourages the participation of all members in meetings and activities of area, state, and national school Boards associations, as well as in the activities of other educational groups. Board members are encouraged to study and examine materials received from these organizations as well as publications and tapes available in the Board's own library.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The Superintendent of Schools will compile, maintain, and distribute to each Board member a calendar listing school Board conferences, conventions, and workshops, to help the Board decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. The Board will reimburse conference attendees (Board members) for reasonable and necessary expenses not paid for directly by the district (travel, hotel, meals, registration).
3. When any Board member attends a conference, convention, or workshop, the member will be requested to share information, recommendations, and materials acquired at the meeting.

Cross-ref: 6830, Expense Reimbursement

Adoption date:

3000

Required

Local

Notice

GOALS AND OBJECTIVES FOR ADMINISTRATION

The Board of Education recognizes that proper administration is vital to a successful educational program. The Board expects the educational administration to direct, coordinate and supervise students and staff in their efforts to reach the goals and objectives adopted by the Board.

Within the guidelines of board policy, negotiated agreements and state law, the Board expects the educational administration to:

- Provide up-to-date information and sound professional advice to the Board, as an aid to rational decision-making.
- Plan, organize, implement and evaluate the educational programs established by Board policy, in order to provide optimum educational opportunities to the students of the district.
- Provide these optimum educational opportunities at the lowest possible cost.
- Use efficient administrative and management procedures, in accordance with law and regulation, and developed after consultation with and among the Board, administrators and other appropriate staff members.
- Coordinate the resources of the community with those of the district.

Ref: Education Law §§1604; 1711; 2507; 2508

Adoption date:

() Required
(X) Local
(X) Notice

SUPERINTENDENT OF SCHOOLS

The Board of Education shall by a majority vote appoint a Superintendent of Schools for a term of 3 years. This contract shall be reviewed in accordance with the provisions agreed upon by the parties and made part of the contract. The Superintendent shall serve as the chief executive officer of the Board and as such shall carry out the policies established by the Board.

The Superintendent is the executive officer for the Board of Education and the unitary leader of the school district. In harmony with the policies of the Board, the Laws of New York State, and the Commissioner's Regulations, the Superintendent has executive authority over the school system and the sole responsibility for its effective functioning.

The Superintendent attends all meetings of the Board and participates in all of its deliberations. The Superintendent advises the Board in policy development and general planning and assumes initiative in presenting associated issues to the Board for consideration.

The Superintendent provides data and information to the Board concerning progress and problems of the district. The Board depends upon the Superintendent for educational leadership and professional counsel in its deliberations.

In emergency matters, the Superintendent is authorized by the Board to act at his/her discretion subject to subsequent approval by the Board.

The Superintendent shall be accountable at all times to the Board.

Ref: Education Law §§1604; 1711; 2507; 2508; 2565; 3003(4)

Adoption date:

() Required
(X) Local
(X) Notice

DUTIES OF THE SUPERINTENDENT

The Superintendent of Schools, as chief executive officer of the Board of Education, will have the following specific powers and duties:

Relationship with the Board

1. to serve as the executive officer for the Board and be charged with the responsibility for implementing the policies of the Board. He/She shall work with the Board President in planning the agenda for each meeting, shall attend all meetings and participate in all regular and special meetings of the Board and executive meetings of the Board at the Board's request;
2. to develop a harmonious and close working relationship with the Board. He/She shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. He/She shall go to the Board when serious differences of opinion arise in an earnest effort to resolve such differences immediately;
3. to serve as a resource person and advisor to the Board. He/She shall keep the Board informed on issues, needs, and operation of the school system. He/She shall offer advice to the Board, based on thorough study and analysis, on items requiring Board action;
4. to provide a continuous appraisal of all school policies originating with the Board. He/She shall advise the Board on the need for new and/or revised policies and suggest draft policies to satisfy those needs;

Educational Direction and Leadership

5. to develop administrative principles and procedures for implementing Board policy. He/She shall ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the schools and other educational, social and recreational activities. He/She shall interpret for the staff all Board policies and applicable laws, rules and regulations;
6. to understand and keep informed on all aspects of the instructional program at all levels. He/She shall have responsibility for the supervision of instruction and shall bring to the school, in a leadership capacity, the best in educational thought and practice. He/She shall, on a continuing basis, review and update the educational program of the school, and keep the Board informed of all changes in curriculum;

7. to recommend to the Board for its adoption all courses of study, curriculum guides and textbooks to be used in the schools;
8. to encourage a positive approach to student behavior and discipline;

Personnel

9. to develop and implement sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. He/She shall develop procedures for the selection of staff members. He/She shall establish standards for teacher selection, and shall provide a framework for continuing in-service training of all professional staff members;
10. to recruit qualified professional, civil service, and non-certified personnel. He/She may authorize the payment of part or all of the expenses of candidates for teaching positions if the candidates are asked to come to the district for visits or interviews;
11. to nominate employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. He/She shall make recommendations to the Board regarding salary and tenure of all employees. He/She may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board. Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year;
12. to supervise and evaluate all staff members. He/She shall work for good morale and be impartial, firm and fair in dealing with staff;
13. to encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants;
14. to advise the Board, in conjunction with the Board-designated negotiator(s), in all collective bargaining matters;

Financial Management

15. to prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/She is responsible for ensuring that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. He/She shall ensure that regular reports are made to the Board on the status of the budget;
16. to establish efficient procedures to maximize income, safeguard investments and provide effective controls for all expenditures of school funds in accordance with the adopted budget. He/She shall ensure that all necessary bookkeeping and accounting records are maintained by the district;

Facilities Management

17. to supervise operations, maintenance, alterations and repair to buildings and grounds, insisting on competent and efficient performance;
18. to evaluate plant needs and recommend to the Board improvements, alterations and changes in the buildings and equipment of the district;

Community Relations

19. to supervise the public relations activities of the district. He/She shall keep the public informed about the policies, practices, and problems in the district's schools, and provide leadership in changing attitudes and practices for the future. He/She shall develop friendly and cooperative relationships with the news media;
20. to establish and maintain an effective working relationship with all segments of the community: parent-teacher organizations, local and state government, other school systems, institutions, agencies, civic organizations, and the general public. He/She shall solicit and give attention to problems and opinions of all groups and individuals;

Personal Qualities and Growth

21. to demonstrate outstanding qualities of leadership with ability to delegate authority and responsibility effectively and to hold subordinates accountable;
22. to exhibit good judgement, common sense and perception;
23. to exhibit the ability to face controversy, remain true to convictions and to live with a high-pressure job;
24. to speak well before large and small groups, expressing ideas in a logical and forthright manner;
25. to maintain professional development by reading and course work, attending conferences, working on professional committees, visiting other districts, and meeting with other Superintendents;

Management Functions

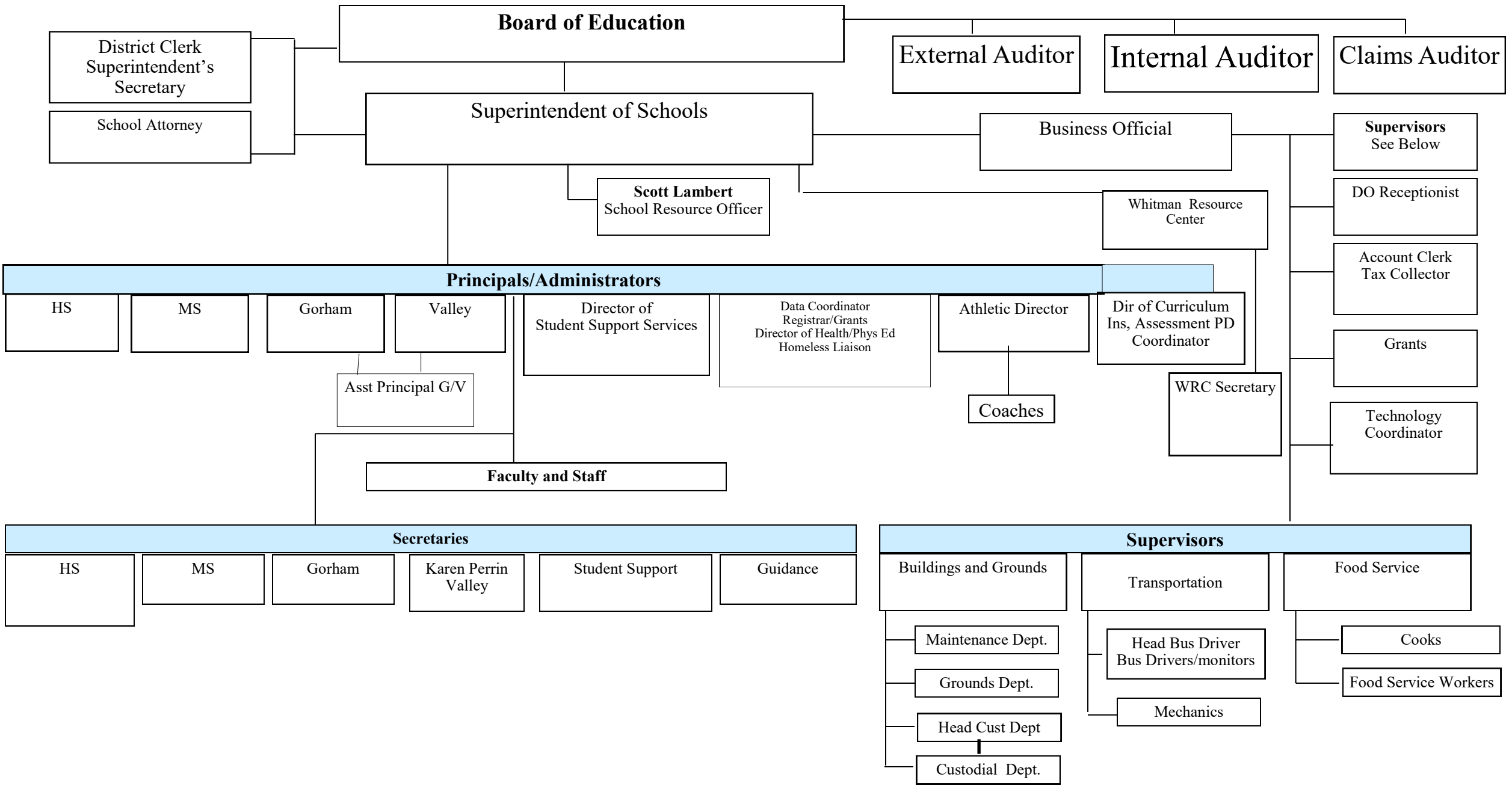
26. to coordinate and manage the district so that the school organization operates smoothly and efficiently. He/She must be able to coordinate the processes essential to achieving a smooth operation in all areas of the school district organization:
 - Planning: determining needs, objectives and goals;
 - Organization: assigning roles, responsibilities and establishing lines of communication;

3120

- Control: ensuring that progress is being made toward priorities, disciplining, making necessary staff reallocations and changes and evaluations;
 - Decision-making: data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques;
 - Problem-solving: sensitivity to problems, formulating problem statements, and using a variety of problem solving techniques;
 - Communication: giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions; and
27. to perform such other duties as the majority of the Board may determine.

Ref: Education Law §§1604(8); 1711; 1804

Adoption date:



3230 Organizational Chart-4-2-19

This is a new policy for us. We don't have a standalone policy for religious exemption from immunization.

5420.2

() Required
() Local
(X) Notice

REQUESTS FOR RELIGIOUS EXEMPTION FROM IMMUNIZATION

The Board of Education recognizes the need to balance the protection of public health against the constitutional right of parents to raise their children in accordance with their own religious views. To this end and in accordance with state law and regulation, parents have the right to request that their child receive an exemption from immunization based upon their genuine and sincere religious beliefs which are contrary to immunization.

The district has established a regulation for processing such requests. Parents who wish to request an exemption from immunization on religious grounds are to contact the School Nurse or Building Principal for information regarding the process and the type of information required.

Ref: Public Health Law §2164(9)
Lewis v. Sobol, 710 F.Supp. 506 (S.D.N.Y. 1989)
Sherr v. Northport-E. Northport UFSD, 672 F.Supp. 81 (E.D.N.Y. 1987)
Appeal of Quigley, 41 EDR 399 (2002)
Appeal of Swett, 34 EDR 492 (1994)

Adoption date:



Marcus Whitman Central School District
Gorham-Middlesex Central School District
Board of Education and District Office
4100 Baldwin Road · Rushville, New York 14544-9799
Telephone: (585) 554-4848 · Fax: (585) 554-4882

2019-2020 Pay Dates

Pay #		Pay #	
1	July 15, 2019	13	January 15, 2020
2	July 30, 2019	14	January 30, 2020
3	August 15, 2019	15	February 14, 2020
4	August 30, 2019	16	February 28, 2020
5	September 13, 2019**	17	March 13, 2020
6	September 30, 2019	18	March 30, 2020
7	October 15, 2019	19	April 15, 2020
8	October 30, 2019	20	April 30, 2020
9	November 15, 2019	21	May 15, 2020
10	November 29, 2019	22	May 29, 2020
11	December 13, 2019	23	June 15, 2020
12	December 30, 2019	24	June 30, 2020

** First pay date for 10 month employees

MWCSD



Pride in the Paw

**MARCUS WHITMAN CENTRAL SCHOOL
BOARD OF EDUCATION
COMMITTEE MEETING**

COMMITTEE: Building and Grounds
LOCATION: Board Room
DATE: March 26, 2018
Attendees: Jeff Allen, Kerri Link, Sue Craugh, Dan Blankenberg, Jeramy Clingerman, Zoe Kolczynski, Ted Mountain (SEI Design) and Ellen Burns (SEI Design) and Todd LaBarr (Watchdog)

Meeting commenced at 5:00 PM

Ted and Ellen shared the status of Phase I. The focus being that Phase I bids came in over bid budget and our current Phase I budget is over around \$2,200,000. How do we proceed with submission of Phase II to the state? What options do we have? They provided a list of items to consider to remove from Phase II with cost estimates. They walked the committee through each item. The committee discussed in detail the pros and cons of each item. To reduce the scope of Phase II is going to be very difficult. However the committee acknowledged that the district is going to have to make some decisions.

Acknowledging the difficulty of reducing the scope of Phase II, Todd asked the committee would they entertain going back out to the public to request additional funding. The committee asked how that would look; timeline and submission to the state of Phase II. Todd recommended that if this is an option it should happen before going out to bid in the fall.

The committee did not make any decisions on the scope of Phase II. However gave feedback to Ted, Ellen and Todd and ask them to provide more information regarding the reductions they provided and also some additional ones brought up during the discussion. They will be following up with Jeramy, Dan and Zoe with this information.

The updated time line for Phase II was also shared

Phase II

SED Submission	3/31/2019
Looking at SED approval	9/2019
Go out to Bid	10/2019
Construction Begins	Spring 2020

Meeting ended at 7:35

Respectfully Submitted,

Zoe Kolczynski

Zoe Kolczynski
School Business Official