

---

# Pittsford Schools

---

## Policy Manual

### Section 1000

**To access a policy from the table of contents,  
click on the specific policy name or number**

2024 1000

Bylaws

**Pittsford Central School District**

**NUMBER**

**ORGANIZATION OF THE BOARD**

[1.1 School District and Board of Education Legal Status and Authority .....1110](#)

**NOMINATION AND ELECTION OF BOARD MEMBERS**

[2.1 Board of Education: Qualifications, Numbers, and Terms of Office .....1210](#)  
[2.2 Board Members: Nomination and Election .....1220](#)  
[2.3 Reporting of Expenditures and Contributions .....1230](#)  
[2.4 Resignations and Vacancies on the Board .....1240](#)

**THE ROLE OF THE BOARD**

[3.1 Powers and Duties of the Board .....1310](#)  
[3.2 Nomination and Election of Board Officers .....1320](#)  
[3.3 Appointments and Designations by the Board .....1330](#)  
[3.3.1 Duties of the Clerk .....1331](#)  
[3.3.2 Duties of the District Treasurer .....1332](#)  
[3.3.3 Tax Collector .....1333](#)  
[3.3.4 Duties of the External \(Independent\) Auditor .....1334](#)  
[3.3.5 Appointment and Duties of the Claims Auditor .....1335](#)  
[3.3.6 Duties of the Extraclassroom Activity Fund Central Treasurer and  
Faculty Auditor .....1336](#)  
[3.3.7 Duties of the School Attorney .....1337](#)  
[3.3.8 Duties of the School Physician .....1338](#)  
[3.3.9 Duties of the Internal Auditor .....1339](#)  
[3.4 Code of Ethics: Board Members .....1340](#)

**BOARD POLICY**

[4.1 Policy and Administrative Regulations .....1410](#)

**MEETINGS OF THE BOARD**

[5.1 Regular Board Meetings .....1510](#)  
[5.2 Special Meetings of the Board.....1520](#)

**MEETINGS OF THE DISTRICT**

[6.1 Annual District Meeting and Election/Budget Vote.....1610](#)  
[6.1.1 Business of the Annual District Election.....1611](#)  
[6.2 Annual Reorganizational Meeting.....1620](#)  
[6.3 Legal Qualifications of Voters at District Meetings.....1630](#)  
[6.3.1 Proof of Residency for Voting.....1631](#)  
[6.4 Absentee Ballots .....1640](#)  
[6.5 Submission of Questions and Propositions at the Annual Meeting and Election  
and Special District Meetings .....1650](#)

**RULES OF MEETINGS**

[7.1 Quorum .....1710](#)  
[7.2 Minutes .....1720](#)  
[7.3 Executive Sessions.....1730](#)

## Bylaws

**SUBJECT: SCHOOL DISTRICT AND BOARD OF EDUCATION LEGAL STATUS AND AUTHORITY**

The Constitution of New York State instructs the Legislature to provide for a system of free common schools wherein all children of the state may be educated.

The State Legislature has implemented this constitutional mandate through the creation of school districts of various types. As a Central School District, the Pittsford Central School District is governed by the laws set forth for Central School Districts in Article 37 of the Education Law, and bylaws relating to, or affecting, Union Free School Districts as set forth in Article 35 of the Education Law.

The Board is the corporate body charged with the general control, management, and responsibility of the schools of the Base School District. As such, it possesses those powers and duties set forth in law.

The Board is authorized to act as a body duly called in session. Individual Board members have no authority over school affairs.

New York State Constitution  
Education Law Sections 2, 1501, 1604, 1701, 1709, 1804, 2502, and 2503

## Bylaws

**SUBJECT: BOARD OF EDUCATION: QUALIFICATIONS, NUMBERS, AND TERMS OF OFFICE**

A Board member of the District must meet the following qualifications:

- a) A citizen of the United States;
- b) Eighteen years of age or older;
- c) Able to read and write;
- d) A legal resident of the District for a continuous and uninterrupted period of at least one year prior to the election;
- e) Cannot be an employee of the District;
- f) The only member of his or her family (that is, cannot be a member of the same household) on the District Board;
- g) May not simultaneously hold another incompatible public office, including, but not limited to Superintendent, clerk, tax collector, treasurer or librarian, or an employee of the Board;
- h) Must not have been removed from a school district office within one year preceding the date of appointment or election to the Board.

**Number of Members**

The Board of the District will consist of seven members elected by the qualified voters of the District at the annual election as prescribed by law.

**Terms of Office**

Members of the Board will serve for three years beginning July 1 following their election and each term will expire on the 30th day of June of the third year.

Education Law Sections 1602, 1702(1), 1804(1), 1950(9), 2101, 2102, 2103, 2103-a, 2130(1), 2105, and 2502  
Public Officers Law Section 3  
Town Law Section 23(1)

Pittsford Central School District Adopted: 6/28/82  
Revised: 2/20/89, 3/11/96, 12/11/00, 10/12/04; 4/16/24

## Bylaws

**SUBJECT: BOARD MEMBERS: NOMINATION AND ELECTION**

- a) Candidates for the office of member of the Board must be nominated by a petition directed to the District Clerk which is signed by at least 25 qualified voters of the District, or by 2% of the number of voters who voted in the previous annual election, whichever is greater. Petitions must state the residence of each signer and the name and residence of each candidate.
- b) The notice of the Annual District Meeting must state that petitions nominating candidates for the Board must be filed with the Clerk of the District no later than 30 days before the Annual or Special District Meeting at which the school board election will occur, between 9 a.m. and 5 p.m.
- c) Voting will be by machine or paper ballot, and provision will be made for the election by "write-in-vote" of any candidate not previously nominated. The position of candidates on ballots will be determined by lot at a drawing conducted by the District Clerk on the day after the last filing. Candidates or their proxies may be present for the drawing.
- d) The hours of voting will be as indicated by Board resolution.
- e) The candidates receiving the largest number of votes will be declared elected in accordance with Education Law.
- f) No later than the last Board meeting prior to the election, the Board will appoint at least one inspector of election for each voting machine.
- g) The District Clerk will oversee the election. The Clerk will also give notice immediately to each person declared elected to the Board, informing him or her of the election and his or her term of office.
- h) Only qualified voters, as determined by Education Law Section 2012, may vote at any District meeting or election.
- i) No electioneering will be allowed within 100 feet of the polling place.
- j) When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full-term vacancy also fills the remaining days of the previous term, beginning his or her term of office immediately upon election and the taking and filing of the oath of office.

Education Law Sections 2004, 2012, 2018, 2025, 2029, 2031-a, 2032, 2034, 2105(14), 2121, 2502, 2602, 2608(1), and 2610

Pittsford Central School District Adopted: 10/12/04  
Revised: 5/10/22; 4/16/24

## Bylaws

**SUBJECT: REPORTING OF EXPENDITURES AND CONTRIBUTIONS**

Each candidate for the position of member of the Board whose expenses and/or contributions received exceed \$500 must file a statement accounting for their campaign expenditures and contributions with the District Clerk and an additional statement with the Commissioner of Education. In the event the expenses do not exceed \$500 and the aggregate amount of all contributions made to the candidate do not exceed \$500, then a sworn statement to that effect must only be filed with the District Clerk.

Required contribution statements must include:

- a) The dollar amount and/or fair market value of any receipt, contribution, or transfer which is other than money;
- b) The name and address of the transferor, contributor, or person from whom received;
- c) If that transferor, contributor or person is a political committee as defined in Election Law Section 14-100;
- d) The name and political unit represented by the committee;
- e) The date of receipt;
- f) The dollar amount of every expenditure;
- g) The name and address of the person to whom the expenditure was made, or the name of and political unit represented by the committee to which it was made; and
- h) The date of the expenditure.

The times for filing the statements are as follows:

- a) The first statement on or before the thirtieth day preceding the election to which it relates;
- b) A second statement on or before the fifth day before the election;
- c) A third statement within 20 days after the election.

Any contribution or loan in excess of \$1000 received after the close of the period covered in the last statement filed before the election (b above) but before the election itself must be reported within 24 hours after receipt.

All statements must be sworn before a notary public, a commissioner of deeds, a lawyer or a public official authorized by New York State law to administer oaths.

(Continued)

2024

1230  
2 of 2

Bylaws

**SUBJECT: REPORTING OF EXPENDITURES AND CONTRIBUTIONS (Cont'd.)**

Education Law Sections 1528 and 1529  
Election Law Section 14-100(1)



**SUBJECT: RESIGNATION AND VACANCIES ON THE BOARD**

Board members may resign at a District meeting of residents (i.e., the annual meeting, not a regular Board meeting) or by filing a written resignation with the District Superintendent of the Supervisory District who must endorse his or her approval and file the resignation with the District Clerk.

Alternatively, a Board member may resign under Public Officers Law Section 31 by filing a written resignation with the District Clerk. The District Clerk must then notify the Board and the State Board of Elections.

A resignation may be withdrawn only with the consent of the person to whom the resignation was delivered (i.e., the District Clerk or BOCES District Superintendent). The Board has no authority to act upon a request to withdraw a resignation.

The resignation will take effect upon the date specified in the letter of resignation; however, if no effective date is specified, it shall take effect on the date of delivery to or filing with the District Clerk. If an effective date is specified in the letter of resignation, the date must not be more than 30 days subsequent to the date of its delivery or filing.

It will be the duty of each member of the Board to attend all meetings of the Board and, if any member refuses to attend three consecutive meetings of the Board after having been regularly notified and a satisfactory cause for each non-attendance is not shown, the Board will proceed to declare that office vacant.

A Board member may be removed from office by the Commissioner of Education for willful violation of any provision of law, neglect of duty, or willfully disobeying any decision, order or regulation of the Commissioner. The Board may also remove a Board member for misconduct relating to the exercise of authority as a Board member. A written copy of all charges made of such misconduct must be served upon the Board member at least 10 days before the time designated for a hearing on the charges; and the Board member shall be allowed a full and fair opportunity to refute the charges before removal.

In the event of death, resignation, removal from office, departure from the District, or refusal to serve of a Board member, the District has the power and duty to fill the vacancy. If the Board chooses to fill the vacancy by appointment, the appointment requires a majority vote of the full Board and will be only for a term ending with the next annual election of the District.

The Board, at its own option, may instead call a special election within 90 days to fill the unexpired term. If not filled by Board appointment or special election, the District Superintendent of the Supervisory District may appoint a competent person to fill the vacancy until the next annual election. Alternatively, the Commissioner of Education may order a special election for filling a vacancy. When a special election is ordered, the vacancy shall not be otherwise filled.

(Continued)

## Bylaws

**SUBJECT: RESIGNATION AND VACANCIES ON THE BOARD (Cont'd.)**

A person elected or appointed to fill a vacancy will take office immediately upon filing the oath of office.

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

Education Law Sections 306, 1607, 1706, 1709(17)(18), 1804(1), 2103(2), 2109, 2111, 2112, 2113, 2502, 2503,  
and 2553

Public Officers Law Sections 30, 31 and 35

## Bylaws

**SUBJECT: POWERS AND DUTIES OF THE BOARD**

The Board has the powers and duties set forth in New York State Education Law, principally Articles 33, 35 and 37, and other applicable federal and state laws and regulations. The Board has, in all respects, the superintendence, management and control of the educational affairs of the District, and, therefore has all the powers reasonably necessary to exercise powers granted expressly or by implication, and to discharge duties imposed expressly or by implication, by the laws of New York State and the Commissioner of Education.

Education Law Sections 1604, 1709, 1804, and 2503

NOTE: Refer also to Policy #6540 -- Defense and Indemnification of Board Members and Employees

## Bylaws

**SUBJECT: NOMINATION AND ELECTION OF BOARD OFFICERS**

Board officers will be nominated and elected by the Board at its annual organizational meeting for a term of one year. They will take their oath as officers at this meeting along with newly elected members.

The elected officers of the Board are:

- a) President;
- b) Vice President.

**Duties of the President of the Board**

The President's duties may include the following:

- a) Presides at all meetings of the Board;
- b) Calls special meetings as necessary or on request;
- c) Appoints members to all committees of the Board;
- d) Serves ex-officio as a member of all committees;
- e) Executes documents on behalf of the Board;
- f) Performs the usual and ordinary duties of the office.

**Duties of the Vice President of the Board**

The Board may, in its discretion, elect one of its members Vice President, who will have the power to exercise the duties of the President in case of the President's absence or disability. If the presidency becomes vacant, the Vice President will act as President until a President is elected.

Education Law Sections 1701, 1804, 2105(6), and 2502

**SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD****Appointments**

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

The following shall be appointed annually:

- a) District Clerk;
- b) District Treasurer;
- c) Deputy Treasurer;
- d) Tax Collectors and Deputies;
- e) External (Independent) Auditor;
- f) Central Treasurer, Extraclassroom Activities Account;
- g) Faculty Auditor, Extraclassroom Activities Account;
- h) Audit Committee.

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

- a) Census Enumerator and assistants;
- b) Director of School Health Services (District Physician/Nurse Practitioner);
- c) Supervisors of Attendance;
- d) Committee on Special Education and Committee on Preschool Special Education;
- e) Records Access/Officer;
- f) Record Management Officer;
- g) Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) designee;

(Continued)

## Bylaws

**SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD (Cont'd.)**

- h) Civil Rights Compliance Officer(s) (coordinates the District's efforts to comply with civil rights laws such as Title VI, Section 504, the Americans with Disabilities Act, and the Age Discrimination Act);
- i) Title IX Coordinator(s) (coordinates the District's efforts to comply with Title IX; when appointing, District must "designate and authorize" the Title IX Coordinator(s));
- j) Liaison for Homeless Children and Youth (McKinney-Vento Liaison);
- k) Chemical Hygiene Officer;
- l) Dignity Act Coordinator (one in each building);
- m) Chief Emergency Officer.

The following may also be appointed:

- a) School Attorney;
- b) Claims Auditor/Deputy Claims Auditor;
- c) Internal Auditor;
- d) Insurance Advisor;
- e) Copyright Officer.

**Designations**

The following designations will be made by the Board at the Annual Organizational Meeting in July:

- a) Petty Cash Fund(s);
- b) Official Newspaper(s);
- c) Official Bank Depositories;
- d) Official Bank Signatories;
- e) Purchasing Agent;

(Continued)

## Bylaws

**SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD (Cont'd.)**

- f) Certifier of Payrolls;
- g) Designated Educational Official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings;
- h) School Pesticide Representative;
- i) Reviewing Official, Hearing Official, and Verification Official for participation in the federal Child Nutrition Program (the Hearing Official may not be the same person as the Reviewing and/or Verification Official).

**Authorizations**

The following authorizations will be made by the Board at the Annual Organizational meeting in July:

- a) Approval of attendance at conferences, conventions, workshops, and the like;
- b) Superintendent to approve budget transfers within limits prescribed by Commissioner's regulation Section 170.2 and Board guidelines;
- c) Superintendent to apply for grants in aid (state and federal) as appropriate;
- d) Establish mileage reimbursement rate;
- e) Other(s) as deemed appropriate/necessary.

McKinney-Vento Homeless Education Assistance Act, Section 722, as reauthorized by the Every Student Succeeds Act (ESSA) of 2015  
29 CFR Section 1910.1450  
Education Law Sections 305(31), 1709, and 2503  
8 NYCRR Part 185  
21 NYCRR Parts 1401, 9760

Pittsford Central School District Adopted: 6/28/82  
Revised: 2/20/89, 3/11/96, 6/9/97, 12/11/00, 6/25/01, 10/12/04, 9/18/06; 4/16/24

## Bylaws

**SUBJECT: DUTIES OF THE CLERK**

The Clerk will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one (1) year. The Clerk's duties include the following:

- a) Attends all meetings of the Board and keeps a record of its proceedings and records, by name, those in attendance;
- b) Prepares minutes of the meetings of the Board, obtains approval of the minutes by the Board at the next meeting, signs the minutes to signify their official standing and forwards copies of the minutes to each member of the Board;
- c) Sends notices of special meetings to members of the Board; contacts and communicates with members as required;
- d) Sees that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
- e) Maintains an up-to-date record of Board policies and bylaws;
- f) Delivers to, and collects from, the President (or Vice President) such papers for signature as may be necessary;
- g) Distributes notices to the public announcing availability of copies of the budget to be presented at the annual District meeting in compliance with the requirements of the State Education Law;
- h) Administers oaths of office, as required by Section 10, Public Officers Law;
- i) Gives written notice of appointment to persons appointed as inspectors of election;
- j) Calls all meetings to order in the absence of the President and Vice President;
- k) Assumes other duties customary to the office.

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

Education Law Section 2121  
Public Officers Law Section 104

Pittsford Central School District Adopted: 4/9/63  
Revised: 6/28/82, 2/20/89, 3/11/96, 12/11/00, 10/12/04



## Bylaws

**SUBJECT: DUTIES OF THE DISTRICT TREASURER**

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

- a) Acts as custodian of all moneys belonging to the District and lawfully deposits these moneys in the depositories designated by the Board;
- b) Pays all authorized obligations of the District as directed, including payments of bond principal and interest;
- c) Maintains proper records and files of all checks, and approved payment of bills and salaries;
- d) Makes all such entries and posts all such financial ledgers, records and reports, including bond and note registers, as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;
- e) Signs all checks drawn on District fund accounts provided that the District's Claims Auditor has attested to the authority to issue the check based upon proper evidence of a charge against the District's funds;
- f) Safeguards either his or her electronic signature and/or the check-signing machine and signature plate, personally overseeing all preparation of checks;
- g) Assumes other duties customary to the office.

Education Law Sections 2122, 2130, and 2523  
Local Finance Law Sections 163 and 165  
8 NYCRR Sections 170.2(g), 170.2(o), and 170.2(p)  
9 NYCRR Section 540.4

Pittsford Central School District Adopted: 6/28/82  
Revised: 2/20/89, 3/11/96, 12/11/00, 10/12/04, 9/18/06; 4/16/24

## Bylaws

**SUBJECT: TAX COLLECTOR**

The towns of Brighton, Pittsford, Perinton, Penfield, Mendon and Victor serve as the school tax collectors and perform the following duties on behalf of the District.

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

Education Law Sections 2126 and 2130

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

## Bylaws

**SUBJECT: DUTIES OF THE EXTERNAL (INDEPENDENT) AUDITOR**

The Board by law shall obtain an annual audit of its records by an independent certified public accountant (CPA) or an independent public accountant (PA). The audit must also include all extraclassroom activity funds. The independent accountant will present the report of the annual audit to the Board. The Board will adopt a resolution accepting the audit report and file a copy of the resolution with the Commissioner. The District will also file the audit report with the Commissioner for a specific school year by October 15th of the following school year. In addition to the annual audit, the District is subject to state audits conducted by the State Comptroller.

The independence and objectivity of the auditor may be enhanced when the Board and Audit Committee perform an oversight role with respect to the hiring and performance of the auditor, as required by law. Similarly, no audit engagement will be for a term longer than five consecutive years. The District, may, however, permit an independent auditor engaged under an existing contract for those services to submit a proposal for those services in response to a request for competitive proposals or be awarded a contract to provide those services under a request for proposal process.

**Duties and Responsibilities**

The independent auditor must conduct the audit in accordance with Generally Accepted Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States. Standards of GAGAS are organized as general, fieldwork, and reporting.

Below are some important considerations the District will expect of the auditor in preparing the audit; however, they should not be considered all-inclusive or a substitute for the auditor's professional judgment.

- a) Independence: The auditor must document that he or she is independent of the District and free of personal and external impairments. The auditor must establish an internal quality control system to identify any personal and external impairment and assure compliance with GAGAS independence requirements.
- b) Internal Quality Control System: The auditor must document that his or her internal quality control processes adequately demonstrate compliance with government auditing standards. He or she must establish an organizational structure, policies, and procedures to provide reasonable assurance of complying with applicable standards governing audits.
- c) Internal Controls: The auditor must obtain a sufficient understanding of the District's internal controls and document such understanding covering the five interrelated components: the control environment, risk assessment, control activities, information and communication, and monitoring.
- d) Planning and Supervision: The auditor's work is to be properly planned and supervised and will consider materiality and/or significance in order to provide reasonable assurance of detecting misstatements resulting from direct and illegal acts and irregularities to financial statements. The auditor should also be aware of the possibility that indirect illegal acts may have occurred.

(Continued)

**SUBJECT: DUTIES OF THE EXTERNAL (INDEPENDENT) AUDITOR (Cont'd.)**

- e) **Audit documentation:** In order to meet the GAGAS requirements, the audit documentation should provide a clear understanding of its purpose, the source, and the conclusions the auditor reached. It should be organized to provide a clear link to the findings, conclusions, and recommendations contained in the audit report.
- f) **Reporting on Internal Controls and Compliance:** The auditor must report on and present the results of his or her testing of the District's compliance with laws and regulations and its internal controls over financial reports in light of irregularities, illegal acts, other material noncompliance, significant deficiencies, and material weaknesses in internal controls.

Generally Accepted Government Auditing Standards (GAGAS) Sections 3.50-3.54, 4.03, 4.19-4.24, and 5.07-5.20

Education Law Sections 1709(20-a) and 2116-a

General Municipal Law Sections 33 and 104-b

8 NYCRR Sections 170.2, 170.3 and 170.12

## Bylaws

**SUBJECT: APPOINTMENT AND DUTIES OF THE CLAIMS AUDITOR**

The Board will appoint a Claims Auditor to examine all claims. This auditor will determine whether the amounts claimed are actual and necessary expenditures, if the goods or services were actually received, whether the District official or employee was authorized to incur the obligation, and if the claims are supported with adequate evidence. Support may include itemized documentation, a thorough description of the goods or services, and detailed receipts and invoices. The Claims Auditor will ensure that each claim is legitimate, mathematically correct, does not exceed any available appropriation within the applicable budget code, and is made in accordance with District policy, purchasing order, or contract before authorizing payment. This auditor will certify that he or she audited each claim listed on the claims warrant to authorize the Treasurer to pay. The Treasurer should compare the signed checks to the certified warrant to verify accuracy and consistency before issuing payment.

The Claims Auditor will report directly to the Board on a monthly basis. The Board may require that the Claims Auditor report to the Clerk of the District, Clerk of the Board, or to the Superintendent for administrative matters such as workspace, time and attendance.

The Board may adopt a resolution establishing the office of Deputy Claims Auditor to act as the Claims Auditor in the absence of the Claims Auditor. The Board may, by resolution, abolish the position of Deputy Claims Auditor at any time. The same eligibility requirements and qualifications that apply to a Claims Auditor apply to the Deputy Claims Auditor.

**Qualifications**

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims, including experience with purchasing, bidding and claims. The Claims Auditor must be bonded prior or included in the District's blanket undertaking to assuming their duties.

The Claims Auditor should not be:

- a) A member of the Board;
- b) The Clerk or Treasurer of the Board;
- c) The Superintendent or District official responsible for business management;
- d) The Purchasing Agent;
- e) Clerical or professional personnel directly involved in District accounting and purchasing functions or under the direct supervision of the Superintendent;
- f) The individual or entity responsible for the internal audit function (the Internal Auditor);

(Continued)

## Bylaws

**SUBJECT: APPOINTMENT AND DUTIES OF THE CLAIMS AUDITOR (Cont'd.)**

- g) The External (Independent) Auditor responsible for the external audit of the financial statements;
- h) A close or immediate family member of an employee, officer, or contractor providing services to the District. A close family member is a parent, sibling or nondependent child; an immediate family member is a spouse, spouse equivalent, or dependent (whether or not related).

The Claims Auditor is not required to be a resident of the District and will be classified in the civil service exempt class.

The Board may delegate this claims audit function by using inter-municipal cooperative agreements, shared services through a Board of Cooperative Educational Services, or independent contractors, providing that the individual, organization, or entity:

- a) Has no other responsibilities related to the business operations of the District;
- b) Has no interest in any other contracts with, and does not provide any goods or services to, the District; and
- c) Is not a close or immediate family member of anyone who has responsibilities related to District business operations, or has an interest in any other contracts with the District.

The Board remains ultimately responsible for auditing all claims.

Education Law Sections 1604(35), 1709(20-a), 2526, and 2554(2-a)  
8 NYCRR Section 170.12(c)

Pittsford Central School District Adopted: 10/18/65  
Revised: 6/28/82, 1/9/89, 2/20/89, 3/11/96, 6/9/97, 12/11/00, 6/25/01, 10/12/04, 12/12/05, 9/18/06;  
4/16/24

**SUBJECT: DUTIES OF THE EXTRACLASSROOM ACTIVITY FUND CENTRAL  
TREASURER AND FACULTY AUDITOR**

Extraclassroom Activity (ECA) Central Treasurer

ECA Central Treasurer is appointed by the Board and has custody of all ECA funds. The ECA Central Treasurer's duties include, but are not limited to:

- a) Disbursing ECA funds by means of prenumbered check forms upon receipt of a payment order signed by the student activity treasurer and faculty advisor of the ECA, provided that there are sufficient funds in the account;
- b) Signing all checks disbursing ECA funds;
- c) Providing completed checks disbursing ECA funds to the student activity treasurer of the ECA;
- d) Signing a receipt for all ECA funds placed into his or her custody and depositing those funds promptly into a bank designated by the Board;
- e) Maintaining a record of the receipts and disbursements of each individual ECA account and of all the ECA accounts combined;
- f) Verifying bank statements and preparing a reconciliation of cash balances and ECA accounts to be forwarded to the Faculty Auditor monthly;
- g) Submitting to the Board a financial report relating to the receipts and expenditures for all ECA accounts on a quarterly basis; and
- h) Reporting to the Board or its designee regularly and independently of the Faculty Auditor.

Faculty Auditor

The Faculty Auditor is appointed by the Board. The Faculty Auditor's duties include, but are not limited to:

- a) Examining the statements of accounts from the ECA Central Treasurer monthly;
- b) Auditing the ledgers kept by the student activity treasurer(s) at least twice a year on a rotating basis, and reconciling these ledgers with the ECA Central Treasurer's records;
- c) Examining transactions and paperwork to determine if correct procedures are being used, including supporting documentation requirements and receipt issuance;

(Continued)

**SUBJECT: DUTIES OF THE EXTRACLASROOM ACTIVITY FUND CENTRAL  
TREASURER AND FACULTY AUDITOR (Cont'd.)**

- d) Certifying the accuracy of entries posted and available balances listed;
- e) Investigating any instances when the ECA Central Treasurer's report and the student activity treasurer's ledgers do not agree;
- f) Assembling, at the end of the school year, the monthly reports and preparing a composite report listing the financial condition of each ECA account for the full school year; and
- g) Reporting to the Board or its designee regularly and independently of the ECA Central Treasurer.

8 NYCRR Part 172

NYSED Finance Pamphlet, The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds,  
Revised 2019



## Bylaws

**SUBJECT: DUTIES OF THE SCHOOL ATTORNEY**

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

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

## Bylaws

**SUBJECT: DUTIES OF THE SCHOOL PHYSICIAN**

The School Physician shall be appointed by the Board. The duties of the School Physician shall include, but are not limited to, the following:

- a) Performs professional medical services in the examination and care of school children;
- b) Performs school physicals as needed;
- c) Serves as an on call member on the Committee on Special Education;
- d) Reports to the Director of Pupil Services on school health services;
- e) Provides physical examinations to students participating in interscholastic athletics as needed;
- f) Develops the program of health service in accordance with policies approved by the Board and as directed by the Superintendent;
- g) Serves as resource to school nurses;
- h) Conducts a medical evaluation on any employee at the request of the Superintendent.

Education Law Sections 902 and 913

## Bylaws

**SUBJECT: DUTIES OF THE INTERNAL AUDITOR**

The Internal Auditor reports directly to the Board.

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

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

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

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

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

Pittsford Central School District Adopted: 9/18/06

**SUBJECT: CODE OF ETHICS: BOARD MEMBERS****Pittsford Central School District – Board of Education Code of Ethical Conduct (2022-2023)**

The Code of Ethical Conduct set forth in this Board of Education policy shall be applied as a supplement to the policy is set forth in New York State General Municipal Law, including, but not limited to:

- a) Conflicts of interest between the Board member and the District generally, as well as any of its individual stakeholders, and
- b) Prohibition on disclosure of confidential information obtained while discharging official duties and using confidential information to further personal interests.

For purposes of this policy, ethics means and includes personal behaviors, in addition to those dictated by law, aligned with honesty, trustworthiness, integrity, credibility, fairness, and respect for the dignity of all.

All Pittsford Central School District Board members shall conduct themselves with the highest ethical standards; specifically, they shall:

- a) Respect their oath of office and consistently observe and comply with all state and federal laws and regulations that pertain to public education.
- b) Value and uphold student success as the fundamental principle for all decisions.
- c) Serve as Steward and Guardian of the District's core values, mission, and vision.
- d) Strive to ensure the opportunity for a high-quality educational experience for all students.
- e) Represent the entire community in an impartial manner.
- f) Avoid even the appearance of an undisclosed conflict of an interest and remain apolitical.
- g) Shall not abuse their position for personal gain.
- h) Maintain strict confidentiality of privileged information including, but not limited to, all information discussed during Executive Session.
- i) Operate at all times understanding that a Board of Education member is one-seventh of a unit and that individually have no authority over District affairs.
- j) Act with civility, respect, and regard for the opinions, experiences, perspectives, and responsibilities of fellow Board members, District leadership and staff, students, and members of the broader community.

(Continued)

**SUBJECT: CODE OF ETHICS: BOARD MEMBERS (Cont'd.)****Executive Session**

Board members understand and acknowledge that they are obliged to maintain the utmost confidentiality regarding information conveyed to them in their capacity as Board members or discussed during portions of Board meetings that are designated as Executive Session. Executive session topics are limited legally to eight categories as such only these topics may be discussed.

Board members shall neither repeat nor discuss matters shared with them at any time other than during a portion of a meeting which has been designated as an Executive Session.

Board members shall not, under any circumstance, copy, record or reproduce any portion of a School Board meeting which has been designated as an Executive Session.

**Note:** If a Board member has any reason to believe that another Board member, District employee, parent, student, community member, and/or any other person is copying, recording, or otherwise reproducing any portion of a meeting that has been designated as an Executive Session, such Board member shall immediately report such information to the Superintendent and Board President.

**Oath of Office**

Board members shall abide by the District's Oath of Office, which requires Board members to uphold the laws of the Constitution of the United States and the State of New York. All local laws and regulations pertaining to education and public agencies as well as policies of the District must also be upheld.

**Affirmation – Code of Ethical Conduct**

In addition to the annual Oath of Office, all Pittsford Central School District Board of Education members shall annually affirm their acknowledgement and acceptance of this Code of Ethical Conduct by. In so doing, they confirm that they have read and understand the conditions defined herein.

As a best practice, it is recommended that the act of affirmation occur at the Board's reorganization meeting in July or, if a member is not present at the reorganization meeting, at a convenient location within 14 working days of the date of the reorganization meeting. The Board President and District/Board Clerk shall be responsible for coordinating these tasks.

**Penalties**

In addition to any civil or criminal penalty contained in any other provision of law, any Board of Education member who shall knowingly and intentionally violate any of the provisions of this policy, including not signing the code of ethics as required herein may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

NOTE: Refer also to Policy #6110 -- Code of Ethics for Board Members and All District Personnel  
(Continued)

**SUBJECT: CODE OF ETHICS: BOARD MEMBERS (Cont'd.)**

**Code of Ethics**

Acknowledgement

I, \_\_\_\_\_, hereby acknowledge that I have read and understand District Policy 1340. I affirm that I will abide by the conditions set forth in District Policy #1340 and understand that my failure to do so is grounds for removal from my position as School Board member.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn to before me this  
\_\_\_\_ day of July, 20\_\_\_\_.

\_\_\_\_\_

## Bylaws

**SUBJECT: POLICY AND ADMINISTRATIVE REGULATIONS**

The formulation and adoption of written policies will constitute the basic method by which the Board will exercise its leadership in the operation of the District.

The adoption of a written policy will occur only after the proposal has been moved, discussed, and voted on affirmatively at two separate meetings of the Board (i.e., the "first reading" and the "second reading"). The policy draft may be amended at the second meeting. By a majority vote, the Board may waive the "second reading" and complete the adoption of the proposed policy at its "first reading."

Board action is also necessary for revising policies that require amendment or rescinding policies that are no longer relevant or applicable to the District.

The formal adoption, amendment, or deletion of written Board policy will be recorded in the official minutes of the Board. This written Board policy will govern the conduct and affairs of the District and will be binding upon the members of the educational community in the District.

It will be the Board's responsibility to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision. The Superintendent is given the continuing commission of calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision.

**Execution of Policy: Administrative Regulations**

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

Education Law Sections 1604(9), 1709(1) and (2), and 2503(2)

Pittsford Central School District Adopted: 2/12/62

Revised: 7/6/65, 1/9/67, 5/22/67, 6/28/82, 2/20/89, 2/13/95, 3/11/96, 12/11/00, 10/12/04; 4/16/24

## Bylaws

**SUBJECT: REGULAR BOARD MEETINGS**

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

If a Board meeting has been scheduled at least one week before it occurs, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of Board meetings scheduled less than a week in advance shall be given as soon as is practicable in accordance with law.

If a District resident is hearing impaired and desires the services of an interpreter, the Board shall provide services upon reasonable notice.

If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

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

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

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

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

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

(Continued)



## Bylaws

**SUBJECT: REGULAR BOARD MEETINGS (Cont'd.)**

The Superintendent and members of his/her staff at the Superintendent's discretion shall attend all meetings of the Board. The Superintendent shall attend all executive session meetings of the Board except those that concern his/her evaluation and salary determination. The Board may request the attendance of such additional persons as it desires.

Public Officers Law Article 7  
Education Law Section 1708

NOTE: Refer also to Policy #1520 -- Special Meetings of the Board

## Bylaws

**SUBJECT: SPECIAL MEETINGS OF THE BOARD**

Special meetings of the Board shall be held on call by any member of the Board. A reasonable and good faith effort shall be made by the Superintendent or the Board President, as the case may be, to give every member of the Board twenty-four (24) hours notice of the time, place and purpose of the meeting. All special meetings shall be held at a regular meeting place of the Board and/or in accordance with provisions of the Open Meetings Law as may be applicable.

In an emergency, the twenty-four (24) hour notice may be waived by having each Board member sign a waiver-of-notice form.

Public notice of the time and place shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one (1) or more designated public locations at a reasonable time prior to the meeting.

Public Officers Law Sections 103 and 104

NOTE: Refer also to Policy #1510 -- Regular Board Meetings

## Bylaws

**SUBJECT: ANNUAL DISTRICT MEETING AND ELECTION/BUDGET VOTE**

Pursuant to law, the Annual District Meeting and Election/Budget Vote for the District will be held on the third Tuesday in May. At this time, the District's voters will elect members of the Board and will also vote on the District Budget for the upcoming school year. However, in the event that the third Tuesday in May conflicts with a religious holiday, the School Board may petition the Commissioner of Education to obtain permission to hold the Annual Meeting and Election/Budget Vote on the second Tuesday in May. Such request from the Board must be certified and received by the Commissioner no later than March 1.

The Clerk shall give notice of the time and place of holding the Annual Meeting and Election/Budget Vote by publishing such notice four (4) times within seven (7) weeks preceding the meeting. The first publication of the notice must be at least forty-five (45) days prior to the meeting. Such notice must appear in two (2) newspapers, if there are two (2) newspapers which have a general circulation within the District, or one (1) newspaper, if there is one (1) newspaper with a general circulation within the District. The notice shall also contain such other information as required by law.

Copies of the proposed annual operating budget for the succeeding year to be voted upon at the Annual Meeting and Election shall be available to District residents, on request, in each District school building during certain designated hours on each day other than a Saturday, Sunday or holiday during the fourteen (14) days preceding such Annual Meeting. The availability of this budget information shall be included in a legal notice of the Annual Meeting; and such copies of the proposed budget will also be available to District residents at the time of the Annual Meeting and Election.

Starting in the 2005/2006 school year, proof of residency will be required to vote.

Education Law Sections 1608, 1716, 1804(4), 1906(1), 2003(1), 2004(1), 2017(5) and (6), 2022(1), and 2601-a(2)

NOTE: Refer also to Policy #1640 -- Absentee Ballots

Pittsford Central School District Adopted: 7/14/53  
Revised: 4/3/61, 6/28/82, 2/20/89, 3/11/96, 12/11/00, 10/12/04

## Bylaws

**SUBJECT: BUSINESS OF THE ANNUAL DISTRICT ELECTION**

The Board will appoint a qualified voter as chairperson of the Annual District Meeting and Election/Budget Vote.

The chairperson will call the Annual District Meeting to order and proceed to the following order of business:

- a) Designation of Clerk as clerk of the election and assistant clerks;
- b) Designation of tellers and/or inspectors of election as previously appointed by the Board;
- c) Reading of notice of call of the election by the Clerk;
- d) Opening of the booths for voting;
- e) Closing of the booths;
- f) Receiving the report of the Clerk of the results of the elections;
- g) Adjournment.

Voting machines shall be used in annual and special District meetings.

Education Law Sections 1716 and 2025

**SUBJECT: ANNUAL ORGANIZATIONAL MEETING**

The Annual Organizational Meeting of the Board shall be held on the second Tuesday in July of each year. The Board may pass a resolution, however, to hold its Annual Organizational Meeting at any time during the first 15 days of July.

**Officers**

The meeting will be called to order by the Superintendent, who will act as a Temporary Chairperson. The Board will proceed to the election of a President. The President will then take the chair. The Board will then elect a Vice President. Election will be by a majority vote.

**Oath of Office**

The District Clerk will administer the Oath of Office to the newly elected officers and new members of the Board.

Education Law Section 1707, 1707, 2502, and 2504  
Public Officers Law Section 10

## Bylaws

**SUBJECT: LEGAL QUALIFICATIONS OF VOTERS AT DISTRICT MEETINGS**

A person shall be entitled to vote at any school meeting for election of members of the Board, and upon all matters which may be brought before such meeting, who is:

- a) A citizen of the United States;
- b) Eighteen (18) years of age or older;
- c) A resident within the District for a period of thirty (30) days preceding the meeting at which he/she offers to vote.

Any person who would not be qualified to vote under the provisions of Sections 5-100 and 5-106 of the Election Law shall not have the right to vote in an election.

Education Law Sections 2012 and 2603  
Election Law Article 5

## Bylaws

**SUBJECT: PROOF OF RESIDENCY FOR VOTING**

Starting with the 2005/2006 school year and thereafter, in order for a person to be entitled to vote at the elections of members of the Board, the District budget, and all matters which may be brought before the residents of the District, valid proof of residency must be shown prior to voting. Proof of residency may include the following:

- a) A New York State driver's license;
- b) A New York State non-driver identification card;
- c) A utility bill; or
- d) A voter registration card.

Proof of residency may also be obtained by personal verification of an individual's residency status by an election inspector or clerk.

In instances where proof of residency is not provided, voters will be permitted to vote by paper ballot provided they swear to and subscribe an affidavit stating that they are legal residents and qualified voters of the Pittsford Central School District.

Voters shall also be required to provide their signature, printed name and address.

Education Law Sections 2018-c and 2019

## Bylaws

**SUBJECT: ABSENTEE BALLOTS**

The Board authorizes the District Clerk or a Board designee to provide absentee ballots to qualified District voters. Absentee ballots will be used for the election of Board members and the adoption of the annual budget.

A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason they will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk or Board designee at least seven days before the election/vote if the ballot is to be mailed to the voter, or the day before the election/vote if the ballot is to be delivered personally to the voter.

An absentee ballot will also be mailed to every qualified District voter otherwise eligible for an absentee ballot who sends a signed letter requesting an absentee ballot which states the address of the voter to the District Clerk or Board designee. The signed letter must be received by the District Clerk or Board designee not earlier than the thirtieth day before the election/vote and at least seven days before the election/vote. Enclosed with the absentee ballot will be an application form for the absentee ballot. The absentee ballot will not be counted unless a valid application form is enclosed with the ballot.

A qualified District voter is eligible to vote by absentee ballot if they are unable to appear to vote in person on the day of the District election/vote because they:

- a) Will be a patient in a hospital, or is unable to appear personally at the polling place on the day of the election/vote because of illness or physical disability;
- b) Have duties, occupation or business responsibilities, or studies which require being outside of the county or city of residence on the day of the District election/vote;
- c) Will be on vacation outside of the county or city of residence on the day of such District election/vote;
- d) Will be absent from the voting residence due to detention in jail awaiting action by a grand jury or awaiting trial, or is confined in prison after conviction for an offense other than a felony; or
- e) Will be absent from the District on the day of the District election/vote by reason of accompanying spouse, parent or child who is or would be, if he or she were a qualified voter, entitled to apply for the right to vote by absentee ballot.

Statements on the application for absentee ballot must be signed and dated by the voter.

An voter's absentee ballot must reach the office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that their vote may be canvassed.

(Continued)



**SUBJECT: ABSENTEE BALLOTS (Cont'd.)**

Qualified District voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has been marked "permanently disabled" pursuant to law are entitled to receive an absentee ballot without application if they have previously applied for an absentee ballot.

A list of all persons to whom absentee ballots have been issued shall be maintained in the Office of the District Clerk or Board designee and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of such list, file a written challenge of the qualifications as a voter of any person whose name appears on such list, stating the reason for such challenge. The written challenge will be transmitted by the District Clerk or Board designee to the election inspectors on the day of the District election/vote. In addition, any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on this list by making their reasons known to the election inspector before the close of the polls.

**Military Ballots**

The Board authorizes the District Clerk or a Board designee to provide military ballots to military voters to be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A military voter is:

- a) A qualified voter of New York State who:
  - 1. Is in actual military service and, by reason of that military service, is absent from the District on the day of registration or election; or
  - 2. Is discharged from that military service within 30 days of an election; or
- b) A spouse, parent, child, or dependent of the previously described voter, accompanying or being with that voter, if a qualified voter of New York State and a resident of the District.

A military voter may designate a preference to receive a military ballot application or a military ballot by mail, fax, or email. This designation will remain in effect until revoked or changed by the military voter. If a military voter does not designate a preference, a military ballot application or a military ballot will be provided to the military voter by mail.

Military ballots will be distributed as soon as practicable, but no later than 25 days before the election/vote.

(Continued)

**SUBJECT: ABSENTEE BALLOTS (Cont'd.)**

Three days before the first day for distribution of military ballots, the names of all candidates duly nominated for public office and the amendments, referenda, propositions, and questions to be voted for on the ballots will be determined. If, at a later date, the nomination of any candidate named on a military ballot is found invalid, the ballot will still be valid, but no vote for the invalid candidate will be counted in the election/vote.

A voter's military ballot must be received by the Office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed at which point the military ballot will be processed in the same manner as absentee ballots.

All military ballot applications and military ballots must be returned by mail or in person.

Education Law Sections 2014, 2018-a, 2018-b, and 2613  
8 NYCRR Part 122

## Bylaws

**SUBJECT: SUBMISSION OF QUESTIONS AND PROPOSITIONS AT THE ANNUAL MEETING AND ELECTION AND SPECIAL DISTRICT MEETINGS****Questions and Propositions at the Annual Meeting and Election**

The following rules and regulations will apply to the submission of the questions or propositions at the annual meeting and election of this District.

- a) Questions or propositions must be submitted by petition directed to the District Clerk and must be signed by 25 qualified voters, or five percent of the registered voters of the District who voted in the previous annual election of Board members, whichever is greater.
- b) A separate petition will be required for each question or proposition.
- c) Each petition must be filed with the District Clerk. Petitions relating to an Annual Election must be filed not later than 60 days preceding the election at which the question or proposition is to be voted upon.
- d) Questions or propositions submitted in accordance with these rules and accepted will be printed on the ballot. The District, however, retains the right to reject petitions as permitted by law, including, but not limited to, instances where the petitions are advisory in nature or beyond the power of the voters.
- e) The Board will cause the rules and regulations set forth in this policy to be distributed within the District.
- f) Nothing in this policy affects the nominations of candidates as set forth in the Annual District Election notice in accordance with Education Law Section 2018.

**Questions or Propositions to be Submitted at Special District Meetings**

The procedure for requesting the Board to call a Special District Meeting to vote on a question or proposition will be in accordance with Education Law.

Education Law Sections 1703, 2008, 2018, 2035(2), and 2601-a

## Bylaws

**SUBJECT: QUORUM**

The quorum for any meeting of the Board shall be four (4) members. No formal action shall be taken at any meeting at which a quorum is not present. When only a quorum exists, the Board shall act by unanimous vote unless otherwise required by the laws of the State of New York.

General Construction Law Section 41

## Bylaws

**SUBJECT: MINUTES**

Board minutes are a legal record of the activities of the Board as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings will be kept by the District Clerk or, in their absence, by the Superintendent or designee. The minutes will be complete and accurate, maintained in accordance with law. All minutes must be signed by the District Clerk when approved. Unless otherwise provided by law, minutes will be available to the public and posted on the District website.

However, minutes of executive sessions need not include any matter which is not required to be made public by the Freedom of Information Law (FOIL).

The minutes of each meeting of the Board will state:

- a) The type of meeting;
- b) The date, time of convening, and adjournment;
- c) Board members present and absent;
- d) Board members' arrival and departure time, if different from opening or adjournment times;
- e) All action taken by the Board, including a record or summary of all motions, proposals, resolutions, and other matters formally voted upon, with evidence of those voting in the affirmative and the negative, and those abstaining.

**Minutes of Executive Sessions**

Minutes will be taken at executive sessions of any action that is taken by formal vote. The minutes will consist of a record or summary of the final determination of the action, the date, and the vote. However, this summary need not include any matter which is not required to be made public by the FOIL.

If action is taken by a formal vote in executive session, minutes will be available to the public within one week of the date of the executive session.

Education Law Sections 2121 and 3020-a  
Public Officers Law Sections 103 and 106

NOTE: Refer also to Policies #1510 -- Regular Board Meetings  
#1710 -- Quorum  
#2120 -- Use of Parliamentary Procedure

Pittsford Central School District Adopted: 10/12/04  
Revised: 4/16/24

## Bylaws

**SUBJECT: EXECUTIVE SESSIONS**

Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the area or areas of the subject or subjects to be considered, the Board may conduct an executive session for discussion of the below enumerated purposes only, provided, however, that no action by formal vote shall be taken except on an Education Law Section 3020-a probable cause finding. For all other purposes, the action by formal vote shall be taken in open meeting and properly recorded in the minutes of the meeting. Attendance at an executive session will be permitted to any Board member and any persons authorized or requested to attend by the Board. The Superintendent will attend all executive sessions except those that concern his or her evaluation, employment, or salary.

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

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

Education Law Sections 1708(3) and 3020-a  
Public Officers Law Article 7

Pittsford Central School District Adopted: 6/28/82  
Revised: 2/20/89; 3/11/96; 12/11/00; 10/12/04; 4/16/24