

☐ Required☒ Local☐ Notice

MEETINGS OF BOARD OF EDUCATION

The Board of Education recognizes that in order to perform its duties in an open and public manner, and in accordance with New York State Law, the Board of Education shall hold a regular business meeting and a work meeting once a month. On occasion the Board of Education can convene a special meeting which is not regularly scheduled to address a particular item in a timely manner. The Board of Education must have a quorum in order to conduct business – four of the seven members. Only members of the Board of Education have a right to vote on the residents being considered.

Once a year the Board of Education holds an Organizational meeting to discuss the Board structure for the following year. The time, dates and place of Board of Education meetings shall be established in the spring of the preceding year, but no later than at the annual Organizational meeting. In the event that the day appointed for a meeting falls on a legal holiday, the meeting shall be rescheduled. All Board meetings are open to the public, and meeting facilities shall provide access to persons with disabilities.

Regular Meetings:

A regular School Board business meeting is held each month. Meeting dates and locations are listed in the District calendar, the public library and on the District website. 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 Superintendents, the Executive Directors and other specified personnel as deemed necessary.

Work Meetings:

Work meetings are planning meetings at which the Board discusses pre-determined topics and hears reports from the Superintendent, District staff, and community committees regarding activities in the school District. During work sessions, Board members have the opportunity to study and discuss specific topics in depth and to review items to be acted upon at future business meetings. No motions are made or adopted at work meetings. While work meetings are open to the public, resident participation is at the discretion of the Board.

Special Meetings:

In an effort to anticipate and respond to special circumstances which may arise during district operations, any member of the Board may call special and/or emergency meetings of the Board by contacting the Board President and the Superintendent of Schools. Notice of such meetings will be given at least twenty- four hours before the date of the meeting to every Board member. If less than a week in advance, public notice of the meeting will be given to the extent practicable.

If, in an emergency, the special meeting is held before the twenty-four hour notice can be given, each member may be asked to sign a waiver of notice. A statement regarding the time of notice and signature of such forms shall be entered in the minutes.

Cross-ref: 2210, Board Reorganization
Meeting 2350, Board Meeting
Procedures

Ref: Educational Law §§1606
Opening Meeting Law, Public Officers Law §§100 et seq.

Adopted: 6/10/99;

Amended 9/21/11, 11/16/22, 7/1/25