

REGULAR BOARD MEETINGS

I. Statement of Policy

All Board of Education (the 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.

II. Notice of Meeting

- A. Whenever such a meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon as is practicable in accordance with law. When the Waterville District (the District) has the ability to do so, a notice of the time and place of the meeting and if applicable the web address to view the livestream shall be conspicuously posted on the District’s internet website.
- B. 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.
- C. Regular monthly meetings of the Board shall take place on the day and time designated by the Board at the Re-Organizational Meeting, except as modified at subsequent meetings of the Board.
- D. 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 same can be placed on the agenda. Whenever individuals or groups wish to bring a matter to the attention of the Board, such request shall be addressed to the Superintendent. The Superintendent shall present such matter to the Board.

III. Use of Videoconference from a Private Location When Extraordinary Circumstances Exist

- A. If and when videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used; where the public can view and/or participate in the meeting where required documents and records will

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- be posted or available; and identify the physical location(s) for the meeting where the public can attend.
- B. Board meetings that are broadcast or that use videoconferencing shall use technology to permit access by members of the public with disabilities consistent with the 1990 Americans Disabilities Act (ADA), as amended, and corresponding guidelines.
 - C. When a member or members are unable to be present at a meeting due to extraordinary circumstances, the Board has opted to allow for the member or members to appear via videoconferencing pursuant to Public Officers Law 103-a. In order to comply with the law, the Board has adopted a resolution authorizing the use of videoconferencing.
 - D. The Board shall maintain a website and post this Policy and any additional written procedures governing member and public attendance on the District website.
 - E. A minimum number of members must be present to fulfill the quorum requirement in the same physical location or locations where the public can attend.
 - F. Members of the Board shall be physically present at meetings unless a member is unable to be physically present at a public meeting location due to extraordinary circumstances, including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
 - G. The Board shall provide an opportunity for the public to attend, listen and observe meetings in at least one physical location at which a Board member participates.
 - H. Except in the case of executive sessions, Board members appearing virtually shall be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
 - I. The Board shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized. The Board shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony.
 - J. Each Board meeting conducted using videoconferencing shall be recorded. The recordings shall be posted or linked on the public website of the public body within five (5) business days following the meeting and shall remain so available for a minimum of five (5) years thereafter. Recordings shall be transcribed upon request.

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IV. Duties of the District Clerk

The District Clerk of the Board 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.

V. Postponing a 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 District Clerk to notify all members.

VI. Adjourning a Meeting

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

VII. Attendance of the Superintendent

The Superintendent shall attend all meetings of the Board. The Superintendent shall attend all executive session meetings of the Board except those that concern their evaluation, employment status, and salary determination of the Superintendent. The Board may request the attendance of such additional persons as it desires.

Waterville Central School District

Legal Ref.: NYS Education Law §§ 1606, 1708, 1709; NYS Public Officers Law §§102, 103, 103-a, 104; and General Construction Law §41

Adopted: 01/13/88, 10/08/96

Revised: 05/27/14, 05/24/22, 08/22/23