

**ROSLYN UNION FREE SCHOOL DISTRICT
Meeting of the Board of Education**

Thursday, October 22, 2015

8:00 p.m.

Roslyn High School – Board Room

7:00 p.m. - Executive Session

8:00 p.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition: Board of Education

Recommendation to accept the Claims Audit Report for August 2015

Recommendation to accept the minutes from the following meeting(s):
October 8, 2015

Board President's Comments

Superintendent's Comments

Student Delegate's Comments

Discussion Item(s):

1. KG&D Architects

PUBLIC COMMENT #1 Limited to Agenda Items ONLY

(Will be limited to ½ hour, no more than 2 minutes per speaker).

Though not required by law, the Roslyn Board of Education invites public comment during its meetings. Citizens will be recognized by the presiding officer. Please state your name and address before speaking and direct all comments to the Board. This is not a time for citizen to citizen exchanges. We ask that comments not include the names of students or staff members, and comments are not permitted with respect to confidential matters. Please also be reminded that Board meetings are designed by law to facilitate the school district's business and provide for public Board deliberations. Thank you

ACTION ITEMS

Action may be taken for each individual resolution or by the titled subgroups. Bracketed information following resolutions is not part of the Board's official action and does not become part of the official record.

PERSONNEL:

ALL PERSONNEL APPOINTMENTS LISTED ARE FUNDED IN THE CURRENT BUDGET UNLESS OTHERWISE NOTED

- P.1.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:
RESOLVED, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.1 Professional)**
- P.2.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:
RESOLVED, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.2 Classified)**
- P.3** Recommendation to approve the Adult Education Instructor Salaries attached as **(Attachment P.3)**.
- P.4** **WHEREAS**, Donald Aquilino has submitted his resignation as Cleaner/Bus Driver effective November 27, 2015, for the purposes of retirement and as the District no longer has a need for this one position,

NOW THEREFORE BE IT RESOLVED that the Board of Education hereby abolishes the one position of Cleaner/Bus Driver held by Donald Aquilino and establishes one new position of Cleaner effective November 28, 2015.

BUSINESS/FINANCE:

ALL ITEMS ON THE BUSINESS/FINANCE PORTION OF THE AGENDA ARE WITHIN THE BUDGET UNLESS OTHERWISE SPECIFIED

- B.1.** Recommendation to approve the following contracts and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid).

- (i) Contractee: Westbury Union Free School District
Services: Transportation services for 1 student
Fees: Total estimated to be \$1,731.30 (Roslyn to receive)

Recommendation to **amend** the following contract (ii) which was approved by the Board of Education on June 25, 2015 (item B.1(i)):

- (ii) *Contractor: Extraordinary Pediatrics, P.C.
Services: Occupational, Physical and Speech, services for the period of July 1, 2015 to June 30, 2016
Added vision teacher/consultant services
Fees: Total estimated to be \$260,000, an increase of \$60,000

Recommendation to **amend** the following contract [(iii)] which was approved by the Board of Education on August 25, 2015 (items B.1(iii)):

- (iii) Contractor: The Summit School (Upper Nyack)
Services: Educational/ Residential services for one student for the period of July 1, 2015 to August 31, 2015
Fees: \$24,281.96 - summer program tuition + maintenance
\$590.00 for Dormitory Authority
September 1, 2015 – June 30, 2016
\$31,270.00 - 10-month program tuition
\$3,541.00 for Dormitory Authority
Total estimated to be \$59,682.96, an increase of \$17,976.96

Recommendation to **amend** the following contract [(iv)] which was approved by the Board of Education on July 9, 2015 (items B.1 (viii)):

- (iv) Contractee: Great Neck Public Schools
Services: One (1) Great Neck resident to attend a Special program at Heights for the 2015-16 school year.
Fees: 10 Month Tuition- \$105,297.00 Elementary Rate (September 1, 2015 through June 24, 2016)
Total estimated to be \$105,297.00, a decrease of \$1,753.00 (Roslyn to receive)

The following items are [(v) through (xv)] are “flow-through” grants that pass through the district special aid fund but have no impact on our general fund budget

- (v) Contractor: ACDS
Services: Related services for the 2015-16 school year
Fees: **611 Grant**
\$638.00 per student related services only (1 student)
619 Grant
\$229.00 per student related services (1 student)
Total estimated to be \$867.00
- (vi) Contractor: Brookville Center for Children’s Services, Inc.
Services: Instructional services for the 2015-16 school year
Fees: **611 Grant**
\$1,915.00 per student (12 students)
Total will be \$22,980
619 Grant
\$688.00 per student (11 students)
Total will be \$7,568

- (vii) Contractor: Developmental Disabilities Inc.
 Services: Instructional services for the 2015-16 school year
 Fees: **611 Grant**
 \$1,915.00 per student (2 students)
 Total will be \$3,830.00
- (viii) Contractor: Martin De Porres School for Exceptional Children
 Services: Instructional services for the 2015-16 school year
 Fees: **611 Grant**
 \$1,915.00 per student (1 student)
 Total will be \$1,915.00
- (ix) Contractor: Mill Neck Manor School for the Deaf
 Services: Instructional services for the 2015-16 school year
 Fees: **611 Grant**
 \$1,915.00 per student (6 students)
 Total will be \$11,490
619 Grant
 \$688.00 per student (5 students)
 Total will be \$3,440
- (x) Contractor: New York Therapy Placement Services
 Services: Related services for the 2015-16 school year
 Fees: **611 Grant**
 \$638.00 per student (1 student)
 Instructional services for the 2015-16 school year
611 Grant
 \$1,915.00 per student (1 student)
 Total will be \$2,553
 Related services for the 2015-16 school year
619 Grant
 \$229.00 per student (1 student)
 Instructional services for the 2015-16 school year
619 Grant
 \$688.00 per student (1 student)
 Total will be \$917
- (xi) Contractor: School for Language and Communication Development
 Services: Instructional services for the 2015-16 school year
 Fees: **611 Grant**
 \$1,915.00 per student (2 students)
 Total will be \$3,830.00
619 Grant
 \$688.00 per student (2 students)
 Total will be \$1,376.00

- (xii) Contractor: The Summit School
 Services: Instructional services for the 2015-16 school year
 Fees: **611 Grant**
 \$1,915.00 per student (1 student)
 Total will be \$1,915.00
- (xiii) Contractor: The Lowell School
 Services: Instructional services for the 2015-16 school year
 Fees: **611 Grant**
 \$1,915.00 per student (1 student)
 Totals will be \$1,915.00
- (xiv) Contractor: United Cerebral Palsy Association of Nassau County, Inc.
 Services: Instructional services for the 2015-16 school year
 Fees: **611 Grant**
 \$1,915.00 per student (1 student)
 Total will be \$1,915.00
- (xv) Contractor: Variety Child Learning Center
 Services: Instructional services for the 2015-16 school year
 Fees: **611 Grant**
 \$1,915.00 per student (3 students)
 Total will be \$5,745
619 Grant
 \$688.00 per student (2 students)
 Total will be \$1,376
- (xvi) Contractor: Harmony Heights
 Services: Instructional services for the 2015-16 school year
 Fees: **611 Grant**
 \$1,915.00 per student (2 students)
 Totals will be \$3,830.00

B.2. Recommendation to approve a payment in the amount of \$13,407.90 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 09/30/2015.

B.3. Recommendation to approve Capital Fund Budget appropriation transfer requests as per **Attachment B.3.**

B.4. Recommendation to approve general fund appropriation transfer requests:

| <u>FROM BUDGET CODE</u> | <u>TO BUDGET CODE</u> | <u>AMOUNT</u> |
|-------------------------|------------------------------|------------------|
| 1620-150-03-9000-303 | 1620-160-03-9000-303 | \$100,000 |
| ADMIN Salary Certified | Operations Salary Classified | |
| | Subtotal | \$100,000 |

REASON FOR TRANSFER REQUEST: The original budget anticipated that the Assistant to Kevin Carpenter would be a certified staff member. He is actually a member of the classified service. This transfer allows him to be paid out of the appropriate budget code.

B.5. Recommendation to approve general fund expenditure transfer requests:

| <u>FROM BUDGET CODE</u> | | <u>AMOUNT</u> |
|-------------------------|-------------------|--------------------|
| 2110-200-07-2000-309 | Equip. HH Phys Ed | \$ 8,025.00 |
| 2110-200-09-2000-309 | Equip. MS Phys Ed | \$ 8,025.00 |
| | Subtotal | \$16,050.00 |

| <u>TO BUDGET CODE</u> | | <u>AMOUNT</u> |
|-----------------------|-------------------|--------------------|
| 2110-200-08-2000-309 | Equip. HS Phys Ed | \$16,050.00 |
| | Subtotal | \$16,050.00 |

REASON FOR TRANSFER REQUEST: Transfer of budgeted Project Adventure funds to satisfy cost of wall and floor pads in lower gym.

B.6. Recommendation by Melissa Krieger, East Hills Principal, to declare a faculty lounge couch to be in a state of disrepair, non-repairable, and therefore unusable. Item has no value for resale. It will be discarded.

Roslyn ticket number 004301

B.7. Recommendation by Craig Johanson, Middle School Principal, to declare the following items to be inoperable, non-repairable, and therefore, obsolete and unusable. They will be discarded.

20" Panasonic television, Serial # B1AA22980, no Roslyn tag

3 Sunlight Overhead Projectors, no Roslyn tags:

Serial # 2132089

Serial # 2136095

Serial # 2123511

B.8. Recommendation by Craig Johanson, Middle School Principal, to discard 8 old art tables and 30 mini steel technology lockers with countertops. They are old and in a state of disrepair. Replacement tables have been received, and the lockers are no longer needed. None have Roslyn tags. They will be discarded.

B.9. Recommendation to approve a one year extension to the High School Yearbook Bid awarded to Walsworth Publishing Company for 2015-2016 which was originally approved by the BOE at its meeting on October 23, 2014 (item B.11).

- B.10.** Recommendation to approve the following payments to Park East Construction Corporation for construction management services and reimbursements rendered to the district pertaining to various projects at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.]

| Payment | Location/Project | Budget | PO # | Inv # |
|----------------|--------------------------|------------------|-------------|--------------|
| \$157.00 | EH-Sigma Add'l Services | 2110-201-04-1121 | H14-00001 | 2015-Sigma 1 |
| \$2,978.00 | EH-Sigma Add'l Services | 2110-201-04-1225 | H14-00001 | 2015-Sigma 1 |
| \$2,973.00 | Hts-Sigma Add'l Services | 2110-201-06-1226 | H14-00001 | 2015-Sigma 1 |
| \$2,898.29 | HH-Sigma Add'l Services | 2110-201-07-1228 | H14-00001 | 2015-Sigma 1 |
| \$3,705.70 | HS-Sigma Add'l Services | 2110-201-08-1302 | H14-00001 | 2015-Sigma 1 |
| \$3,773.01 | MS-Sigma Add'l Services | 2110-201-09-1227 | H14-00001 | 2015-Sigma 1 |

- B.11.** Recommendation by Craig Johanson, Middle School Principal, to declare the attached list of books to be discarded due to obsolescence. (**Attachment B.11.**)

CURRICULUM AND INSTRUCTION:

- C&I.1** Recommendation to accept the confidential stipulations of the CPSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on September 30, 2015.
- C&I.2** Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on September 29, 2015, October 1, 2015, October 6, 2015 and October 9, 2015.
- C&I.3** Recommendation to approve Larry Reiff to attend the Ed Tech Teacher iPad Summit in Boston, Massachusetts from November 16 through 18, 2015 at an estimated cost to the district of \$711.65.
- C&I.4** Recommendation to approve Pat Patterson and 2 students to attend the NYSSMA Conference in Rochester, New York from December 3 through 6, 2015 at an estimated cost to the district of \$3,842.00.

- C&I.5** Recommendation to approve the following consultants as Roslyn Teacher Center In-Service class instructors (fees to be reimbursed by Teacher Center Grant):

| <u>Name</u> | <u>Class</u> | <u>Dates</u> | <u>Fee</u> |
|--------------------|-------------------------------|-----------------------------|------------|
| Christine DeFranco | De-escalation Techniques | TBD (2 hours) | \$160 |
| Christine DeFranco | Behavior Management | TBD (2 hours) | \$160 |
| Dr. Lynne Thies | RTI from Theory to Assessment | Nov. 16 and 18 (4 hours) | \$320 |

BOARD OF EDUCATION:

BOE.1 Recommendation to conduct the *third reading* of updated Board of Education Policy Section 2100 and Section 2500. (**Attachment BOE.1**)

BOE.2 BE IT RESOLVED that the Board of Education of the Roslyn Public Schools hereby ***abolishes the following policies:***

- Policy 2100 (School Board Legal Status)
- Policy 2110 (School Board Powers and Duties)
- Policy 2111 (School Member Authority)
- Policy 2160 (School District Officer and Employee Code of Ethics)
- Policy 9100 (Staff Ethics)
- Policy 9120 (Conflict of Interest)
- Policy 1810 (Gifts to School Personnel)
- Policy 2120, 2120-R, 2120-R-1, (School Board Elections)
- Policy 2121 (Board Member Qualifications)
- Policy 2122 (Board Member Oath of Office)
- Policy 2130 (Board Member Resignation)
- Policy 2140 (Board Member Removal from Office)
- Policy 2150 (Unexpired Term Fulfillment)
- Policy 2220 (Board Officers)
- Policy 2510 (New Board Member Orientation)
- Policy 1230 (Public Participation at Board Meetings)
- Policy 2210, 2210-R (Board Organization Meeting)
- Policy 2300 (School Board Meetings)
- Policy 2310 (Regular Meetings)
- Policy 2320 (Emergency Meetings)
- Policy 2330 (Executive Sessions)
- Policy 2340 (Notice of Meetings)
- Policy 2350 (Board Meetings Procedures)
- Policy 2351 (Quorum)
- Policy 2352 (Rules of Order)
- Policy 2353 (Voting Method)
- Policy 2360 (Minutes)
- Policy 2370 (Public Participation at Board Meetings)
- Policy 2230 (Appointed Board Officials)
- Policy 2410 (Formulation, Adoption and Amendment of Policies)
- Policy 2420 (Board Adopted Regulations/Administrative Regulations)
- Policy 2430 (Suspension of Policies)
- Policy 2440 (Administration in Policy Absence)
- Policy 2450 (Policy Dissemination)
- Policy 2460 (Policy Review and Evaluation)
- Policy 2461 (Policy Manual Accuracy Check)

and hereby ***adopts the following policies in their place:***

- Policy 2100 (School Board Legal Status)
- Policy 2160 (School District Officer and Employee Code of Ethics)
- Policy 2200 (Annual Meeting and Election)
- Policy 2300 (Board of Education Membership)
- Policy 2400 (Board of Education Meetings)
- Policy 2410 (Appointed Board Officers)
- Policy 2510 (Formulation, Adoption and Amendment of Policies)

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment

Personnel Action Report
Professional

P.1
October 22, 2015

| Item | Name | Action | Position / Replacing | Location | From | To | Tenure Area | Certification / Class / Step / Salary |
|------|---------------------|--------------------------|---|----------|----------|--------------------|--------------------|--|
| 1 | Elizabeth Cavallaro | Probationary Appointment | Teaching Assistant (1:1) | HTS | 10/26/15 | Prob Ends 10/25/19 | Teaching Assistant | <u>CERT</u> , Level 3/Step 1, per RPA Contract |
| 2 | Denise Samide | Appointment | .1 Overage (Grade 8 Science) | MS | 10/23/15 | 6/30/16 | | Per RTA Contract |
| 3 | Kimberly Murphy | Appointment | In Service Instructor (not to exceed 8 hours) | | 10/23/15 | 6/30/16 | | \$80/hour |
| 4 | Joshua Steffens | Club Appointment | Math Team B | HS | 10/23/15 | 6/30/16 | | Per RTA Contract, prorated |
| 5 | Jeannine Bravo | Appointment | Intramurals Instruction - PACT | EH | 10/23/15 | 6/30/16 | | \$70/hour |
| 6 | Julie Hutt | Appointment | Intramurals Instruction - PACT | EH | 10/23/15 | 6/30/16 | | \$70/hour |
| 7 | Cindy Cushing | Appointment | Intramurals Instruction - PACT | EH | 10/23/15 | 6/30/16 | | \$70/hour |
| 8 | Christine Varasano | Appointment | Intramurals Instruction - PACT | EH | 10/23/15 | 6/30/16 | | \$70/hour |
| 9 | Cathleen Marx | Club Appointment | RCP Costumes | HS | 10/23/15 | 6/30/16 | | Per RTA Contract |
| 10 | Thomas Keegan | Substitute Appointment | Per Diem Substitute Teacher | | 10/23/15 | 6/30/16 | | Social Studies 7-12 (init) & Literacy Birth-Gr 12 (init) \$115/day |
| 11 | Donald Ingegno | Rescind Club Appointment | Drama Production Scenic Design/Props | MS | 9/1/15 | | | |
| 12 | Douglas Sherry | Appointment Club Advisor | Drama Production Scenic Design/Props | MS | 10/23/15 | 6/30/16 | | Per RTA Contract |
| 13 | Jodi Zambell | Appointment | Inservice Instructor (not to exceed 80 hours) | | 10/23/15 | 6/30/16 | | \$80/hour |
| 14 | Susanne Gerbosi | Appointment | Inservice Instructor (not to exceed 80 hours) | | 10/23/15 | 6/30/16 | | \$80/hour |
| | | | | | | | | |

Personnel Action Report
Classified

P.2
October 22, 2015

| Item | Name | Action | Position / Replacing | Class | Type of Appt | Location | From | To | Certification Class / Step Salary |
|------|-------------------|--|-----------------------|----------|--------------|----------|----------|-----------------------------------|-----------------------------------|
| 1 | Donald Aquilino | Resignation for the Purposes of Retirement | Cleaner/Bus Driver | | | | | 11/27/15 (last day of employment) | |
| 2 | Joan Zervakos | Appointment | Monitor (L. Edzards) | Non-Comp | p/t | EH | 10/23/15 | | \$14.66/hour |
| 3 | Jessica Farinacci | Appointment | Monitor (J. Koelling) | Non-Comp | p/t | EH | 10/23/15 | | \$14.66/hour |

Adult Education Instructors – Fall 2015

Begin - 10/23/2015 – End 1/31/2016

| Last Name | First Name | Total Salary | Course Name |
|--------------------|-------------------|---------------------|----------------------|
| Culligan Fleischer | Loretta | 351.52 | Tennis, Doubles |
| Culligan Fleischer | Loretta | 351.52 | Tennis, Intermediate |
| Culligan Fleischer | Loretta | 351.52 | Tennis, Beginner |

**Roslyn Union Free School District Capital Budget
APPROPRIATION TRANSFERS**

Attachment B.3

| Item | Transfer Dollar Amount | From Code | Previous Appropriation | Revised Appropriation | To Code | Previous Appropriation | Revised Appropriation |
|------|---|---|---------------------------|--------------------------|--|---------------------------|--------------------------|
| 1 | \$ 1,300.00 | H1620 294 04 1215 Plumbing EH HVAC project | \$ 195,540.00 | \$ 194,240.00 | H1620 294 06 1216 Plumbing Hts HVAC project | \$ 75,924.40 | \$ 77,224.40 |
| For: | To pay the balance for contractor services | | | | | | |
| 2 | \$ 3,600.00 | H1620 293 04 1405 General Construction EH Capital project | \$ 740,605.00 | \$ 737,005.00 | H2110 201 04 1405 Construction Manager EH Capital project | \$ 21,692.00 | \$ 25,292.00 |
| For: | Additional services for Baruti Construction | | | | | | |
| 3 | \$ 2,800.00 | H1620 297 06 1407 Electrical Construction HTS Capital project | \$ 85,000.00 | \$ 82,200.00 | H2110 201 06 1407 Construction Manager HTS Capital project | \$ 12,564.00 | \$ 15,364.00 |
| For: | Additional services for Baruti Construction | | | | | | |
| 4 | \$ 6,500.00 | H2110 201 08 1508 Const. Mgemnt Fees HS Capital projects | \$ 434,526.23 | \$ 428,026.23 | H2110 245 08 1508 Architecture Fees HS Capital project | \$ 784,416.23 | \$ 790,916.23 |
| For: | Consultant fees on High School Steam Leak repairs | | | | | | |
| 5 | \$ 6,500.00 | H1620 296 08 1408 Electrical HS Capital projects | \$ 611,777.00 | \$ 605,277.00 | H2110 245 08 1408 Architecture Fees HS Capital project | \$ 91,584.00 | \$ 98,084.00 |
| For: | Additional services for HS HVAC study | | | | | | |

APPROVED: Joseph C. Dragone _____ DATE: _____

APPROVED: Gerard W. Dempsey _____

BOE APPROVED: _____ Item #: _____

**ROSLYN MIDDLE SCHOOL
MEMORANDUM**

TO: Joseph Dragone

FROM: Craig S. Johanson



DATE: October 16, 2015

SUBJECT: BOE Recommendation to Discard Textbooks in State of Disrepair

Dear Joe,

Attached is a recommendation from Joshua Cabat, Chairperson, English Department, to discard outdated textbooks no longer in use.

Text book name and ISBN#:

| TITLE | # | ISBN | PUB DATE | LAST USED |
|--|----|----------------|----------|-----------|
| Junior Great Books #6 | 68 | 978-1880323519 | 1992 | 2005 |
| Junior Great Books #7 | 26 | 978-1880323106 | 1992 | 2004 |
| Junior Great Books Interpretive Activities | 4 | 9781880323519 | 1992 | 2004 |
| JGB #7 Leader's Guide | 1 | 978-1880323359 | 1992 | 2004 |
| Roget's Student Thesaurus | 27 | 978-0673651389 | 2004 | 2009 |
| Counterpoint in Literature | 38 | 978-0673102218 | 1976 | 1998 |
| Heath Grammar & Comp | 92 | 978-0669159653 | 2000 | 2008 |

If approved, please add this to the next Board of Education meeting agenda.

Thank you,

Craig S. Johanson

Enc.

POLICY 2100

SCHOOL BOARD LEGAL STATUS

1ST READ OF REVISED POLICY

1st Reading - 3/26/2015

2nd Reading - 4/21/2015

3rd Reading - 10/22/2015

| | |
|--------------------------------|--|
| Policies being Replaced | Policy 2100 School Board Legal Status Policy 2110 School Board Powers and Duties Policy 2111 Board Member Authority |
| Reason for Revision | (1) Consolidation of existing policy statements into one policy |

The Board of Education is a seven (7) member Board elected by School District residents. The term of each member of the Board is three (3) years. The terms of office of Board of Education members shall not all expire in the same year.

The legal status of the Board of Education is that of a corporate body established pursuant to the laws of New York State.

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 of Education members acting as individuals have no authority over personnel or school affairs.

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

The Board of Education has all the powers and duties stated in the Education Law and other applicable New York State law.

Ref: Education Law §§1701; 1702; 1703; 1708; 1709; 1710; 2101(2); 2105

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2100

SCHOOL BOARD LEGAL STATUS

The Board of Education of the Roslyn Union Free School District is located in the Towns of North Hempstead and Oyster Bay, Nassau County, New York.

All property of the School District will be held by the Board of Education as a corporation. Any liability of the District is the liability of the Board of Education as a corporation and not that of the members of the Board as individuals.

The Board is a continuous corporate entity and the legality of its contracts is not conditioned upon continuance in office of any of its members.

:FPB

Adopted: 12/1989

Ref: Education Law §1701

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2110

SCHOOL BOARD POWERS AND DUTIES

The powers and duties of the Board of Education of the Roslyn Union Free School District shall be as stated in the Education Law and other applicable New York State law.

:FPB

Adopted: 12/1989

Ref: Education Law §§1709; 1710

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2111

BOARD MEMBER AUTHORITY

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

Members of the Board are free to speak to individuals on these issues outside of Board meetings except that no member of the Board may disclose confidential information obtained in Executive Session. Such public expression is not to be construed as Board policy.

The Board shall 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.

:FPB

Adopted: 12/1989

Ref: Education Law §1709
Matter of Bruno, 4 EDR 14

POLICY 2160

SCHOOL DISTRICT OFFICER AND EMPLOYEE CODE OF ETHICS

1ST READ OF REVISED POLICY

| | |
|--------------------------------|--|
| Policies being Replaced | Policy 2160 School District Officer and Employee Code of Ethics Policy 9100 Staff Ethics Policy 9120 Conflict of Interest Policy 1810 Gifts to School Personnel |
| Reason for Revision | (1) Consolidation of existing policy statements into one policy (2) Updating substance of policy to align with current law |

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any Board of Education member, officer or employee may call into question the integrity of the management or operation of the School District. The Board of Education recognizes that sound, ethical standards of conduct serve to increase the effectiveness of School 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 School District goals.

The Board of Education also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board of Education members, School District officers, and employees under the provisions of the General Municipal Law. Therefore, every Board of Education member, officer and employee of the School 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 of Education member, officer or employee to benefit personally from contracts made in their official capacity.

- *“Contract”* is defined broadly to include any claim, account or demand against or agreement (express or implied) with the School District.
- An *“interest”* is defined as a direct or indirect pecuniary or material benefit accruing to an officer or employee as the result of a contract with the School District.

No Board of Education member, officer or employee shall have an *“interest”* (i.e., receive a direct or indirect benefit as the result of a contract with the School 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 five percent (5%) or more of the stock;
4. a contract between the School District and his/her spouse, minor child or dependents, except for an employment contract.

Code of Ethics

1. Gifts: A Board of Education 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. In addition, under no circumstances will a Board of Education member, officer or employee, indirectly or directly, solicit any gift or accept or receive any gift 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, could reasonably be expected to influence him or her in the performance of official duties, or was intended as a reward for any official action on his or her part.

However, the Board of Education 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 or of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential Information: A Board of Education 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 interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board of Education or Audit Committee whether such information is deemed confidential or not. All discussions held in a properly convened executive session shall be deemed confidential and may not be disclosed unless the majority of Board of Education deems disclosure to be appropriate.
3. Representation before the Board of Education or School District: A Board of Education member, officer or employee shall not receive or enter into any agreement, express 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 of Education: A Board of Education member, officer or employee of the School District, whether paid or unpaid, must, to the extent that he or she knows of, 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 §803(2) of the General Municipal Law. The term "interest" is defined above.
5. Investments in conflict with official duties: A Board of Education 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 §802 of the General Municipal Law.

6. Private Employment: A Board of Education 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. Involvement with Charitable Organizations: A Board of Education member, officer or employee may be involved as a volunteer, officer or employee in a charitable organization which has a relationship with the School District. If a Board of Education member is a board member, officer or employee of the charitable organization, the Board of Education member must disclose such relationship in writing to the School 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 of Education. When participating in the activities of the charitable organization, the Board of Education 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 of Education member, officer or employee shall not make representations on behalf of the School District unless specifically authorized to do so by the Board of Education.
8. Use of School District Supplies, Materials, Equipment and Other Property: No Board of Education member, officer or employee shall remove or cause to be removed from premises owned, used or controlled by the School District any supplies, materials, equipment or other property which is owned, leased or otherwise under the dominion and control of the School District, except as is authorized and permitted by law, in writing, by an officer or administrator of the School District, as designated by the Superintendent of Schools.
9. Promotion of Religious Beliefs: Pursuant to the first amendment of the United States Constitution's mandate of separation of Church and State, a Board of Education member, officer, or employee of the School District shall not use his or her position to promote religious beliefs.
10. Personal Injury – Property Damage: Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the School District or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.
11. Paid Tutoring by School District Staff: No professional or support staff member employed by the Roslyn Union Free School District will provide remedial tutoring in any subject area for private payment (remuneration) for any student for which he/she has responsibility for in-school instruction. No professional or support staff member will

solicit for the purpose of providing tutoring services.

12. Remuneration and Reimbursement (Gifts or Awards to Retiring Board of Education Members): It shall be the policy of the Board of Education to acknowledge retiring members of the Board of Education. Said acknowledgment shall be in accordance with the requirements of the within policy and applicable law.

Distribution of Code of Ethics

The Superintendent of Schools shall cause of a copy of this Code of Ethics to be distributed to every member of the Board of Education, 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 of Schools shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the School District's jurisdiction in a place conspicuous to the School 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 of Education'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
8 NYCRR §19.5

Adopted:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2160

**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 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 district officers and employees under the provisions of the General Municipal Law. Therefore, every officer and employee of the district, whether paid or unpaid, shall adhere to the following code of conduct:

1. Gifts: an officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75.00 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.
2. Confidential information: An 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.

3. Representation before the Board or District: An 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 member of the Board of Education and any officer or employee of the district, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.

5. Investments in conflict with official duties: An 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.

3. Private employment: An 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.

Future employment: An 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.

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POLICY #2160

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.

:FPZ

Adopted: 12/1989

Rev.: 7/2005

Ref.: General Municipal Law §§806-808

**ROSLYN PUBLIC SCHOOLS
Roslyn, New York**

REGULATION #2160-R

SCHOOL DISTRICT ETHICS REGULATION

Section 1:

Pursuant to the provisions of section eight hundred six of the General Municipal Law, the Board of Education of the Roslyn School District recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct and public confidence is to be maintained in our unit of local government.

Section 2: Definitions

- *Officer or Employee:* shall mean any officer or employee of the Roslyn Union Free School District regardless of the number of hours worked or the salary earned. Members of the Board of Education shall be included in this definition.
- *Interest:* shall mean any pecuniary, material or other benefit which is gained or enjoyed directly or indirectly by an officer or employee of the Roslyn Union Free School District.

Section 3: Standards of Conduct

- (a) *Gifts:* An officer or employee of the School District shall not, directly or indirectly, solicit, accept or receive any gift in any form, including, but not limited to, money, services, travel, loan, entertainment, hospitality, or promises, having a value of \$75.00 or more under circumstances that could reasonably be inferred as a means by which to influence the officer or employee or could reasonably be expected to influence the officer or employee in the performance of his/her official duties or was intended as a reward for any official action taken by him/her.

REGULATION #2160

Page 2

- (b) ***Confidential Information:*** An officer or employee of the School District shall not disclose any confidential information acquired by him/her in the course of his/her official duties unless required by law or use such information to further his/her personal interests or agenda.
- (c) ***Representation before the Board of Education, Administrators or any person in authority:*** An officer or employee of the School District shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board of Education, Administrators or any person in authority or of any area of school operation.
- (d) ***Representation before the Board of Education, Administrators or any person in authority for a Contingent Fee:*** An officer or employee of the School District shall not receive or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the Board of Education, Administrators or any other person in authority under which his compensation is contingent or dependent upon any action taken by the Board of Education, Administrators, or any person with authority with respect to such matter.
- (e) ***Investments in Conflict with Official Duties:*** An officer or employee of the School District shall not invest or hold any investment, directly or indirectly, in any financial, business, commercial or other private transaction, which creates a conflict with his/her official duties.

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #9100

STAFF ETHICS

The Ethics Policy found in Section 2160 applies to school personnel as well as School Board of Education members.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #9120

CONFLICT OF INTEREST

The Board of Education is committed to avoiding any situation in which the existence of simultaneous, conflicting interest in any officer or employee may call into question the integrity of the management or operation of the school district.

Therefore:

No person employed by the district shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected, in accordance with the applicable provisions of any collective bargaining agreement to correct the situation.

No person employed by the district shall negotiate or execute any contract on behalf of the district for the purchase, sale or lease of real or personal property, services of any nature, nor for insurance without first having determined the common price for such property, services or insurance, or requesting bids from all potential providers of such property, service or insurance.

The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

Knowing or willful violation of this policy by any employee may result in disciplinary action up to and including dismissal.

POLICY #9120

Page 2

Any officer, employee or member of the public noting or suspecting a violation of this policy is encouraged to bring the matter, either in confidence or in public, to the Board or the Superintendent of Schools.

:FPZ

Adopted: 12/2004

Rev.: 7/2005

Ref: Education Law 410,3016
General Municipal Law Art. 18 801-813
Labor Law 201-d
Dykeman v. Symonds, 54 AD2d 159 (4th Dep't 1976)

Cross-ref: 2160, School District Officer and Employee
Code of Ethics

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #1810

GIFTS TO SCHOOL PERSONNEL

No officer or employee of the Roslyn Union Free School District shall directly or indirectly receive a gift, whether in the form of money, services, loan, travel, entertainment, hospitality, etc. under circumstances in which it could be reasonably inferred that the gift was intended to influence him/her in the performance of his/her official duties.

:FPB

Adopted: 12/1989

Ref: General Municipal Law §806

Cross Ref: 2160, School Board Member Ethics

POLICY 2200

ANNUAL MEETING AND ELECTION

1ST READ OF REVISED POLICY

| | |
|--------------------------------|--|
| Policies being Replaced | Policy 2120 School Board Elections |
| Reason for Revision | (1) Consolidation of existing policy statements into one policy |

School Board Elections

The elections of members of the Board of Education shall be held on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case it shall be held on the second Tuesday in May. The polls shall be open for those hours designated by the School 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.

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Displays or handout items of any political nature, except those provided by law, shall be prohibited by any individual, group or organization in any school building including those days when the polls are open for voting on School District matters, including, but not limited to, the annual school budget, candidates for the Board of Education, special propositions, etc.

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 eighteen (18) years of age;
3. a resident within the School District for a period of thirty (30) days next preceding the election at which such person desires to vote; and
4. qualified to register or is registered to vote in accord with 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; and
 - b) persons adjudged mentally incompetent by a court.

Each annual or special election or meeting shall have a presiding chairman appointed by the Board of Education. 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 an

emergency situation whereby the machines are unavailable due to a mechanical failure, or state or local law prohibiting their use. If this should arise, paper ballots will be used.

Each voting machine shall have at least two (2) election inspectors appointed by the Board of Education in attendance during all voting hours. It shall be the duty of the District Clerk and assistant clerk or 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. The election inspector shall not advise or induce such voter to vote on any proposition or candidate, and the election inspector shall never reveal the vote(s) recorded by the voter 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 of Education. On a paper ballot, one blank space will be provided under the name of the last candidate for each office so that voters may vote for candidates who have not been nominated for the offices to be filled at the election. There will be as many write-in slots as there are vacancies at the time of election.

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

Absentee Ballots

The Board of Education 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 School District. The application must be received by the District Clerk at least seven (7) 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.

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

Voter Initiated Propositions

The Board of Education has the authority to adopt reasonable rules and regulations concerning the submission of petitions by voters to the Board of Education to place propositions on the ballot. Unless otherwise provided by the Education Law, petitions for the submission of a proposition initiated by the voters must contain a minimum of twenty five (25) signatures of the qualified voters of the School District or two (2) percent of the eligible voters who voted in the previous annual election, whichever is greater.

Petitions for the submission of a proposition initiated by the voters must be filed with the District Clerk at least thirty (30) days prior to the annual meeting, except those petitions relating to a proposition which must be included in the notice of the annual meeting. Such petitions must be submitted at least sixty (60) days in advance of the annual meeting to facilitate the preparation and printing of ballots.

Propositions must include the specific appropriations necessary for the purposes listed. Wording of the proposed proposition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board of Education, or the Board of Education may reject a petition for failure to comply.

Propositions received in accordance with the requirements set forth herein and the law will be placed on the ballot as amendments and will be submitted to the voters in the same manner as the proposed budget. The Board of Education will not be required to place any proposition on the ballot which is within the exclusive province of the Board of Education or otherwise forbidden by law.

Prior to the annual budget vote and school board election, the Board of Education shall advertise and hold a budget hearing in the manner required by law.

Nomination of Candidates for Election to the Board of Education

The nomination of candidates for election to the Board of Education shall be by petition, which petition shall be signed by at least twenty-five (25) qualified voters of the School District or two percent (2%) of the number of voters who voted in the last election, whichever is greater.

Each petition shall be directed to the District Clerk of the School District, shall state the residence of each signer, and shall state the name and residence of the candidate. Candidates for election to the Board of Education must have resided in the School District for at least one (1) year prior to the election. Each petition must be filed with the District Clerk prior to 5:00 p.m. not later than the thirtieth (30th) day preceding the annual election.

Ref: Education Law §§1709(17); 2002; 2012; 2014; 2018; 2018-a; 2018-b; 2018-c; 2019; 2019-a; 2020; 2025; 2031; 2031-a; 2032(2)(e); 2035; 2102; 2103; 2113

Adoption date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2120

SCHOOL BOARD ELECTIONS

The Roslyn Board of Education is composed of seven members serving three-year staggered terms. They are chosen by an election at the same time as the annual vote on the District budget. The annual vote will take place on the third Tuesday in May. If that date is a day of religious observance, the annual vote will take place on the second Tuesday in May, at a time and place designated by resolution of the Board.

Vacancies on the Board are not considered separate, specific offices, and the candidates with the greatest number of votes are elected in a number equal to the number of vacancies existing.

:FPB

Adopted: 12/1989

Revised: 1/2002

Ref: Education Law §§2001 et seq.; 2017; 2018

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #2120-R.1

SCHOOL BOARD ELECTIONS REGULATION

Poll Watching Regulation with Canvassing Authorization

There is no provision of law applicable to school district elections requiring that poll watching be permitted. Nevertheless, the District has determined to accommodate the wishes of those who, on behalf of individual candidates or issues, desire to oversee conduct a fair, efficient and orderly election with limited resources and personnel, the Board has adopted the following regulations governing poll watching for the Budget Vote and Election thereafter:

1. Identification and number of Poll Watchers. Poll watchers shall be required to identify themselves to the District Clerk no less than seventy-two (72) hours prior to the election at which time they will be provided with an identification tag indicating "Poll Watcher". Such previously identified poll watchers shall sign in with the District Clerk or her designee upon arrival at the polling place. One (1) poll watcher will be permitted per candidate or reorganization at any given time.
2. Voting Machines. Poll watchers will only be permitted behind the voting machines to observe the opening of the voting machines and the canvassing of the vote count at the conclusion of the voting. Poll watchers will not be permitted behind the voting machines at any other time during voting hours.
3. Tally Sheets at the Sign-in Tables. Poll watchers are permitted to review and copy Voter Tally Sheets in the presence of either the District Clerk or Chief

REGULATION #2120-R.1**Page 2**

Inspector of Election at appropriate intervals during the vote. Under no circumstance are the Voter Tally Sheets to be removed from the Clerks of Elections.

4. Location of Poll Watchers. At least three (3) areas, with full view of the polls, will be designated for poll watchers. Poll watchers will remain within the designated area and will not, under any circumstances, be permitted to wander about their polling place.
5. Miscellaneous. Any questions regarding poll watchers are to be directed to the District Clerk. All actions of poll watchers shall be unobstructive and may in no manner interfere with the orderly conduct of the voting. As any communication between poll watchers and voters may be perceived by others as electioneering, poll watchers should refrain from speaking with voters while in the polling place.

:AMK

Adopted: 1/2006

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #2120-R

SCHOOL BOARD ELECTIONS REGULATION

Nomination and Election of Candidates

The nomination of candidates for the office of member of the Board of Education shall be by petition which shall be signed by at least twenty-five (25) qualified voters of the district or two percent (2%) of the number of voters who voted in the last election, whichever is greater. Each petition shall be directed to the Clerk of the District, shall state the residence of each signer, shall state the name and residence of the candidate who must have been a resident of the District for at least one year prior to the election. Each petition shall be filed with the Clerk of the District prior to 5:00 p.m. not later than the thirtieth (30th) day preceding the annual election.

Qualifications for Voting

A person shall be entitled to vote at any District meeting or election who is:

1. A citizen of the United States,
2. Eighteen (18) years of age (at the time the vote is cast),
3. A resident within the District for a period of thirty (30) days preceding the meeting or election at which he offers to vote,
4. Registered to vote in school meetings or elections in the District, by virtue of having complied with the requirements for registration as set forth below.

REGULATION #2120-R

Page 2

Registration, Board of Registration

A Board of Registration consisting of four (4) qualified voters of the District shall be appointed annually by the Board of Education not later than the thirtieth (30th) day following the annual election, to serve until the thirtieth (30) day after the annual meeting or election in the following year. Intervening vacancies shall be filled by vote of the Board of Education.

Registration of voters for meetings or elections in the District shall take place in one of the following ways:

1. By their having registered for any special or annual meeting or election, and by their having voted at any annual or special meeting or election held or conducted during the four calendar years prior to the year in which the register is prepared.
2. By their personally registering within the hours specified during the preceding annual meeting or annual election.
3. By their registering personally during the day or days provided by the Board of Education, not less than five (5) nor more than fourteen (14) days prior to any District meeting or election (on which days the Board of Education shall designate at least four (4) consecutive hours between 7:00 a.m. and 8:00 p.m. for such registration).
4. By their personally registering at the Administration Building, when the same is open for business, during hours and on dates to be fixed by the Board of Education from time to time, such registration to be conducted by the District Clerk, Assistant District Clerk or a member of the Board of Registration, but such registration may not take place less than five (5) days preceding any meeting or election.

5. By their being on the registration rolls under the General Election Law, during the four preceding calendar years and, while so registered, shall have voted in at least one general, special or primary election, as certified by the County Board of Elections.

The register is required to be filed in the Office of the District Clerk not less than five (5) days prior to the time set for the school meeting or election at which it is to be used, and thereafter will be open to inspection by any qualified voter of the District between the hours of 9:00 a.m. and 4:00 p.m. on each day up to and including the day set for the meeting or election, except Sunday.

Rules for Conduct of Elections and Registration

1. Only the following personnel shall be permitted within the room in which voting or registration is taking place:
 - a. Persons in the process of registering or voting
 - b. The Chairperson(s) of the Election
 - c. The Board of Registration
 - d. The Inspectors of Election
 - e. The Clerk of the District and Deputy Clerks
 - f. Counsel to the Board of Education
 - g. Members of the Board of Education
 - h. Watchers, provided that their names are furnished to the Chairperson of Election at the beginning of the election, and provided further that they do not interfere in any way with the proper conduct of the election, and such pollwatchers shall sign in with the Chairperson of Election before undertaking their duties
 - i. Any other person or persons specifically authorized to be present by the Chairperson of Election.

REGULATION #2120-R

Page 4

2. When the polls are closed and the voting machine results are to be tabulated, only the school attorney and such personnel as are necessary to the process of unlocking the machines, reading the results, and representing candidates who are involved in such election, who shall have signed in with the Chairperson of Election, shall be permitted behind the machines.
3. The Board of Education may not permit use of telephones within the schools or administration building to any group organized to encourage voters to come to the polls. The use of telephones by individual candidates for Board membership or their supporters is prohibited.
4. At the time designated for the closing of polls, the Chairperson of the Election shall order the doors to the polling place to be closed, permitting only those persons within the voting place who have not cast their ballots to do so.
5. No persons shall be permitted to distribute on school property during an election any literature with regard to said election.
6. No electioneering shall take place within 100 feet of polling place. The Inspectors of Election shall conspicuously place distance markers 100 feet from the polling place at least one-half hour before the opening of the polls, and no banner, poster or placard on behalf of or in opposition to any candidate or issue shall be allowed in or upon the polling place or within 100 feet during the election.

The 100-foot distance is deemed to include a 100-foot radial measuring from the entrances, designated by the Inspectors of Election, to a building where such election is being held. This does not prohibit the Board of Education from displaying within the polling place copies of any budget or proposition to be voted upon.

Page 5

REGULATION #2120-R

7. Absentee balloting for election of the Board of Education and budget of the School District and The Bryant Library is authorized by resolution of the Board of Education, adopted at a regular meeting.

Absentee envelopes shall be opened by the Inspectors of Election immediately after closing of the polls, following the procedure specified in Subdivision 10 in Section 2018(a) of the Education Law.

Voting Machines, Inspectors

Voting machines shall be used to record the vote on elections and propositions, or either, at the school district meetings or elections, annual and special, or either, in the District.

The Board of Education shall appoint at least two (2) qualified voters of the District for each voting machine to be used to act as Inspectors of Election. The Board shall appoint a Chief Election Inspector.

:FPB

Adopted: 12/1989

Revised: 1/2002

Ref: Education Law §§2012; 2014; 2015; 2018; 2025;
2031-a; 2035

POLICY 2300

BOARD OF EDUCATION

MEMBERSHIP

1ST READ OF REVISED POLICY

| | |
|--------------------------------|---|
| Policies being Replaced | Policy 2121 Board Member Qualifications Policy 2122 Board Member Oath of Office Policy 2130 Board Member Resignation Policy 2140 Board Member Removal from Office Policy 2150 Unexpired Term Fulfillment Policy 2220 Board Officers Policy 2510 New Board Member Orientation |
| Reason for Revision | (1) Consolidation of existing policy statements into one policy (2) Updating substance of policy to align with current law |

The Board of Education is composed of seven (7) members serving three (3) year staggered terms. They are chosen by election at the annual meeting of the School District at the same time that the voters of the School District vote on the annual School District budget.

Board of Education Member Qualifications

The qualifications of a candidate for the office of member of the Board of Education are that the candidate be:

1. able to read and write;
2. a qualified voter of the School District; and
3. a resident of the School District for at least one (1) year prior to election.

No employee of the School District may be a member of the Board of Education, except as permitted by law.

Election of Board of Education Members

The election of members of the Board of Education shall be held on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case it shall be held on the second Tuesday in May. The polls shall be open for those hours designated by the School District.

Board Member Removal

A Board of Education member may be removed from office by the Commissioner of Education according to Education Law, §306 or by the Board of Education according to subdivision 18, §1709 of the Education Law.

Also, a member of the Board of Education can be declared to have vacated his/her office if he/she refuses or neglects to attend three (3) successive Board meetings without a valid cause.

Filling Board Vacancies

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

The Board of Education shall have the power to call a special School District election for the purpose of filling the unexpired term of office or a member of the Board of Education.

Board Officers

The President and Vice-President of the Board of Education shall be elected by members of the Board of Education at the annual reorganization meeting in July.

Duties of the President of the Board

In addition to his/her duties as a Trustee of the Board of Education, the duties of the President of the Board of Education shall be as follows:

1. to schedule and preside at all meetings;
2. to call special meetings he/she considers necessary or on request of one member of the Board;
3. to appoint committees with the advice of fellow Board of Education members;
4. to act as an ex-officio member of all committees;
5. to execute all documents on behalf of the Board of Education;
6. to act as the official spokesperson for the Board of Education concerning any actions of the Board of Education; and
7. to exercise all other powers and perform all other duties pertaining to the Office of President.

Duties of the Vice President

The Vice-President shall assume all the duties of the President in his/her absence.

New Board of Education Member Orientation

The Board of Education and the administrative staff shall assist each new Board of Education member-elect to become familiar with and to understand the Board of Education's functions, policies and procedures, and the School District's operation before taking office. Each Board of Education member-elect shall within one (1) week of election:

1. be given selected materials covering the function of the Board of Education and the School District, including (a) policy manual, (b) copies of key reports prepared during the previous year by school Board of Education committees and/or the administration, (c) all current contracts with collective bargaining units, and (d) any materials which may be deemed helpful and informative;
2. be invited to attend all Board of Education meetings (excluding executive sessions) 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 Board of Education 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.

Board of Education Member Training

Members of the Board of Education elected or appointed shall, within the first year of their term, complete a minimum of six (6) hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a Board of Education member. Such training may be offered as part of a general course of training for the purpose of educating Board of Education members on their powers, functions and duties.

Each member shall demonstrate compliance with this requirement 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 advanced by the School District or reimbursed to the Board of Education member upon the presentment of documentation reflecting the amount incurred and paid for the by the Board of Education member.

Cross-ref:

Ref: Education Law §§1709(17); 2102; 2102-a; 2103; 2109; 2113; 2121; 2122; 2130

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2121

BOARD MEMBER QUALIFICATIONS

NOTE: For New York State statutes concerning Board Member Qualifications, refer to Education Law §§2101 and 2103.

:FPB
Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2122

BOARD MEMBER OATH OF OFFICE

In conjunction with New York State Law, newly elected or appointed Board of Education members must take their constitutional Oath of Office within thirty (30) days of the beginning of their term of office.

They will be sworn in by Board Counsel, the District Clerk or any Notary Public, and such Oath of Office will be filed with the District Clerk.

:FPB

Adopted: 12/1989

Ref: Public Officers Law §§10; 30

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2130

BOARD MEMBER RESIGNATION

A member of the Board of Education wishing to resign will file his/her resignation with the District Clerk.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2140

BOARD MEMBER REMOVAL FROM OFFICE

A Board of Education member may be removed from office by the Commissioner of Education according to Education Law §306 or by the Board according to Subdivision 18, §1709 of the Education Law.

Also, a member of the Board of Education can be declared to have vacated his/her office if he/she refuses or neglects to attend three (3) consecutive Board of Education meetings, without a valid excuse.

:FPB

Adopted: 12/1989

Ref: Education Law §21.09

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2220

BOARD OFFICERS

The President shall be elected by Board of Education at the annual reorganization meeting to serve until the next such meeting. The President, except as otherwise provided by law, or by order of the Board, shall:

- a. preside at all meetings,
- b. appoint all committees,
- c. execute all documents on behalf of the Board, and
- d. exercise all other powers and perform all other duties pertaining to the office of President.

He/She shall have a vote on all questions before the Board, and shall have the right, at his/her discretion, to take part in the debate on any question under consideration.

The Vice President shall be elected by the Board of Education at the annual reorganization meeting to serve until the next such meeting. The Vice President shall have the power to exercise the duties of the President in case of absence or disability of the President, and shall chair the Budget Advisory Committee.

:FPB

Adopted: 12/1989

Ref: Education Law §§1701; 1719; 1720

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2510

NEW BOARD MEMBER ORIENTATION

The Board of Education and staff shall assist each new member-elect to develop an understanding of the functions, procedures and policies of the Board. The following methods shall be used.

The electee shall:

- receive a copy of the District's Orientation Manual for New School Board Members;
- be given a selected number of materials to read;
- be invited to meet with the Superintendent of Schools;
- be given a copy of the Board of Education Policies and Administrative Procedures;
- be invited to attend all meetings of the Board of Education.

:FPB

Adopted: 12/1989

Revised: 1/2002

POLICY 2400

BOARD OF EDUCATION MEETINGS

1ST READ OF REVISED POLICY

| | |
|--------------------------------|--|
| Policies being Replaced | Policy 1230 Public Participation at Board Meetings Policy 2210 Board Organization Meeting Policy 2300 School Board Meetings Policy 2310 Regular Meetings Policy 2320 Emergency Meetings Policy 2330 Executive Sessions Policy 2340 Notice of Meetings Policy 2350 Board Meeting Procedures Policy 2351 Quorum Policy 2352 Rules of Order Policy 2353 Voting Method Policy 2360 Minutes Policy 2370 Public Participation at Board Meetings |
| Reason for Revision | (1) Consolidation of existing policy statements into one policy (2) Updating substance of policy to align with current law and current practice |

TYPES OF MEETINGS

I. ANNUAL ORGANIZATION MEETING

Time and Place of Meeting

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

Oath of Office

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

Call to Order

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

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

Order of Business

The order of business shall be:

1. Pledge of Allegiance
2. Administration of Oath of Office to Newly Elected Board Members
3. Nomination for the Office President of the Board
4. Nomination for the Office of Vice President of the Board
5. Administration of Oath of Office to President and Vice President
6. Administration of Oath of Office to Superintendent
7. Appointment of District Clerk
8. Administration of the Oath of Office to the District Clerk
9. Appointment of District Treasurer

10. Administration of Oath of Office of the District Treasurer
11. Appointment of General Counsel to the Board of Education
12. Appointment of Special Counsel to the Board of Education
13. Appointment of Bond Counsel
14. Appointment of Bond Agent for Building Bond Issues
15. Appointment of Claims Auditor
16. Appointment of Internal Auditors
17. Appointment of External Auditor
18. Appointment of Insurance Broker
19. Appointment of District Construction Management Firm
20. Appointment of Financial Advisors
21. Appointment of Cooperative Bidding Agent
22. Appointment of Engineers/ Architects
23. Appointment of Special Education Consultants
24. Appointment of Central Treasurer: School Extra-Classroom Activity Account
25. Appointment of Central Treasurer: Middle School Extra-Classroom Activity Account
26. Check-Signing Procedure
27. Appointment of Deputy Claims Auditor
28. Designation of Purchasing Agent
29. Designation of Bid Officials for the School Year
30. School Lunch Officials
31. Certification of Payrolls
32. Insuring the Faithful Performance of Employees
33. Designation of Official Newspapers
34. Appointment of School District Asbestos Designee
35. Appointment of Asbestos Consultant/Environmental Consultant
36. Establishment of Petty Cash Funds
37. Appointment of Advertising Agency
38. Designation of Depository for District Funds
39. Appointment of District Records Management Officer
40. Appointment of District Records Access Officers
41. Appointment of Designated Educational Official (DEO)
42. Appointment of Section 504 Officer (Special Education)
43. Appointment of Title IX Compliance Officer (Gender Equity)
44. Appointment of School District Physicians
45. Appointment of Committee on Pre-K Special Education
46. Appointment of Committee on Special Education
47. Appointment of Sub-Committee on Special Education

- 48. Appointment of Parent Surrogates
- 49. Appointment of Impartial Hearing Officers
- 50. Appointment of Board Representative authorized to appoint Impartial Hearing Officers
- 51. Free and Reduced Price Meal/Special Milk Program
- 52. Establishment of Standard Work Days
- 53. Annual School District Policy Review
- 54. Memberships
- 55. Adjournment

II. REGULAR MEETINGS

Regular meetings shall take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified at subsequent meetings of the Board. During July and August, Regular Meetings shall be scheduled as necessary for the conduct of School District affairs.

III. SPECIAL MEETINGS

Special Meetings of the Board of Education are meetings with a limited agenda. Some Special Meetings may be scheduled long in advance, while others may need to be convened at short notice. The Board of Education President shall call a Special Meeting when he/she considers it desirable, or when requested to do so by two (2) members of the Board of Education, or by the Superintendent of Schools. When an additional meeting has been requested, the President shall call the meeting within two (2) weeks of the request. Emergency meetings of the Board of Education may be called by the Board of Education President and must be called upon the request of any Board of Education member. The business to be transacted shall be clearly stated in the call and no other business shall be considered unless all members of the Board of Education are present and agree.

IV. PUBLIC HEARINGS

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

V. OPEN MEETINGS LAW

All meetings of the Board of Education shall be conducted pursuant to law.

VI. MEETING NOTICES

BOARD OF EDUCATION MEMBERS

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

THE COMMUNITY

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

VII. QUORUM

Four (4) members shall constitute a quorum at any meeting of the Board of Education. If a quorum is not present within twenty (20) minutes after the time set for a meeting, the members then in attendance may adjourn, either without setting a date, or setting a date before the next scheduled meeting. If a date is set, then a Meeting Notice will be issued in accordance with this policy.

VIII. DETERMINATION OF, AND PREPARATION OF, AGENDAS FOR MEETINGS

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

AGENDA FOR A REGULAR MEETING

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

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

Items selected for the agenda shall include those for long range planning as well as for the immediate needs of the school system.

Curriculum matters shall be presented regularly to the Board of Education in special reports from the Superintendent of Schools.

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

1. Call to Order
2. If necessary, the chair may entertain a motion to enter into executive session
3. Preliminary Announcements
4. Emergency Procedures
5. Pledge of Allegiance
6. Acceptance of Correspondence
7. Board President's Comments
8. Superintendent's Comments
9. Student Delegate's Comments
10. Public Comment #1 (Limited to Agenda Items Only – maximum time 30 minutes)
11. Action Items
 - a. Personnel
 - b. Business/Finance
 - c. Curriculum and Instruction
 - d. Board of Education
11. Public Comments #2 (For time remaining from 30 minutes)
13. Adjournment

If the agenda is not completed at a meeting, the remaining items shall be covered no later than the next regularly scheduled meeting, at which time the unfinished items will be covered

before the start of the new agenda items. The Board of Education, by majority vote, may elect to continue the unfinished meeting items at another date and time before the next regularly scheduled meeting.

AGENDA FOR A SPECIAL MEETING

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

AGENDA FOR A PUBLIC HEARING

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

IX. DISTRIBUTION OF THE MEETING AGENDAS

The agenda packet shall include these items:

- a meeting notice announcing the date, time, and location of the meeting.
- an agenda, listing the order of business of the meeting.
- background materials, when the Superintendent of Schools decides that clarification is necessary or desirable. (The initials of the Superintendent of Schools on the background materials shall signify that he/she has reviewed the material and concurs with the recommendations made.)

The agenda packet shall be transmitted to Board of Education members at least five (5) calendar days before the meeting unless otherwise agreed upon by the Superintendent of Schools and the Board of Education President. It is expected that each member of the Board of Education will be prepared by the meeting to discuss and to act on each item on the agenda. If any Board of Education member has a question or wants additional information on any agenda item, the Superintendent of Schools should be advised before the meeting so that all desired information can be available by the meeting.

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

X. PROCEDURES AND VOTING AT MEETINGS

GENERAL

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

VOTING AND MOTIONS AT BOARD MEETINGS

In all matters, whether procedural or substantive, a majority vote of four (4) votes shall be required to pass a motion.

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

A Board of Education member may request that a complex motion be subdivided, enabling him/her to vote "Yes" on some parts and "No" on others.

An abstention will indicate conflict of interest, an ethical or moral dilemma unresolved by division of the questions or other reason personal to the Board of Education member abstaining. An abstention will count as a "No" vote in a tie-breaking situation, unless it is a conflict of interest situation where it will not be counted.

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

XI. PUBLIC PARTICIPATION AND INPUT AT BOARD MEETINGS

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

GENERAL OVERVIEW

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

BRINGING NEW ISSUES TO THE BOARD OF EDUCATION

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

PERSONS ELIGIBLE TO SPEAK BEFORE THE BOARD OF EDUCATION

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

1. All residents of the School District, including students enrolled in School District schools;
2. Any representative speaking for residents of the School District, provided they identify the individual or group they are speaking for;
3. Any person who has business involvement with the Board of Education;
4. Any other person, if authorized by a majority vote of the Board of Education.

PROCEDURE FOR ADDRESSING THE BOARD OF EDUCATION

Being Recognized.

Any person wishing to speak during the Public Comment Periods of a Regular Meeting shall raise his/her hand, and shall wait to be recognized by the President of the Board of Education.

Identification. Upon being recognized by the President, the person wishing to speak shall identify him/herself and shall provide, as requested by the President, any information relating to his/her

eligibility to address the Board of Education.

Time Limit. The normal time limit allotted for individual speakers shall be two (2) minutes with a maximum time limit for public comment of thirty (30) minutes. The Board of Education may, in its discretion, decrease or increase the time allotted for individual speakers.

CERTAIN REMARKS OUT OF ORDER

Charges and Complaints. No person shall present orally, or discuss at any Board of Education meeting, charges or complaints against individual employees, directly or indirectly, except as requested by the Board of Education sitting in Executive Session. All such charges and complaints shall be presented in writing, with sufficient time for the matter to be considered by the Board of Education and administration before the meeting, shall include appropriate information, shall indicate the efforts taken with School District staff to resolve the issue before bringing it to the Board of Education, and background information signed by the person forwarding same.

Other. Remarks by any person addressing the Board of Education that reflect adversely upon the character, motives, or the religious, political, or economic views of any person are out of order. The Board of Education President shall so advise and terminate the privilege of address if there is persistence.

PROCEDURE FOR HEARING SEVERAL SPEAKERS

When it is evident that several people may wish to speak on a topic, such as at a hearing, the Board of Education will use a card system to recognize speakers. With this system, persons asking to address the Board of Education shall write on a card provided by the District Clerk their name, address, affiliation and a brief statement of the point they wish to make or question they wish to ask.

These cards shall be passed by the District Clerk to the President who shall call upon the persons in the order in which the cards were received.

XII. MINUTES

Minutes of all Public and Executive Sessions of the Board of Education shall be recorded in accordance with the provisions of the Public Officers Law.

The minutes of Board of Education meetings shall be as brief as possible and record all action

taken by the Board of Education, including the votes of individual members if the decision is not unanimous. The Superintendent of Schools and Board of Education President shall review the final draft of the minutes to ensure that all necessary items have been included and that the draft is concise and fair.

The format and style of the minutes shall follow the pattern of the agenda for the meeting. Each item of business shall be numbered for easy reference.

Matters raised under Public Participation shall be recorded as follows:

- The name of the speaker
- The topic of the presentation or question
- The essence of the statement or question

The minutes shall be delivered to Board of Education members within fourteen (14) calendar days after the meeting, and shall be corrected as necessary and adopted by the Board of Education at the next Regular Meeting.

When minutes are prepared for Board of Education review, but not yet acted upon by the Board of Education, they shall be considered as "unofficial" minutes, and shall be so marked.

Unofficial minutes will be included as part of the agenda packet for the Regular Meeting at which they will be considered for adoption by the Board of Education.

After adoption, the minutes shall be carefully stored in bound volumes as official Board of Education records. In addition, official minutes shall be posted on the School District website. As official records of the Board of Education, the minutes shall reflect the dignity and professionalism of the Board of Education.

Cross Ref:

Policy Adopted:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #1230

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Roslyn Board of Education is the authorized state agency responsible for setting educational policy in the school district. It consists of seven trustees who serve three-year terms. The terms are staggered so that either two or three of the trustees are elected by the District's voters each May at the annual election and budget vote. They pay school taxes at the regular rate and receive no salary or other financial compensation. A minimum of four trustees constitutes a quorum and four trustees must vote affirmatively to pass any motion.

All regular and special meetings, except executive sessions, are held in public. New York State's Open Meetings Law specifies which topics may be transacted by public bodies in executive session only. These topics include:

- 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 of a criminal offense that would imperil effective law enforcement if disclosed;
- d. Discussions about proposed, pending or current litigation;
- e. Collective negotiations pursuant to Article 14 of the Civil Service Law;
- f. 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;
- g. The preparation, grading or administration of examinations;

POLICY #1230

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- h. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicly would substantially affect the value thereof.

In addition, the law enables a public body to enter into executive session to discuss personnel matters relating to a particular person or corporation.

Matters involving tenured teachers also fall within this exception. For example, voting to determine whether probable cause exists to bring 3020-a charges against a tenured teacher must be made by the Board in executive session.

Any comments about executive topics or individual students or staff members should be addressed to the Board in writing. The Board will review these matters in executive session. Any guest who speaks about executive topics or uses the names of any student or staff member will be ruled out-of-order by the presiding officer and will not be permitted to address the Board in public on that subject.

At the Board's regular public work sessions, trustees review and discuss items which may appear on future Board of Education meeting agendas for action. State law allows for Board action at a work session. However, the Roslyn Board of Education takes action at a work session on an exception basis only.

Although regular and special meetings are meetings of the trustees of the Board of Education, opportunities for guests to speak are provided both at the beginning and the end of each meeting. The opportunity for guests at the start of the meeting is limited to fifteen minutes unless extended by the presiding officer. Each speaker should limit his/her presentation to the Board to no longer than five minutes.

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POLICY #1230

Additionally, members of the audience who have pertinent information relevant to any specific topic under discussion by the Board may be called upon to speak during the meeting by and in the sole discretion of the presiding officer before the trustees vote on that topic. Agenda items may be taken out of order from time to time at the discretion of the presiding officer. All voting will be conducted in public session with the exception of disciplinary charges against a member of the instructional staff.

Minutes of previous meetings may be obtained in the Office of the District Clerk.

:FPB

Adopted: 12/1989

Revised: 04/1990

Revised: 1/2002

Cross-ref: 2370, Public Participation at Board Meetings

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2210

BOARD ORGANIZATION MEETING

The annual reorganization meeting shall be held during the month of July of each year, prior to July 15th.

:FPB

Adopted: 12/1989

Ref: Education Law §§902; 1707

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #2210-R

BOARD ORGANIZATION MEETING REGULATION

Annual Public Hearing

Pursuant to the provisions of Education Law, the District must conduct a Public Hearing to present the school budget for the upcoming year at least seven (7) but not more than 14 days before the date of the Annual Meeting.

Six Day Budget Notice

Pursuant to the provisions of Education Law, the District must mail a notice to all qualified voters in the District following the Public Hearing, but not later than six (6) days prior to the date of the Annual Meeting.

Annual Meeting

The procedure for the Annual Meeting are as follows:

1. Call to order - meeting opened by Chairperson appointed by Board of Education.
2. District Clerk serves as clerk of the meeting by law; if absent, Board appoints the Assistant District Clerk or qualified voter to serve as acting Clerk.
3. Chairperson announces that Roslyn is a smoke-free school district and, therefore, smoking is prohibited in the building and on school grounds.
4. Motion entertained to dispense with reading of formal notice of meeting since advertised in accordance with the Legal Notice provisions of Education Law (or Clerk reads notice, if no such motion).
5. Motion entertained to dispense with reading of minutes of last year's Annual Meeting (or clerk reads minutes, if no such motion).

REGULATION #2210-R

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6. Chair announces that anyone not already registered may register for future special and annual meetings, other than the current one.
7. Adjournment. (Clerk of the meeting files written record of proceedings in the office of the District Clerk within 24 hours.)

Annual Reorganization Meeting

The order of business shall be:

1. Open Public Business Meeting.
2. Opportunity for guests.
3. Consideration of minutes of the last meeting(s).
4. President's statement to the Board of Education.
5. Adjournment sine die.
6. Reorganization Meeting called to order by the Clerk of the District.
7. Administration of Oath of Office to newly elected or re-elected Board Members.
8. Nominations and Elections:
 - a. For the Office of President-Election
 - b. For the Office of Vice President-Election
 - c. Administration of Oaths of Office to President and Vice President.
9. Appointments
 - a. Counsel to the Board of Education
 - b. District Clerk
 - c. Assistant District Clerk
 - d. District Treasurer
 - e. Deputy Treasurer
 - f. Administration of Oath of Office to District Clerk, Assistant District Clerk, District Treasurer and Deputy Treasurer
 - g. Central Treasurer
 - 1) Middle School Extra-Classroom Activity Account
 - 2) High School Extra-Classroom Activity Account

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REGULATION #2210-R

10. Business Procedures and Associated Appointments
 - a. Check-signing Procedure
 - b. Designation of Bid Officials
 - c. School Lunch Officials
 - d. Free Lunch Program
 - e. Bonding of all employees of the District and the District Treasurer, along with an endorsement for excess coverage for the Superintendent, Assistant Superintendent for Business, District Clerk and Assistant District Clerk
 - f. Designation of Depository for School District Funds
11. Professional Appointments
 - a. Dental Inspector
 - b. Medical Inspectors
 - c. Consulting Psychiatrists
 - d. Consulting Neurologists
12. Other Appointments
 - a. CSE and CPSE Committees
 - b. Rotational list of Impartial Hearing Officers
 - c. Board of Registration
13. Annual review
 - a. Investment Policy
 - b. Purchasing Policy and Regulation
14. Annual reaffirmation of Indemnification pursuant to the provisions of Public Officer's Law §18
15. Adjourn Reorganization Meeting and reconvene Public Business Meeting
16. Adjournment

:FPB

Adopted: 12/1989

Revised: 1/2002

Ref: Education Law §§902; 1716; 2012; 2025; 2026;
2027

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2300

SCHOOL BOARD MEETINGS

Board of Education meetings are open to the public in accordance with the Open Meetings Law. Meetings may be adjourned for Executive Sessions for discussion of topics permitted under the Law.

Four types of meetings are held:

1. Regular meetings
2. Emergency meetings
3. Additional Business meetings or Special meetings
4. Budget Hearings

and an additional Annual Reorganization meeting.

Public Notice of the time and place of meetings will be provided.

:FPB

Adopted: 12/1989

Ref: Public Officers Law § §100 et seq.

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2310

REGULAR MEETINGS

Regular monthly Work Sessions of the School Board are generally scheduled for the first or second Thursday of each month.

Regular monthly Business Meetings of the School Board are generally scheduled for the third or fourth Thursday of each month.

Most meetings take place at 8:00 p.m. in the Board Room of the Administration Building. All Regular meetings are open to the public in accordance with the Open Meetings Law.

Business at Regular meetings shall be in accordance with the Agenda furnished to the Board of Education by the Superintendent of Schools. The business conducted at such meetings will not be limited to those items on the Superintendent's Agenda.

:FPB

Adopted: 12/1989

Ref: Education Law §1708

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2320

EMERGENCY MEETINGS

Emergency meetings of the Board of Education may be called by the President and must be called upon the request of any Board member. The business to be transacted shall be clearly stated in the call and no other business shall be considered unless all members of the Board are present and agree.

Written personal notice stating the purpose of the Emergency meeting must be given to each member of the Board not more than five (5) days or less than twenty-four (24) hours, except under extenuating circumstances, prior to the time of the Emergency meeting.

Public notice of the time and place of all meetings should be made in accordance with the Public Information Act.

:FPB

Adopted: 12/1989

Ref: Education Law §§1606; 1710

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2330

EXECUTIVE SESSIONS

Meetings may be adjourned into Executive Session provided a majority of the Board of Education in Open Meeting adopts a resolution to adjourn and identify the general area of the subject to be considered. No action will be taken by formal vote in Executive Session to appropriate public monies.

The Open Meetings Law enumerates and limits certain matters of public business that may be transacted by public bodies in Executive Session. These include:

1. Matters that will imperil the public safety if disclosed;
2. Any matter that may disclose the identity of a law enforcement agent or informer;
3. Information relating to current or future investigation of a criminal offense that would imperil effective law enforcement if disclosed;
4. Discussions about proposed, pending or current litigation;
5. Collective negotiations pursuant to Article 14 of the Civil Service 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;
8. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

POLICY #2330

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In addition, the law provides an exception which enables a public body to enter into Executive Session to discuss personnel matters relating to a *particular* person or corporation, not personnel matters, in general.

Matters involving tenured teachers also fall within this exception. For example, voting to determine whether probable cause exists to bring 3020-a charges against a tenured teacher must be made by the Board in Executive Session.

:FPB

Adopted: 12/1989

Revised: 1/2002

Ref: Public Officers Law §§93; 95; 100
Education Law §1708
Open Meetings Law

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2340

NOTICE OF MEETINGS

Written notice of all meetings will be given to each member of the Board of Education not more than five (5) days or less than two (2) days prior to the time of the meeting.

Public notice shall be timely and appear in *Newsday* and *The Roslyn News* which are the official newspapers approved by the Board of Education for all advertisements required by law to be published, as may be determined by the District Clerk, and SCOPE.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2350

BOARD MEETING PROCEDURES

The business to be conducted at Regular Public Work Sessions and Regular Business Meetings shall include the following:

Public Work Session:

1. Call to Order/Emergency Procedures
2. Executive Session (if required)
3. Recognition
4. Opportunity for Guests
5. Reports -- Conferences and Workshops
6. Consideration of Minutes
7. Official Correspondence
8. Superintendent's Report
9. Instruction
10. Organization/Administration
11. Personnel
12. Community Relations
13. Business/Finance
14. Policy
15. Opportunity for Guests
16. Executive Session (if required)
17. Adjournment

POLICY #2350

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Public Business Meeting:

1. Call to Order/Emergency Procedures
2. Executive Session (if required)
3. Recognition
4. Opportunity for Guests
5. Reports -- Conferences and Workshops
6. Consideration of Minutes
7. Official Correspondence
8. Superintendent's Report
9. Instruction
10. Organization/Administration
11. Personnel
12. Community Relations
13. Business/Finance
14. Policy
15. Board of Education Activities
16. Board of Education Related Activities
17. Annual Meetings/Conferences/Conventions
18. SCOPE Activities
19. Opportunity for Guests
20. Executive Session (if required)
21. Adjournment

:FPB

Adopted: 12/1989

Revised: 1/2002

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2351

QUORUM

Four (4) members of the Board of Education shall constitute a quorum of any meeting of the Board.

If a quorum is not present within twenty (20) minutes after the time set for a meeting, the members then in attendance may adjourn either without a date or to any day prior to the next stated meeting; in which latter event, notice shall be given to all members of the Board of the time and place of the adjourned meeting.

At any meeting of the Board, a motion shall be passed only by the affirmative vote of at least four (4) members.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2352

RULES OF ORDER

Robert's Rules of Order, as revised from time to time, shall govern the Parliamentary Procedure of all meetings of the Board of Education, unless otherwise specified.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2353

VOTING METHOD

All voting by the Board of Education will be by an open vote.

:FPB

Adopted: 12/1989

Cross-Ref: 2351, Quorum

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2360

MINUTES

Full and accurate Minutes of the Regular and Special meetings of the Board of Education shall be taken by the District Clerk or Assistant District Clerk.

These Minutes shall be made available for inspection at each of the school buildings in the District, The Bryant Library and the Administration Office of the District.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2370

PUBLIC PARTICIPATION AT BOARD MEETINGS

Please refer to Section 1230 of this Policy Manual.

:FPB .

Adopted: 12/1989

POLICY 2410

APPOINTED BOARD OFFICERS

1ST READ OF REVISED POLICY

| | |
|--------------------------------|---|
| Policies being Replaced | Policy 2230 Appointed Board Officials Meetings |
| Reason for Revision | (1) Updating substance of policy to align with current law |

A. District Clerk

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

1. attend all regular and special meetings of the Board of Education;
2. make a full and accurate record of the proceedings of the Board of Education and transmit a copy of the proceedings to each Board of Education member and the Superintendent of Schools;
3. give notices of all meetings of the Board of Education;
4. keep all records and official papers pertaining to School District meetings and elections;
5. maintain the voter registration list and oversee the maintenance of the voter registration;
6. receive applications for absentee ballots, distribute, collect and count the ballots;
7. conduct the annual School District election, budget votes, and special School District referendum;
8. act as custodian of the records of the School District for Freedom of Information Law purposes and public access to records; and
9. perform all other such duties as the Board of Education may require.

B. District Treasurer

The Board of Education shall also annually appoint a District Treasurer. The District Treasurer shall:

1. Be legal custodian of all monies, financial records and reports of the School District;
2. oversee all financial records of the School District;
3. act as custodian of all monies belonging to the School District;
4. receive all monies belonging to the School District and issue receipt for same;
5. keep accurate records of all receipts and disbursements;
6. reconcile bank statements on a regular basis;
7. deposit monies received in banks designated by the Board of Education;
8. be bonded in such sum as shall be required before entering into the duties of the office;
9. disburses money following certification by the Claims Auditor;
10. give detailed monthly accounts to the Board of Education of monies received and disbursed; and
11. perform all other such duties as the Board of Education may require.

Public officers, including but not limited to the District Treasurer, shall be bonded, as required, in accordance with law.

Ref: Education Law §1709

Policy Adopted:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2230

APPOINTED BOARD OFFICIALS

The Clerk of the District shall be appointed by the Board of Education at the annual reorganization meeting to serve until the next such meeting and shall be paid a fee as established by the Board. The Clerk of the District, in addition to performing the duties prescribed by law, shall act as the secretary of the Board. He/she shall:

- a. attend all regular and special meetings of the Board;
- b. keep full and accurate minutes of the proceedings of the Board and of the District meetings; and
- c. give notice of all meetings of the Board.

The Assistant District Clerk shall be appointed by the Board of Education at the annual reorganization meeting and shall perform the duties of the Clerk of the District in his/her absence.

The Treasurer of the District shall be appointed by the Board of Education at the annual reorganization meeting to serve at the pleasure of the Board without compensation. The Treasurer of the District, in addition to performing his/her duties prescribed by law, shall be the financial officer of the Board. He/she shall:

- a. prepare and deliver a bond in such amount and with such sureties as the Board may require before entering upon the discharge of his/her duties;
- b. cause to be furnished a detailed statement of the monies received and disbursed by him/her at least once each month at a regular meeting of the Board and at such other times as requested by the Board; and

POLICY #2230

Page 2

- c. cause to be furnished a full report for the year at the end of the fiscal year following an audit of his/her accounts.

The Deputy Treasurer shall also be appointed by the Board of Education at the annual reorganization meeting.

:FPB

Adopted: 12/1989

Ref: Education Law §§2101; 2102; 2121; 2122; 2130

POLICY 2510

FORMULATION, ADOPTION AND AMENDMENT OF POLICIES

1ST READ OF REVISED POLICY

| | |
|--------------------------------|---|
| Policies being Replaced | Policy 2410 Formulation, Adoption, Amendment of Policies Policy 2420 Board Adopted Regulations/Administrative Regulations Policy 2430 Suspension of Policies Policy 2440 Administration in Policy Absence Policy 2450 Policy Dissemination Policy 2460 Policy Review and Evaluation Policy 2461 Policy Manual Accuracy Check |
| Reason for Revision | (1) Consolidation of existing policy statements into one policy (2) Updating substance of policy to align with current law |

Policies may be proposed for adoption, change, or repeal at any regular or special Board of Education meeting, by any member of the Board of Education or the School District's central office administration. The Board of Education delegates to the Superintendent of Schools the responsibility and authority to establish any and all rules, regulations, and/or procedures necessary to implement and maintain its policies.

Accordingly, the Superintendent of Schools is directed to initiate a program of Board of Education policy revision to include the following items:

1. periodic review and evaluation of all current Board of Education policy;
2. preparation of additional policies as needed;
3. consultation with School District staff; and
4. presentation of a proposed policy in draft form to the Board of Education for consideration prior to action.

Once a proposed policy has been drafted, it will be placed on the Board of Education's agenda for a first reading, giving all individuals an opportunity to consider the proposed policy. The Board of Education will not take any official action on any policy on a first reading unless a majority of the Board of Education decides that it is necessary to do so. The proposed policy will then be placed on the Board of Education's agenda for a second reading for the purpose of reviewing/amending the proposed policy. If the draft policy is acceptable or if it is not acted upon out of necessity after the second reading, the draft policy will be placed on the Board of Education's agenda for a third reading at which time the Board of Education will officially act to adopt, modify or repeal said policy. The Superintendent of Schools or his/her designee will consult with the school attorney, as necessary, prior to the adoption, modification or repeal of a Board of Education policy.

The adoption, modification, or repeal of a policy requires a majority vote of the entire Board of Education. The formal adoption of policies shall be recorded in Board of Education minutes. Only those policies so adopted and so recorded shall be regarded as official Board of Education policy. The Board of Education policy manual shall be kept in the School District's administrative office and shall be made available to the public upon request. A copy of the Board of Education policy manual may also be posted on the School District's website and such other locations as specified by the Board of Education.

Ref: Education Law §1709

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2410

FORMULATION, ADOPTION, AMENDMENT OF POLICIES

At any Regular or Special meeting, the Board of Education may adopt, delete, or revise written policies affecting any area of the District's operation, except that policies may not abrogate the provisions of contracts entered into between the Board and any or all employee bargaining units or separately contracted employees.

Employees of the District shall be notified of any revisions, additions, amendments and/or deletions to policies which affect them in the discharge of their assigned responsibilities.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments should usually be presented as an agenda item to the Board in the following sequence:

1. Information item distribution with agenda (this may be an announcement that a policy is being formulated in a particular area and that interested persons may submit suggestions).
2. Discussion item -- first reading of proposed policy or policies; response from Superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting.
3. Action item discussion, adoption, or rejection.

POLICY #2410

Page 2

Amendments to the policy at the action stage should not require repetition of the sequence, unless the Board so directs.

:FPB

Adopted: 12/1989

Ref: Education Law §1709(1)

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2420

**BOARD ADOPTED REGULATIONS/
ADMINISTRATIVE REGULATIONS**

Regulations need not be approved by the Board of Education in advance of issuance, but the Superintendent of Schools is encouraged to submit controversial regulations to the Board in advance of issuance.

The Board reserves the right to review and demand revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2430

SUSPENSION OF POLICIES

When considering suspending policies and Board-adopted regulations, the Board of Education should thoroughly discuss the reasons for suspension and find suspension absolutely necessary.

Policies and Board-adopted regulations will be subject to suspension for a specific purpose and limited time by a two-thirds vote of all members of the Board.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2440

ADMINISTRATION IN POLICY ABSENCE

In cases where the Board of Education has provided no guidelines for administrative action and emergency action is required, the Superintendent of Schools will have the power to act.

Upon acting, the Superintendent has the duty to inform the Board promptly of such action. The Superintendent's decisions will be subject to Board review at a Regular or Special meeting at which time the Board will also discuss the District's future policy needs.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2450

POLICY DISSEMINATION

The Superintendent of Schools will establish and maintain a plan for preserving and making accessible the policies adopted by the Board of Education and the Regulations needed to put them into effect.

Members of the Board and, insofar as possible, all persons in the District and all employees will have access to Policies and Regulations currently in force.

All Policy Manuals distributed to anyone will remain the property of the Board of Education and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time for updating.

The Board's Policy Manual will be considered a public record and will be open for inspection at the District's administrative offices, and in each school principal's office.

:FPB

Adopted: 12/1989

Revised: 1/2002

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2460

POLICY REVIEW AND EVALUATION

To keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administration decision, the Board of Education will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and will weigh the results. The Board may rely on the school staff, students, and the community for providing evidence of the effect of the policies that it has adopted.

The Superintendent of Schools will call to the Board's attention all policies that are out of date or for other reasons appear to need revision.

The Superintendent of Schools will recall all Policy and Regulations Manuals periodically for purposes of administrative updating and Board review.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #2461

POLICY MANUAL ACCURACY CHECK

All copies of the Policy Manual will be reviewed for accuracy annually, or as often as deemed appropriate by the Board of Education and Superintendent of Schools.

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Adopted: 12/1989