

# POLICY

1997

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By-Laws

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

The Board of Education shall have powers and duties as set forth in New York State Education Law, principally Articles 35 and 37, and other applicable Federal and State laws and regulations. In general, the Board shall have in all respects the superintendence, management and control of the educational affairs of the District and shall have all the powers necessary to exercise these powers expressly granted to it by the laws of New York State and the Commissioner of Education.

Education Law Sections 1604, 1709 and 1804

**Indemnification**

The District will provide legal defense for School Board members being sued for events arising from the individual's performance of duties, provided the member was, at the time of the incident, acting in the discharge of his/her duties within the scope of his/her authority as a Board member.

Education Law Sections 3023, 3028 and 3811

Adopted: 2/24/97

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**SUBJECT: DUTIES OF THE INDEPENDENT AUDITOR**

The Board by law shall appoint an independent certified public accountant or an independent public accountant, and a copy of the certified audit in a form prescribed by the Commissioner must be accepted by the Board and furnished annually to the State Education Department.

In preparing such audit, the auditor shall:

- a) Examine the balance sheet of the School District at the end of the fiscal year and the related statements of transactions in the various funds for the fiscal year then ended.
- b) Conduct such examination in accordance with generally accepted auditing standards and include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances.
- c) Render an opinion on the financial statements prepared as of the close of the fiscal year.
- d) Prepare such financial statements for publication as may be required by law.
- e) Make such recommendations to the Board concerning its accounting records, procedures and related activities as may appear necessary or desirable.
- f) Perform such other related services as may be requested by the Board.

Education Law Section 2116-a  
8 New York Code of Rules and Regulations  
(NYCRR) Section 170.2

Adopted: 2/24/97

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**SUBJECT: DUTIES OF THE EXTRACLASSROOM ACTIVITIES FUNDS TREASURER(S)**

The Extraclassroom Activities Funds Treasurer is appointed by the Board of Education and is responsible for the supervision of the extraclassroom activities funds.

The Treasurer's duties include the following:

- a) Countersigns all checks disbursing funds from the Extraclassroom Activities Account;
- b) Provides general supervision to insure that all receipts are deposited and that disbursements are made by check only;
- c) Maintains records of all receipts and expenditures;
- d) Submits records and reports to the Board as required;
- e) Assumes other duties customary to the position.

8 New York Code of Rules and Regulations  
(NYCRR) Part 172

Adopted: 2/24/97

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**SUBJECT: DUTIES OF THE SCHOOL PHYSICIAN**

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

- a) Performs professional medical services in the examination and care of school children;
- b) Supervises routine examinations of school children by the school nurse practitioner to detect the presence of contagious diseases and physical defects;
- c) Serves as an on call member on the Committee on Special Education;
- d) Reports to the Board on school health services;
- e) Coordinates scheduling for physical examinations to all students participating in interscholastic athletics;
- f) Develops the program of health service in accordance with policies approved by the Board and as directed by the Superintendent of Schools;
- g) Conducts physical exams for all bus drivers and substitutes annually (prior to employment);
- h) Conducts physical exams for all new employees (instructional and non-instructional);
- i) Conducts a medical evaluation on any employee at the request of the Board of Education;
- j) Provides onsite medical coverage at designated athletic activities.

Education Law Sections 902 and 913

Adopted: 2/24/97

**SUBJECT: DEFINITIONS AND RULES APPLICABLE TO BOARD OF EDUCATION POLICY**

## Definitions

Whenever the following terms are used in these by-laws and policies, they shall have the meaning set forth below:

Agreement	- Collectively negotiated contract with a recognized bargaining unit.
Board	- Board of Education of the Seneca Falls Central School District.
Business Manager	- Chief fiscal officer of the Seneca Falls Central School District.
Meeting	- A meeting of the Board duly convened and publicly held.
Policy	- A directive of the Board to be implemented.
President	- President of the Board.
Regulation	- A directive of the Superintendent describing how to comply with a policy of the Board or legal mandate.
School District	- Seneca Falls Central School District.
Superintendent	- Superintendent of Schools of the Seneca Falls Central School District.
District Clerk	- Records Officer.
Treasurer	- School District Treasurer.

## Rules

The following rules shall apply to these by-laws and policies:

- a) When the masculine pronoun is used, it includes the feminine as well as the masculine.

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**SUBJECT: DEFINITIONS AND RULES APPLICABLE TO BOARD OF EDUCATION POLICY (Cont'd.)**

- b) The auxiliary verbs "shall" and "must" indicate a mandated action; "may" indicates an action which is permitted but not mandated.

## **Citations**

Citations to New York State Statute are prefaced with the name of the title and are followed by the section number (e.g., Education Law Section 305). Citations to the New York Code of Rules and Regulations are noted as "NYCRR." "FR" refers to the Federal Register, and "CFR" refers to the Code of Federal Regulations.

Adopted: 2/24/97

**Subject: Distribution of Manual**

The Board of Education desires to make this Policy Manual a useful guide to all members of the Board, the administration of this District, all personnel employed by the Board, the students and residents of the District.

Therefore, copies of this manual shall be given to the following:

- a) Superintendent;
- b) Business Administrator;
- c) Superintendent's Office;
- d) 9 Board Members;
- e) School Attorney;
- f) Senior High School (1);
- g) Middle School (1);
- h) Knight School (1);
- i) Stanton School (1);
- j) SFEA (1); and
- k) SFSSA
- l) CSE
- m) MA Library
- n) Bus Garage

Copies of this manual shall be numbered and a record maintained by the District Clerk as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made. The District Clerk shall maintain a master policy manual which shall be the official record of the by-laws and policies adopted by the Board.

The Policy Manual shall be considered a public record and shall be open for inspection in the Board offices during regular office hours.

Each holder of a Policy Manual shall return the same to the District Clerk upon the termination of his / her service to the District. Manuals assigned to administrators of the District are to be kept in the building to which the administrator is assigned.

Adopted: 2/24/97  
Revised: 6/11/09

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**SUBJECT: EXECUTION OF POLICY: ADMINISTRATIVE REGULATIONS**

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

The Board itself shall formulate and adopt administrative regulations only when specific State laws require Board adoption or when the Superintendent recommends Board adoption. The administrative manual shall be made available to all employees. The rules and regulations contained in the manual shall be binding on all employees.

Adopted: 2/24/97



## **SUBJECT: AGENDA FORMAT**

Unless changed by a vote of the membership, the order of business at each regular and adjourned business meeting of the Board of Education shall be as follows:

- a). Meeting Called to Order
- b). Quorum Check
- c). Pledge of Allegiance
- d). Approval of Agenda
- e). Approve or Amend:
  - Minutes
  - Treasurer's Report
  - Budget Status Report
  - Warrant of Claims
- f). Committee Reports
- g). Public Comment
- h). Information
- i). Consent Agenda
- j). Old Business
- k). New Business
- l). Adjournment

For special and emergency meetings, the regular meeting agenda format shown above may be shortened and/or adapted to fit the purpose of the meeting.

The Seneca Falls Central School board shall not formally recognize publicly or privately, any unidentified communication including any verbal contact or unsigned written communication.

The Board of Education recognizes its responsibility to conduct business publicly and to bring school issues to the attention of the community. Therefore, public meetings of the Board of Education

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Agenda Format

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may be taped recorded and/or otherwise broadcast or televised by new media personnel and others, subject to the following considerations:

- a). The Board of Education retains the right to direct that a contemporaneous tape recording be made of the public meeting to ensure a reliable, accurate and complete account of the proceeding;
- b). If any person in attendance request that tape recording and/or other broadcasting or televised devices be interrupted and/or discontinued for a portion of the meeting, it shall be the responsibility of the Board President to render a decision on such request, while not conflicting with the provisions of the Open Meetings Law;
- c). Tape recording and/or broadcasting or otherwise televising devices must be unobtrusive in manner and must not interfere with or distract from deliberate process of the Board.

Education Law Section 1709 (1)

Public Officers Law Article 7

Adopted: 02/24/1997

Revised: 11/19/2012

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**SUBJECT: SPECIAL MEETINGS OF THE BOARD OF EDUCATION**

Special meetings of the Board shall be held on call by any member of the Board. A reasonable and good faith effort shall be made by the Superintendent or the Board President, as the case may be, to give every member of the Board twenty-four hours' notice of the time, place and purpose of the meeting. All special meetings shall be held at a regular meeting place of the Board.

The Board shall also call such a special meeting on receipt of a properly executed petition of qualified voters as required by law.

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

The results of such meetings shall be communicated to all absent members.

## **Order of Business**

The order of business at a special meeting shall be as follows unless altered by a majority of those present and voting:

- a) Call to Order;
- b) Reading of Notice of Meeting;
- c) Transaction of Business for Which Meeting is Called;
- d) Adjournment.

Education Law Section 1606  
Public Officers Law, Section 104(2)

Adopted: 2/24/97

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**SUBJECT: BOARD OF EDUCATION WORKSHOP**

The first meeting of the month is designated as a Board of Education Workshop. The workshop is open to the public. Action items may be placed on the workshop agenda, especially when there is a need to meet a deadline for a contractual obligation, legal obligation or an emergency exists which affects health and safety.

The intent of the workshop meeting is to review existing programs and/or operations to develop an awareness of the current status of said programs/operations for the purpose of continuous planning needs.

Adopted: 2/24/97

## SUBJECT: SCHOOL DISTRICT BUDGET HEARING

The Board of Education will hold an annual budget hearing, in accordance with law, so as to inform and present to District residents a detailed written statement regarding the District's estimated expenditures and revenue for the upcoming school year prior to the budget vote which is taken at the Annual District Meeting and Election.

The budget hearing will be held not less than seven (7) nor more than fourteen (14) days prior to the Annual District Meeting and Election at which the budget vote will occur. The proposed budget will be completed at least seven (7) days prior to the budget hearing at which it is to be presented.

Copies of the proposed annual operating budget for the succeeding year may be obtained by any District resident, on request, in each District school building during certain designated hours on each day other than a Saturday, Sunday or holiday during the fourteen (14) days immediately preceding the Annual District Meeting and Election. The availability of this budget information shall be included in the legal notice of the Annual Meeting; and copies of the proposed budget will also be available to District residents at the time of the Annual Meeting. Additionally, the Board will include notice of the availability of copies of the budget at least once during the school year in any District-wide mailing.

Notice of the date, time and place of the annual budget hearing will be included in the notice of the Annual Meeting and Election as required by law.

All School District budgets which are submitted for voter approval shall be presented in three components: a program component, an administrative component, and a capital component and each component will be separately delineated in accordance with law and/or regulation.

Additionally, the Board of Education will prepare and append to copies of the proposed budget a School District Report Card, pursuant to the Regulations of the Commissioner of Education, referencing measures of academic and fiscal performance. Additionally, the Board of Education shall also append to copies of the proposed budget a detailed statement of the total compensation to be paid to various administrators as enumerated in law and/or regulation.

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Non-Instructional/Business  
Operations

**SUBJECT: SCHOOL DISTRICT BUDGET HEARING (Cont'd)**

All budget documents for distribution to the public will be written in plain language and organized in a manner which best promotes public comprehension of the contents.

**Notice of Budget Hearing/Availability of Budget Statement**

Education Law Sections 1608(2), 1716(2), 2003(1), 2004(1), and 2601-a(2)

**Election and Budget Vote**

Education Law Sections 1804(4), 1906(1), 2002(1), 2017(5) and (6), 2022(1), and 2601-a(2)

**Budget Development and Attachments**

Education Law Sections 1608(3), (4), (5), and (6); 1716(3), (4), (5), and (6); and 2601-a(3)

8 New York Code of Rules and Regulations (NYCRR) Sections 100.2(bb), 170.8 and 170.9

Revised 4/6/98

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**SUBJECT: VOTING**

All proper motions or resolutions recorded and put to vote require for adoption a majority of the votes of the total number of Board members except as required by law.

Board members are required to express one of three voting options (yes, no, or abstain) on each motion or resolution put to vote.

All actions requiring a vote can be conducted by voice, show of hands or roll call. Proxy voting is prohibited. Any member may request the Board be polled. Upon a negative voice vote the roll will be called and each individual Board member's vote shall be recorded separately in the minutes of said meeting.

Adopted: 2/24/97

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**SUBJECT: ADJOURNMENT OF MEETINGS**

Upon the concurrence of a majority of the total membership of the Board, a recess, an adjournment to executive session or an adjournment to an adjourned meeting, of specified date and place may be declared at any point in the order of business. Only matters carried over from the original meeting may be acted upon at an adjourned meeting, except by majority vote of the Board.

Adopted: 2/24/97