

## PARENTAL INVOLVEMENT

The Board of Education believes that positive parental involvement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. Parental involvement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parental involvement at home (e.g., planned home reading time, informal learning activities, and/or homework “contracts” between parents and children). The Board directs the Superintendent of Schools to develop a home-school communications program in an effort to encourage all forms of parental involvement.

To assure compliance with federal Title I guidelines, the Board further directs the administration to implement programs, activities and procedures to achieve parental involvement in planning designing and implementing such programs.

Cross-ref: 1100, Public Information Program  
1905, Title I Parental Involvement  
4325, Academic Intervention Services  
4712, Student Progress Reports to Parents

Ref: 20 USC 2726; 2731 (a)(4)  
34 CFR 200.4; 200.34  
8 NYCRR §§100.3(b)(3); 100.5(d)(4); 149.3(16)

Adoption date: March 22, 2010

## TITLE I PARENTAL INVOLVEMENT

The Board of Education of Valley Stream UFSD 30 endorses the parent involvement goals of Title I of the federal No Child Left Behind Act of 2001 (NCLB). Therefore, it encourages the participation of parents of students eligible for Title I services in all aspects of their child's education, including the development and implementation of District programs, activities, and procedures designed to carry out NCLB parent involvement goals.

In accordance with NCLB requirements, Valley Stream UFSD 30 will:

1. Involve parents through collaborative consultation in the joint development of its Title I Plan.
  - 1.1 Parents will be invited to meet and collaborate with administrators and teachers to develop the District Thirty Title I Plan. Each Fall, through the Office of the Director of Instruction, representatives from participating Title I schools will be convened at the beginning of each school year to identify and update, as necessary, effective parental involvement activities. This meeting will serve as the annual Title I coordination meeting. Included in this meeting will be a review of the District 30 Title I Plan, a discussion of resource allocations, and goal setting for parental involvement for the school year. As needed, the Assistant Superintendent for Business and the Director of Technology will be participants in such meetings.
  - 1.2 After the Title I Plan has been prepared, parents of children participating in Title I programs will receive a written copy of the District Thirty Title I Plan.
  - 1.3 If the Plan is not satisfactory to the parents of children participating in Title I programs, the District will submit any parent comments to the State Education Department along with its Plan;
2. Make available the resources of the District to support identified schools in their own planning and implementation initiatives that promote effective parental involvement. Such initiatives must be aligned to improve student academic achievement and school performance.

3. Add to the capacity of its schools and parents for parental involvement by creating and endorsing parent education programs and meaningful opportunities for participation in decision-making forums. The District-wide Compact Team and each Building Level Team will be encouraged to foster initiatives that will increase the District's capacity for parental involvement. Such initiatives will be presented to the Board of Education for consideration and, as appropriate, support.
4. Coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other programs, such as CDEP, Part 154, Project SAVE, etc.
5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the Parental Involvement Policy in improving the academic quality of Title I schools. On-going themes will include the identification of barriers to greater participation by parents in activities under the policy and revision of parental involvement policies, as necessary, for more effective parental involvement.
6. Make a commitment to explore and consider opportunities that will encourage and facilitate the active involvement of all parents in the education of their children.
7. Evaluate each Spring, by convening representatives from participating Title I schools, the degree to which the annual goals have been satisfied. A written summary will be provided to the Board of Education, administrators, teachers, and the community.
8. If applicable, should one or more of the schools of Valley Stream UFSD 30 require the process of school review and improvement, will invite parents to become involved in said process. This involvement will include these District-wide efforts:
  - 8.1 Informing parents about how they can become involved in addressing the academic issues that caused their child's school to be identified as a school in need of improvement, i.e., participating in the District Plan committee, building level teams, Comprehensive District Education Plan (CDEP), and other collaborative committees.
  - 8.2 Consulting with parents in the development of a school improvement plan, and including in such plan strategies to promote effective parental involvement.
  - 8.3 Providing parents with adequate opportunity to participate in the development of a restructuring plan whenever their child's school is identified for restructuring. Parents will be given the opportunity to comment before the District implements an alternative governance arrangement.

Additionally, the Board directs that the Parental Involvement Policy be published in the District's annual Valley Stream District 30: Guide to District Policies. The Parental Involvement Policy will also be made available to the local community and be updated periodically to meet the changing needs of parents and

the schools. The District also understands its responsibility to provide, to the extent practicable, this Parental Involvement Policy, as well as all other District policies, in a format and language all parents understand. The District will seek effective ways to allocate and utilize translation resources at the District and school level, such as parent volunteers and/or university-faculty translators.

To ensure effective involvement by parents and to support a partnership among the schools involved, parents, and the community to improve student academic achievement, both the District and each of its Title I schools will:

1. Assist parents in understanding such topics as the state's academic content and student achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children; conduct parent presentations, including presentations at PTA meetings, to describe and explain the focus of the NYS elementary testing and the District 30 testing programs as well as presentations to review the NYS Standards for Learning and District 30 Integrated Language Arts curriculum. Provide District-wide orientation sessions for new families.
2. Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. Offer to parents presentations that explain literacy programs, content of progress reports, and examples of suggested at-home strategies. Conduct parent meetings to identify activities and strategies that will be mutually beneficial to parents and teachers in their endeavors to improve student achievement. Provide reports and other correspondence to parents in "parent-friendly" terms. Create opportunities for parents to conference with teachers at multiple points during the school year. Provide parents with written progress reports during the Fall and Spring semesters. Identify, acquire, and make available literacy resources that are "parent-friendly". Title I teachers will promote the use of such resources and will be available to educate parents on their appropriate use. When and wherever possible, such resources should be made available to parents during and beyond the school day. During the Fall term, at events such as "Meet the Teacher" night, teachers will present curriculum and assessment overviews, specify grade-level academic expectations for performance, and review the District and School Report Cards content and District calendar. Parents will also be informed of the support resources available to them and to their students.
3. Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of parent contributions, and in how to reach out, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. Utilize educational software and electronic technology as media for educating faculty about opportunities to involve parents as partners;

4. Coordinate and integrate parent involvement programs and activities. Utilize District-wide opportunities, such as “Meet the Teacher” night, to promote and coordinate parental involvement activities.

The District and its schools will consider other activities that further build the capacity of parents to become involved, to the extent those activities are feasible and appropriate. In accordance with the NCLB, these additional optional activities will include: the establishment of a District-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs, and training parents to enhance the involvement of other parents.

Through participation in monthly school Board meetings, have the opportunity to be informed of the District’s schools’ participation in Title I programs and the requirements of those programs. As with all public meetings of the school Board, all parents of children served in the District are invited to attend those meetings. Parents of students participating in Title I services will also be provided with written and web-based updates pertaining to Title I through the Office of the Director of Instruction.

Parents will also be informed in writing by the principal of any Title I programs their children are entitled to as well as a description and explanation of the curriculum in use at the District’s schools, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Parent Handbooks will encourage parental involvement and include strategies for promoting positive interactions with faculty and staff. Parent Handbooks will be reviewed annually and revised as needed.

As stated in the District’s mission statement, the administration, faculty, and staff of the District recognizes their responsibility to collaborate with parents and community partners in educating students to their highest levels of performance in nurturing learning environments that are safe, inclusive, and student-centered. Therefore, parents are encouraged to take an active supporting role in their children’s education by monitoring their children’s attendance and homework, by talking with their children about what they are learning, and by attending the semi-annual parent-teacher conferences when offered. Also, during American Education Week, parents are invited to observe their children’s classes. Finally, parents are welcomed to communicate with teachers regarding questions or concerns about their child(ren)’s progress on a frequent basis. This commitment to parental involvement shall be endorsed and practiced in each school in District 30.

Adoption date: March 22, 2010

## INTERPRETERS FOR HEARING-IMPAIRED PARENTS

The Board of Education recognizes that those district parents with hearing impairments which prevent meaningful participation in their child's educational program must be afforded an opportunity equal to that afforded other parents to participate in meetings or activities pertaining to the academic and/or disciplinary aspects of their child's education. Accordingly, and pursuant to law, the school district will provide an interpreter for hearing-impaired parents for school-initiated academic and/or disciplinary meetings or activities including, but not limited to:

- Parent/teacher conferences
- Child/study or building level team meetings
- Planning meetings with school counselors regarding educational progress
- Career planning
- Suspension hearings or other conferences with school officials relating to disciplinary actions

The school district will provide an interpreter for the hearing-impaired parent if a written request for the service has been submitted to and received by the district within ten (10) working days prior to the scheduled meeting or activity. If an interpreter is unavailable, the district will then make other reasonable accommodations which are satisfactory to the parents (e.g., notetaker, transcript, decoder, or telecommunication device for the deaf). These services will be made available by the district at no cost to the parents.

The Board directs the Superintendent of Schools to maintain a list of available interpreters and to develop procedures to notify parents of the availability of interpreter services, the time limitation for requesting these services, and of the requirement to make other reasonable accommodations satisfactory to the parents should an interpreter not be available.

Hearing-impaired parents are requested to submit the attached form to request accommodation of their disability.

Ref: Americans with Disabilities Act of 1990, 42 U.S.C. §§12131-12134  
Rehabilitation Act of 1973, 29 U.S.C. §794  
Education Law §3230  
8 NYCRR §100.2(aa)  
*Rothschild v. Grottenthaler*, 907 F.2d 286 (2d Cir. 1990)

Adoption date: March 22, 2010

**INTERPRETERS FOR HEARING-IMPAIRED PARENTS**

Accommodation Request

Parents in need of interpreter services are asked to complete this form:

TO: Superintendent of Schools

\_\_\_\_\_ School District

FROM: \_\_\_\_\_

Name

\_\_\_\_\_

Address

Please identify the type of interpreter needed:

\_\_\_ Interpreter for the Hearing Impaired: ( ) American Sign; ( ) English

In the event an interpreter is not available, please identify the type of alternative service preferred:

\_\_\_ Written Communication

\_\_\_ Transcripts

\_\_\_ Decoder

\_\_\_ Telecommunication Device for the Deaf (TDD)

\_\_\_ Other (please specify) \_\_\_\_\_

Adoption date: March 22, 2010

**INTERPRETERS FOR HEARING-IMPAIRED PARENTS EXHIBIT**

Response to requests for accommodation

FROM: Superintendent of Schools

\_\_\_\_\_ School District

TO:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

The \_\_\_\_\_ School District hereby:

\_\_\_\_\_ grants your request for accommodation of a hearing disability in accordance with Board Policy 1925;

\_\_\_\_\_ denies your request for accommodation of a hearing disability for the following reason: \_\_\_\_\_

Adoption date: March 22, 2010

## BOARD OPERATIONAL GOALS

The Board of Education, as a legally constituted body of elected representatives, bears the responsibility of setting policy for the school district. The Board acts in accordance with authority and responsibility vested in it by federal and state laws, rules, and regulations on behalf of the district's citizens.

In order to ensure that its educational programs provide all students with a high-quality education, the Board hereby establishes as its goals:

1. to work closely with the community to ensure that Board actions and performance take into consideration the concerns and aspirations of the community;
2. to identify the educational and technological needs of the community and industry, and to transform such needs into programs aimed at stimulating students and preparing them for future careers;
3. to employ a Superintendent of Schools capable of ensuring that the district maintains its position as an outstanding school system, and that school personnel carry out the policies of the Board;
4. to provide leadership in order that goals and objectives of the district, as set forth by the Board, can be effectively carried out. Board action should be confined to policy-making, planning and appraisal with the Board delegating authority to the Superintendent for the implementation of policies; and
5. to evaluate the Board's performance in relation to these goals, and to establish and clarify policies based upon the results of such evaluation.

Adoption date: March 22, 2010

## SCHOOL BOARD LEGAL STATUS

The Board of Education is a five (5) member board elected by district residents. Each member of the Board serves for five years. The terms of office of Board members shall not all expire in the same year; generally, only one member's seat will be vacated each year. Board members are responsible for school district **management** and policy-making.

The legal status of the Board is that of a corporate body established pursuant to the laws of New York State. Any liability of the district is a liability of the Board of Education as a corporation and not that of the members of the Board as individuals.

Ref: Education Law §§1701; 1702; 1703; 1804(i); 2101(2); 2105

Adoption date: March 22, 2010

## **SCHOOL BOARD POWERS AND DUTIES**

The Board of Education is the governing body of the school district. The Board is entrusted with the responsibility of developing policies under which the district is managed.

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

Complete and final authority on all district educational matters, except as restricted by law, will be vested in the Board. The Board may also enter into contracts and agreements in conformity with state law.

Ref: Education Law §§1604; 1604-a; 1701; 1708; 1709; 1710

Adoption date: March 22, 2010

## BOARD MEMBER AUTHORITY

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 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 but such public expression is not to be construed as board policy. Information from executive sessions must remain confidential at all times. The Board will 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.

### School Visits by Board Members

Whenever possible, advance notice of official school visits by Board members (as directed by a vote of the entire Board) shall be given to the Building Principal. When a Board member makes such visit to a district school, he/she must notify the Principal upon entering the building. Concerns or opinions related to the educational program in individual school buildings shall be directed to the Superintendent of Schools. Individual school board members visiting schools when not directed by the Board must follow the rules set for visitors to the school in the district's Code of Conduct.

Cross-ref: 5300.65, Code of Conduct, Visitors to the Schools

Ref: Education Law §§1604; 1701; 1708; 1709; 1710  
*Matter of Bruno*, 4 EDR 14 (1964)  
*Application of Nett and Raby*, 45 EDR 259 (2005)

Adoption date: March 22, 2010

## 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 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.

Cross-ref: 1050, Annual Election and Budget Vote

Ref: Education Law §§2012; 2013; 2014; 2018; 2018-a; 2019-a; 2031; 2035

Adoption date: March 22, 2010

## CANDIDATES AND CAMPAIGNING

### Nominations

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, shall contain the signatures and addresses of at least 25 qualified voters of the district or two percent of the voters who voted in the previous election, whichever is greater, and shall state the name and residence of the candidate. Each petition shall be filed with the District Clerk not later than 30 days preceding the Annual Meeting and Election at which the candidates so nominated are to be elected.

The District Clerk will supervise the procedure used to establish the order of names on the ballot. The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve.

### Reporting Expenditures

If a candidate's campaign expenditures exceed \$500, the candidate must file a sworn statement with both the district clerk and the commissioner of education itemizing their expenditures and contributions received. The statement must list the amounts of all money or other valuable things paid, given, expended or promised by the candidate, or incurred for or on the candidate's behalf with his or her approval.

A candidate who spends \$500 or less is only required to file a sworn statement with the district clerk indicated this to be the case. No other campaign expenditure statement is required.

An initial statement must be filed at least 30 days before the election, a second statement must be filed on or before the fifth (5<sup>th</sup>) day preceding the election and a final statement must be filed within 20 days after the election.

### Electioneering

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 on 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.

Cross-ref: 1050, Annual District Election and Budget Vote  
6120, Budget Hearing

Ref: Education Law §2018

Adoption date: March 22, 2010

## 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 18 years of age;
3. a resident within the school district for a period of 30 days next preceding the election at which such person desires to vote;
4. qualified to register or is registered to vote in accord with section 5-106 of 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;
  - b) persons adjudged mentally incompetent by a court; and
5. listed upon current voter registration lists maintained by the Board of Elections which, pursuant to New York Election Law, are delivered to the district by such Board of Elections. A failure to register does not mean that an individual is not a qualified voter, but rather that he/she is ineligible to vote at the particular district election. The Board of Education shall appoint a Board of Registration and shall designate the registration place and hours for district residents.

Challenges to voters believed unqualified to vote may be undertaken pursuant to Education Law provisions. Each annual or special election or meeting shall have a presiding chairman appointed by the Board. 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 election inspectors appointed by the Board 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. 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 district cannot require a voter to place any other mark beside the name of a write-in candidate.

### Absentee Ballots

The Board provides for the use of absentee ballots. 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 district. The application must be received by the District Clerk at least seven 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 district shall request registration lists from the Board of Elections for those voters whose registration record has been marked "permanently disabled" and shall automatically mail absentee ballots to such voters in advance of each district vote or election.

Ref: Education Law §§2012; 2014; 2018; 2018-a; 2018-b; 2018-c; 2019;

2019-a; 2020; 2025; 2032(2)(e); 2035; 2037; 2603; 2607; 2610; 2613  
Election Law §§3-224; 5-106; 5-612; 5-400; 5-406  
*Matter of Rodriguez*, 31 EDR 471 (1992)  
*Matter of Gresty*, 31 EDR 90 (1991)  
*Matter of Ferro*, 25 EDR 175 (1985)  
*Matter of Manno and Maloney*, 23 EDR 172 (1983)  
*Matter of Yost*, 21 EDR 140 (1981)  
*Matter of Alpert and Helmer*, 20 EDR 281 (1980)  
*Matter of Reigler and Barton*, 16 EDR 256 (1977)

Adoption date: March 22, 2010

**BOARD MEMBER QUALIFICATIONS**

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

1. must be able to read and write;
2. must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be an incompetent;
3. must be and have been a resident of the school district for at least one year prior to election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the school board (except as district clerk as permitted by law); and
7. may not simultaneously hold another incompatible public office.

A convicted felon is barred from running for a seat on a board of education if his or her maximum prison sentence has not expired or if he or she has not been pardoned or discharged from parole.

Ref: Education Law §§2102; 2103; 2130; 2502(7)  
Election Law §5-106(2)-(4), (6)  
*Rosentock v. Scaringe*, 40 N.Y.2d 563 (1976)  
*Matter of Schoch*, 21 EDR 300 (1981)

Adoption date: March 22, 2010

**BOARD MEMBER REMOVAL FROM OFFICE**

A member of the Board of Education may be removed from office for willful violation or neglect of duty, or for willfully disobeying any decision, order or regulation of the Commissioner of Education. Notice of the charge and an opportunity for defense shall be provided. Official misconduct may be grounds for removal by the Board after a hearing.

A vacancy on the Board may also be declared if it is clearly established that a member has deliberately failed to attend three consecutive meetings without sufficient excuse or if a member has changed his/her legal residence from that of the school district.

Ref: Education Law §§306; 1709; 2109

Adoption date: March 22, 2010

**FILLING BOARD VACANCIES**

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

The Board shall have the power to call a special school district election for the purpose of filling the unexpired term of office of a member of the Board.

Ref: Education Law §§1709(17); 2113

Adoption date: March 22, 2010

## 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 Board member, 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 Board members, district officers and employees under the provisions of the General Municipal Law. Therefore, every Board member, officer and employee of the 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 member, officer or employee to benefit personally from contracts made in their official capacity.

- “*Contract*” is defined broadly to include any claim or demand against the district or account or agreement with the district, whether expressed or implied which exceeds the sum of \$750.00 in any fiscal year.
- An “*interest*” is defined as a direct or indirect benefit that runs to the employee as a result of a contract with the district.

No Board member, officer or employee shall have an “*interest*” (i.e., receive a direct or indirect benefit as the result of a contract with the 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 5% or more of the stock;
4. a contract between the district and his/her spouse, minor child or dependents, except for an employment contract between the school district, a spouse, minor child or dependent of a Board member authorized by §800(3) of the General Municipal Law or §3016 of the Education Law.

1. Gifts: A Board member, officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value not to exceed \$75 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.

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

2. Confidential information: A Board 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 personal interest.
3. Representation before the Board or District: A Board member, 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 Board member, officer or employee of the district, whether paid or unpaid, must 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 Section 803(2) of the General Municipal Law. The term “interest” means a pecuniary or material benefit accruing to an officer or employee.
5. Investments in conflict with official duties: A Board 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 Section 802 of the General Municipal Law.
6. Private employment: A Board 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. Future employment: A Board member, 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.
  
8. Involvement with Charitable Organizations: A Board member, officer or employee may be involved as a volunteer in a charitable organization which has a relationship with the district. However, if matters come before the Board regarding that organization, for example the offer of a donation by the charitable organization, the Board member should disclose their involvement and role with that organization. In addition, the Board member should not participate in discussions or decisions pertaining to that charitable organization, unless the Board member was acting in an official capacity as liaison from the Board to the organization. When participating in activities of the charitable organization, the Board member, officer or employee shall not make representations on behalf of the district unless specifically authorized to do so by the Board.

#### 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.

#### 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'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  
Opn. St. Comp. 2008-01

Adoption date: March 22, 2010

## **BOARD ORGANIZATIONAL MEETING**

The Board of Education recognizes its obligation to hold an annual organizational meeting. The purpose of the organizational meeting is to elect officers of the Board and make the proper appointments and designations of other district employees for the proper management of the school district during the school year.

The Board will hold its annual organizational meeting on the first Tuesday in July. If that day is a legal holiday, the Board will hold the meeting on the first Wednesday in July. The Board may alternately hold the meeting on a date during the first 15 days in July that is not a legal holiday. The Board will choose this date by resolution at a Board meeting before July.

The District Clerk shall call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include items required or implied by state law and/or regulation. The Board may also conduct general district business, including properly entering into executive session, if necessary, at the end of the meeting before adjourning.

### I. Oath of Office

The District Clerk shall administer and countersign the oath of office to newly-elected Board members. The oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. No new Board member shall be permitted to vote until he/she has taken the oath of office.

### II. Election of Board Officers

The Board shall elect a president and vice-president for the ensuing year, and administer the oath of office to them. A majority of all members of the Board shall be necessary for a valid election.

### III. Appointment of District Officers

The Board shall appoint and the Board President administer the oath of office to the following district officers:

District Treasurer  
District Clerk  
Claims Auditor

Deputy Treasurer  
Tax Collector

IV. Appointment of Other Positions

The Board shall appoint and establish the stipend (if any) for the following positions (*include only those that are appropriate for the district*):

School Physician	School Attorney
Attendance Officer	
Designated Education Official	Architect
Claims Auditor	Homeless Liaison
Internal Auditor	Records Access Officer
External Auditor	Records Management Officer
Accounting Services	Residency Officer
Audit Committee	Deputy District Clerk
Title IX/Section 504 Hearing Officer(s)	Asbestos Designee
Purchasing Agent	
Election Clerks and Inspectors	
Committee on Special Education (CSE)	
Committee on Preschool Special Education (CPSE)	

V. Bonding of Personnel

The Board may bond the following personnel handling district funds:

District Clerk  
 District Treasurer  
 Superintendent of Schools  
 Assistant Superintendent for Business

The Board may, in each instance, specify the amount of the bond it intends to obtain. The Board may include any of the above officers in a blanket undertaking, pursuant to law and Commissioner's Regulations, rather than bond individuals.

VI. Designations

The Board shall designate/approve:

Official depositories for district funds  
 Official district newspapers  
 The day and time of regular meetings  
 The rate for mileage reimbursement  
 The calendar for the upcoming school year

The Board shall also adopt the rotational list of impartial hearing officers for the district as provided by the State Education Department.

VII. Authorizations:

- a. of person to certify payrolls;
- b. of contracts for student services (such as health, cafeteria), and tuition contracts, when necessary;
- c. of attendance at conferences, conventions, workshops, etc., with designated expenses;
- d. to establish petty cash funds (and to set amount of such funds);
- e. to designate authorized signatures on checks;
- f. of Board and district memberships in professional organizations;
- g. to offer school district employee and officer indemnification under Public Officer's Law §18;
- h. of positions entitled to use district-owned cell phones and credit cards;
- i. of Board representative(s) for appointing Impartial Hearing Officers; and
- j. of Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers.

The Board shall review its policies on Investments (6240) and Purchasing (6700), and the Code of Conduct (5300), as required by law. The Board shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1, and if the data shows a decline in attendance rates, shall review its policy on Attendance (5100).

Cross-ref: 2270, School Attorney  
 2220, Board Officers  
 2230, Appointed Board Officials  
 2310, Regular Meetings  
 5100, Attendance  
 5252, Student Activities Funds Management  
 5300, Code of Conduct  
 6240, Investments  
 6650, Claims Auditor  
 6680, Internal Audit Function  
 6690, Audit Committee  
 6700, Purchasing  
 6741, Contracting for Professional Services

Ref: New York State Constitution, Article XIII, §1  
 General Municipal Law §103(2) (official newspapers)  
 Public Officers Law §§10; 13; 30  
 Education Law §§ 305(31) (designated educational official); 701 (meeting to elect president, may elect vice president); 1707 (date of meeting); 2130 (appoint clerk, bonded treasurer and bonded tax collector)  
 8 NYCRR § 104.1 (requirement to review attendance data)

Adoption date: March 22, 2010

## BOARD OFFICERS

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

### Duties of the President of the Board

The duties of the President of the Board shall be as follows:

1. to preside at all meetings;
2. to execute all documents on behalf of the Board;
3. to appoint all standing and ad hoc committees with the advice of fellow Board members;
4. to act as an ex-officio member of all committees;
6. to call special meetings he/she considers necessary or on request of one member of the Board;
7. to vote together with other members of the Board;
8. to set meeting agendas along with the Superintendent of Schools;
9. to perform the usual and ordinary duties of the office.

### Duties of the Vice-President

The Vice-President shall be authorized to act for the President in case of the President's absence or inability to act, within statutory limitations.

Ref: New York State Constitution, Article 13 §2  
Local Finance Law §2.00(5)(e)  
Education Law §§1709; 2105(6); 2502; 2504; 2553; 2563; 2590-b

Adoption date: March 22, 2010

## APPOINTED BOARD OFFICIALS

### District Clerk

The Board of Education shall annually appoint a District Clerk. Such appointment shall continue until the next organizational meeting. The District Clerk shall:

1. send notices of all meetings to the members of the Board;
2. attend all business meetings of the Board (Regular and Special) as well as public hearings of the Board and, when requested:
3. keep an accurate record of the proceedings of the Board of Education (meeting minutes) and shall submit a copy of the proceedings to each Board member and the Superintendent of Schools;
4. file all correspondence and records relating to matters of the school district, involving the Board;
5. prepare and arrange publication of legal notices;
6. perform duties pertaining to the preparation for, and conduct of district elections, budget votes, and special district referendum elections;
7. in the absence of both the President and Vice-President of the Board at a duly constituted meeting, determine the member with the longest tenure on the Board, in alphabetical order, and that member shall then assume all the usual duties of the President until either the President or Vice-President is in attendance;
8. administer the Oath of Office for all Board members and school district officers; and
9. perform any other work requested of him/her by the Board or the Superintendent.

### District Treasurer

The Board of Education shall also annually appoint a District Treasurer. Such appointment shall continue until the next organizational meeting. The District Treasurer shall:

1. act as official custodian of all monies belonging to the district and all district funds;
2. receive all monies belonging to the district and issue receipt for same;
3. deposit monies received in banks designated by the Board;
4. be bonded in such sum as shall be required before entering into the duties of the office;
5. pay out district monies on written order of officials of the Board;
6. report, at least monthly, to the Board the state of all accounts, including detailed accounts of monies received and disbursed;
7. shall sign all checks, including those for which facsimile signatures have been approved; and
8. perform any other work requested of him/her by the Board or the Superintendent.

The Board may appoint, fix the term, and fix the compensation of such other officials as may be necessary for its proper functioning.

Cross-ref: 2210, Board Organizational Meeting

Ref: Education Law §§2121; 2122; 2130

Adoption date: March 22, 2010

**BOARD-SUPERINTENDENT RELATIONSHIP**

The Board of Education believes that the development and adoption of policies is the most important function of a School Board, and the execution of the policies is the function of the Superintendent of Schools.

Delegation by the Board of its executive powers to the Superintendent provides freedom for him/her to manage the school within the Board's policies and frees the Board to devote its time to policymaking and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the educational programs and for keeping the Board informed about district operations and problems.

Cross-ref: 2410, Policy Development, Adoption, Implementation, and Review  
3300, Administrative Regulations

Adoption date: March 22, 2010

## **BOARD COMMITTEES**

The Board of Education may, from time to time, establish committees whose membership will consist of members of the Board. The president of the Board shall serve as an ex-officio member of all committees to which he/she is not appointed. Board committees shall undertake studies and make reports as charged by the Board, but shall not act on behalf of the Board.

The Board may establish standing or ad hoc committees and reserves the right to terminate any committees at any time.

Any official policy-level action is the sole discretion of the Board. The Board is in no way obligated to follow committee recommendations. The Board has the right to accept, reject, or modify all or any part of a committee recommendation.

Adoption date: March 22, 2010

## CITIZENS ADVISORY COMMITTEES

The Board of Education recognizes that it can beneficially utilize the talents, resources, and interests available among district residents to assist in developing the programs needed for the maintenance of a quality educational program in the schools of the district. To that end, the Board shall, at its discretion and in accordance with state law and regulation, appoint Citizens Advisory Committees of representative residents of the district to meet with the Board to provide advice and reaction about important matters before the Board which may have special significance for the community.

Each citizens committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee.

Appointments to Citizens Advisory Committees shall be on the basis of interest, experience, expertise, and concern. No one shall be appointed as a representative of a specific group or area, unless it is the express purpose of the Board to have all areas of the community represented, in which case the Board will, in its discretion, appoint representative members of every such group or area. The Board shall make every effort to form a committee that is representative of the entire community.

Committees shall report all suggestions and recommendations to the Board and Superintendent of Schools prior to public release. Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity, or the release of information, concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

Ref: Education Law §§4402; 4601  
8 NYCRR §135.3(2)

Adoption date: March 22, 2010