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POLICY A.1

By-Laws

SUBJECT: BOARD OF EDUCATION MEMBERS: *number of, terms of office, qualifications, principles of*

The Board of Education of the Oneonta City School District shall consist of seven (7) members elected by the qualified voters of the School District at the annual election as prescribed by law.

Members of the Board of Education shall serve for three (3) years beginning July 1 following their election and each term shall expire on the thirtieth day of June of the third year.

Qualifications of a Board of Education Member

A Board of Education member of the Oneonta City School District must meet the following qualifications:

- a) A citizen of the United States;
- b) Eighteen (18) years of age or older;
- c) Able to read and write;
- d) A legal resident one (1) year prior to the election;
- e) Cannot be an employee of the Oneonta City School District;
- f) The only member of his/her family (that is, cannot be a member of the same household) on the Oneonta City School District Board.
- g) May not simultaneously hold another, incompatible public office;
- h) Must not have been removed from a school district office within one year preceding the date of election to the Board.

Principles for School Board Members

A School Board member, operating under the highest ethical standards, should:

- a) Assure the opportunity for high quality education for every student;
- b) Observe state and federal laws and regulations pertaining to education;
- c) Accept office as a Board member as a means of unselfish service;
- d) Take official actions only in public sessions;
- e) Represent the entire community without fear of favor;
- f) Remember at all times the Board member is one of an educational team;
- g) Maintain confidentiality of privileged information;
- h) Recognize that the strength of a school board is as a Board, not as individuals;
- i) Delegate authority to the chief school administrator as the Board executive and confine Board action to policy making, planning and appraisal;
- j) Employ only competent, trained personnel;
- k) Preserve the obligation of having controversial issues presented fairly and without bias; and
- l) Instill respect toward our country and each other.

7 Member Board – Education Law, Section 2502(2),
Term of Office – Education Law Section 2502 (5) (d),
Education Law Sections 2102, 2103-a, and 2502(7),
Public Officers Law Section 3

Adopted: 7/07/10

POLICY A.2

By-Laws

SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD OF EDUCATION

Appointments

The Board is authorized to appoint individuals to positions which will facilitate the meeting of its responsibilities to the State, the School System, and the community. These appointments usually take place at the Annual Organizational Meeting.

The following shall be appointed annually:

- a) District Clerk and Deputy;
- b) District Treasurer;
- c) Assistant Treasurer;
- d) Tax Collector and Deputies;
- e) District Auditor (independent);
- f) Treasurer, Extra-classroom Activities Account;
- g) Auditor, Extra-classroom Activities Account;
- h) District Physician;

The following must be appointed but need not be reappointed annually:

- a) Census Enumerator and assistants;
- b) Supervisors of Attendance;
- c) Committee on Special Education and Committee on Preschool Special Education;
- d) Records Management Officer;
- e) AHERA Local Educational Agency (L.E.A.) designee;
- f) Title IX/Section 504/ADA officer and Equal Rights Officer.

**SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE
BOARD OF EDUCATION (Cont'd.)**

The following may also be appointed:

- a) District Attorney;
- b) Internal Claims Auditor;
- c) Insurance Advisor.

Designations

The following designations shall be made by the Board of Education at the Annual Organizational meeting in July;

- a) Petty Cash Fund(s);
- b) Official Newspaper(s);
- c) Official Bank Depositories;
- d) Official Bank Signatories;
- e) Purchasing Agent
- f) Certifier of Payrolls.
- g) Designated Educational Official to receive court notification regarding a Student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.

Education Law Sections 2503 and 2504

Adopted: 7/07/10

POLICY A. 3

By-Laws

SUBJECT: DUTIES OF THE DISTRICT CLERK

The Clerk of the Board will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one (1) year. The Clerk's duties include the following:

- a) Attends all meetings of the Board and keeps a record of its proceedings and records, by name, those in attendance;
- b) Prepares minutes of the meetings of the Board, obtains approval of the minutes by the Board at the next meeting, signs the minutes to signify their official standing, and forwards copies of the minutes to each member of the Board of Education;
- c) Sends notices of special meetings to members of the Board; contacts and communicates with members as required;
- d) Sees that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
- e) Maintains an up-to-date record of Board policies and by-laws;
- f) Delivers to, and collects from, the President (or Vice President) such papers for signature as may be necessary;

- g) Distributes notices to the public announcing availability of copies of the budget to be presented at the annual District meeting in compliance with the requirements of the State Education Law;
- h) Administers oaths of office, as required by Section 10, Public Officers Law;
- i) Gives written notice of appointment to persons appointed as inspectors of election;
- j) Calls all meetings to order in the absence of the President and Vice President;
- k) Assumes other duties customary to the office.

The above duties of the District Clerk are not intended to be complete but should serve as a comprehensive guide in undertaking the duties of this office. The District Clerk shall perform such other duties as may be assigned from time to time by the Board.

In the District Clerk's absence, the Deputy Clerk will be responsible for said duties of the Clerk of the Board of Education.

Education Law Section 2121

Public Officers Law Section 104

Adopted: 7/07/10

POLICY A.4

By-Laws

SUBJECT: DUTIES OF THE SCHOOL DISTRICT TREASURER

The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

- a) Acts as custodian of all monies belonging to the School District and lawfully deposits these monies in the depositories designated by the Board;
- b) Pays all authorized obligations of the District as directed;
- c) Maintains proper records and files of all checks, and approved payment of bills and salaries;
- d) Makes all such entries and posts all such financial ledgers, records and reports as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its monies and financial transactions;
- e) Submits a monthly report to the Board reflecting the current balance in District funds and receipts for the preceding month.
- f) Signs all checks drawn on District fund accounts;
- g) Assumes other duties customary to the office.

In the Treasurer's absence, the Assistant Treasurer will be responsible for said duties of the Treasurer of the Board of Education.

Duties-Education Law Section 2523

Bond- Education Law Section 2130, Part 5

8 New York Code of Rules and Regulations

(NYCRR) Section 170.2 (o) and (p)

Adopted: 7/07/10

POLICY A.5

By-Laws

SUBJECT: DUTIES OF THE TAX COLLECTOR

The Tax Collector is appointed annually by the Board of Education and shall be covered by a bond. It shall be the responsibility of the District Tax Collector to perform the following duties:

- a) Prepares and mails tax notices;
- b) Uses suitable printed tax receipt forms as prescribed by the State Tax Commission;
- c) Collects taxes in the amount of the warrant, upon the issuance of the tax warrant by the Board of Education and penalty fees in accordance with the terms of such warrant;
- d) Turns over daily to the School District Treasurer all money collected by virtue of any tax list and warrant issued;
- e) Submits a report, certified by him/her to the Board of Education, showing the amount of taxes and fees collected along with the unpaid listing. The combination of taxes collected and uncollected shall equal the amount of the warrant;
- f) Turns over to the County Treasurer, and to the City of Oneonta, prior to December 15th, a list of unpaid taxes;
- g) Carries out such other duties of the position as prescribed in the Real Property Tax Law.

Education Law Section 2506
Real Property Tax Law Sections 922, 924,
1322, 1330, and 1338

Adopted: 7/07/10

POLICY A.6

By-Laws

SUBJECT: DUTIES OF THE INDEPENDENT AUDITOR

The Board by law shall appoint an independent certified public accountant or an independent public accountant.

It shall be the duty of the independent auditor to perform the following functions to:

- a) Examine the balance sheet of the School District at the close of its 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 to 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 at 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: 7/07/10

POLICY A.7

By-Laws

SUBJECT: APPOINTMENT AND DUTIES OF THE INTERNAL CLAIMS AUDITOR

The Board shall appoint an internal claims auditor who shall hold the position subject to the pleasure of the Board. No person shall be eligible for appointment to the office of internal claims auditor who shall be:

- a) A member of the Board;
- b) The Clerk of Treasurer of the Board;
- c) The official of the District responsible for business management;
- d) The Purchasing Agent;
- e) Clerical personnel directly involved in accounting and purchasing functions.

Valid claims against the District shall be paid by the Treasurer only upon the approval of the internal auditor. The internal auditor shall:

- a) Examine all claim forms with respect to the availability of funds within the appropriate codes;
- b) Substantiate receipts or other revenues or expenditures;
- c) Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Education Law Section 2526

Adopted: 7/07/10

POLICY A.8

By-Laws

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: 7/07/10

POLICY A.9

By-Laws

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 as required by law 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 services 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 employees as requested (instructional and non-instructional);
- i) Conducts a medical evaluation on any employee at the request of the Board of Education.

Education Law Sections 902 and 913

Adopted: 7/07/10

POLICY A.10

By-Laws

SUBJECT: POLICY AND REGULATIONS

The Board of Education shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. The Superintendent shall act as an advisor to the Board in the adoption and approval of written Board policies. The Board shall seek input from the staff and community where appropriate. These guides for discretionary action shall constitute the policies governing the operation of the School System.

The formulation and adoption of these written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the School System. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board of Education shall exercise its control over the operation of the School System.

The adoption of a written policy shall occur only after the proposal has been moved, discussed and voted on affirmatively at two meetings not less than 29 days apart, of the Board of Education (i.e., the “first reading” and the “second reading”). The policy draft may be amended at the second meeting. The Board may waive “another reading” and then vote on the proposed, amended policy.

The formal adoption of written Board policy shall be recorded in the official minutes of the Board. Such written Board policy shall govern the conduct and affairs of the District and shall be binding upon the members of the educational community in the District.

It shall be the Board’s responsibility to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision.

The Superintendent is given the continuing commission of calling to the Board’s attention all policies that are out-of-date for other reasons appear to need revision.

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. The Board itself shall formulate and adopt administrative regulations only when specific state laws require Board adoption, and may do so when the Superintendent recommends Board adoption in light of strong community attitudes or probable staff reaction.

Education Law Section 2503(2)

Adopted: 7/07/10

POLICY A.11

By-Laws

SUBJECT: BOARD MEETINGS AND AGENDA FORMAT

All Board meetings will be held in accordance with applicable New York State Laws. For regular Board meetings the following format is used:

- I. Opening
 - a) Call to Order
 - b) Roll Call
 - c) Agenda Adoption
 - d) Approval of Minutes
- II. Communications
 - a) Opportunity to Address the Board
- III. Personnel Actions
- IV. New Business
 - a) Administrator's Reports
- V. Opportunity to Address the Board
- VI. Roundtable
 - a) Committee Updates
- VII. Executive Session
- VIII. Adjournment

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

Education Law Section 1606,
Article 7 Public Officers Law, Section 103 & 104(2)

Adopted: 7/07/10

POLICY A.12

By-Laws

SUBJECT: EXECUTIVE SESSIONS

Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the area or areas of the subject or subjects to be considered, the Board of Education may conduct an executive session for discussion of the below enumerated purposes only, provided, however, that no action by formal vote shall be taken except on a 3020-a probable cause finding and on recommendations of the Committee on Special Education (CSE) or of the Committee on Pre-School Special Education (CPSE). For all other purposes, the action by formal vote shall be taken in open meeting and properly recorded in the minutes of the meeting.

- 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 or prosecution of a criminal offense that would imperil effective law enforcement if disclosed;
- d) Discussions regarding proposed, pending or current litigation;
- e) Collective negotiations pursuant to Article 14 of the Civil Service Law;
- f) Medical, financial, credit or employment history of any particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of any particular person or corporation;
- g) Preparation, grading or administration of examinations;
- h) Proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof.
- i) **Any matter made confidential by Federal or State law.**

Matters discussed in executive sessions must be treated as confidential; that is, never discussed outside of that executive session.

Public Officer's Law Article 7
Education Law Section 3020-a

Adopted: 7/07/10

