

*IT IS THE MISSION OF THE SCHODACK CENTRAL SCHOOLS
to develop our students to become "...active, reflective, creative learners. In our schools, they will engage in rewarding work and
practice behaviors that are intelligent in both an academic and a practical sense. Students will develop the attitudes, skills and
understandings that will allow them to fulfill their potential and to function successfully in their individual and social roles."*

SCHODACK CENTRAL SCHOOL DISTRICT
1216 Maple Hill Road, Castleton, New York 12033-1699

May 17, 2016

Maple Hill High School Library

Present: Michael Hiser, Daniel Grandinetti, Victoria Adler, Michael Tuttle, Michael Charsky, Paul Puccio, Bruce Romanchak, and Christian Olsen

Absent: Jeanne Strazza

Also Present: Robert Horan, Monica Kim, Jason Chevrier, James Derby, Ron Agostinoni, Michael Bennett and Michele Reickert.

BOARD OF EDUCATION MINUTES – REGULAR MEETING

1. Meeting called to order at 8:01 p.m.
2. Christian Olsen moved for approval of present agenda. Paul Puccio seconded, all present in favor.
3. President Hiser asked everyone to stand for the Pledge of Allegiance to the Flag.
4. Paul Puccio moved for approval of minutes of board meetings: April 19, 2016, April 21, 2016, and May 5, 2016. Christian Olsen seconded. All present in favor.
5. Reports / Presentations:
 - a. Capital Project Phase 2 update – Robert Horan talked about the status of the Capital Project, and shared that the district is waiting for the engineering plan to be approved which would allow the bidding process to begin. He shared the phasing process and the control that State Ed has over the process. CES is on schedule to get the plans out to State Ed by June 1. The interior design planning at the High School is almost complete with only a few more meetings that need to take place to finalize. He talked about a handed out drawing of the plans for CES and discussed the proposed changes. Security is a big concern and the entrance to CES will change greatly to make it more secure. He also shared that the CES classrooms will be air conditioned, and that there are three different options being considered. There was discussion about separating Curriculum from Pupil Personnel Services (PPS) to allow the district to support teachers in curriculum and also allow the district to stay up to date with the State Ed changes in APPR and other mandated requirements. He talked about Phase 2 which will determine how to handle the staffing and administrative support in each building and then Phase 3, opening the doors. There was discussion about how the staffing changes will be filled, Mr. Horan expressed that there is internal interest in shifting within the district and also talked about teachers that may have administrative certification that may be interested.
6. District News: Jason Chevrier shared about the recent visit from author, Sarah Weeks, an author that has published 55 books, and the student participation in the MOST Gala. Kids created exhibits relating to the author's life and books. He expressed that over 150 parents and students were

present that night to participate. He talked about Ozobots, a collaboration with Questar where kids use a small robot that assists in learning through activities and apps. Mr. Morse's 3rd graders are learning to code using the Ozobots. James Derby talked about the recent spring concert and the upcoming Grade 6 program on June 2nd, he also shared about students that were recognized by the VFW in East Greenbush for the patriot pen essay. He shared that students took a trip to GE Kid Wind for the second year and participated in designing a wind turbine. Ron Agostinoni talked about things going on at the high school, AP testing was just completed, Regents will take place soon, Seniors are busy planning to graduate, prom was last Friday at the State Room in Albany, it was a wonderful venue, kids were great, he received many compliments from staff at the State Room as well as the Photographer, that our students were great kids, acted like adults. He shared events taking place during the last week of school, the graduation walkthrough, getting caps and gowns, a walkthrough at CES, and the Seniors graduating from the HS having brunch with 5th graders who will be graduating from CES into MS, and finally that Averill Park and Schodack will share a Spanish teacher and the details are being worked out.

7. Meeting open for public discussion: Kristen Lankanau shared information about indoor track and stated that it was a successful first season for Indoor Track and that Indoor Track was one of the scholar athlete teams this winter. She expressed that it is a young team and has potential to grow. That the League MVP candidates (top 3 scorers) for Indoor Track were all Maple Hill candidates. She shared the accomplishments of the Indoor Track and the athletes and expressed that they were back to ask the board to approve Indoor Track to be self-funded for the 2016-17 school year. She expressed that the finances are in a negative of about \$1,200 and expressed that if Indoor Track was approved they would be able to begin fundraising earlier this year. Another supporter stated that Indoor Track helps support spring track as well and that the Indoor Track coach is working with Castleton Cruisers a group that reaches out to elementary age students. Many students spoke about their participation, successes and the positive things that Indoor Track has brought them. Tim Ryan spoke about spring sports teams and encouraged people to come out and watch the teams.

Meeting broke to go down to the polling area to get the outcome of the vote.

8. Board Discussion (Observe and Comment): Mr. Hiser congratulated the re-elected and newly elected board members.
9. Policies: Bruce Romanchak motioned to move policies to 2nd reading with changes discussed. Paul Puccio seconded, moved by consensus to 2nd reading.
 - a. 2000 – Board Operational Goals
 - b. 2100 – School Board Legal Status
 - c. 2120 – School Board Elections
 - d. 2120.2 – Voting Procedures
 - e. 2121 – Filling Board Vacancies
 - f. 2160 – School District Officer and Employee Code of Ethics (comment: needs to have a sentence that there is no conflict of interest when a relative or spouse of a school board member is employed by the district)
 - g. 2210 – Board Organizational Meeting
 - h. 2220 – Board Officers
 - i. 2230 – Appointed Board Officials
 - j. 2270 – School Attorney
 - k. 2310 – Regular Meetings
 - l. 2320 – Special Meetings

- m. 2330 – Executive Sessions
- n. 2340 – Notice of Meetings
- o. 2342 – Agenda Preparation and Dissemination
- p. 2350 – Board Meeting Procedures
- q. 2360 – Minutes
- r. 2410 – Policy Development, Adoption, Implementation and Review (question: it says adoption after 2nd reading of the policy, is that what we currently do? Answer: Yes)
- s. 2510 – New Board Member Orientation
- t. 2520 – Board Member Training (comment: there was discussion about mandatory training and about whether the Superintendent should maintain a list of training offered and send to the board members, there was a request for language to be changed)
- u. 2521 – School Board Conferences, Conventions, Workshops (there was discussion about the NYSSBA Annual Convention)

10. Bruce Romanchak moved for approval to rescind the following policies which were replaced by the polices adopted at the April 21, 2016 board meeting:

- a. 2-300 – Annual District Meeting and Election
- b. 3-208 – Use of School Buildings and Athletic Fields
- c. 3-209 – Smoking/Tobacco Use
- d. 4-212 – Gifts & Donations Policy

Christian Olsen seconded. All present in favor.

11. Consent Agenda:

- a. Christian Olsen moved for acceptance of the Claims Auditor’s report for the month of April 2016. Bruce Romanchak seconded, all present in favor.
- b. Christian Olsen moved for acceptance of the Treasurer’s Report for the month of April 2016. Bruce Romanchak seconded, all present in favor.
- c. Christian Olsen moved for acceptance of the Student Activities Report for quarter January 2016 through March 2016. Bruce Romanchak seconded, all present in favor.
- d. Christian Olsen moved for approval of recommendations of the district Committee on Special Education regarding 2016-2017 students: 000114000, 000114210, 000113994, 000114855, 000114583, 000114575, 000114117, 000114578, 000114658, 000114116, 000113513, 000011236, 000112974, 000011192, 000114694, 000114581, 000113543, 000113770, 000113475, 000113345, 000113716, 000113749, 000113833, 000113862, 000113757, 000113537, 000114018, 000113549, 000113873, 000113824, 000114659, 000114080, 000113233, 000114684, 000114660, and 000113535. Bruce Romanchak seconded, all present in favor.
- e. Christian Olsen moved for approval of recommendations of the district Committee on Preschool Special Education regarding 2015-16 special education services for student(s): 000114905, 000114891, 000114889, 000114862, 000114865, 000114888, and 000114653. Bruce Romanchak seconded, all present in favor.
- f. Christian Olsen moved for approval of recommendations of the district Committee on Preschool Special Education regarding 2016-17 special education services for student(s): 000114905, 000114849, 000114755, 000114809, 000114857, 000114800, 000114620,

000114690, and 000114719. Bruce Romanchak seconded, all present in favor.

- g. Christian Olsen moved for approval of a 2016-17 Tutorial Contract with Four Winds of Saratoga, at a rate of \$32.00 per hour, based on a schedule of ten (10) hours per week for Middle or High School Students or five (5) hours per week for students in elementary school who may be admitted to Four Winds Saratoga. Bruce Romanchak seconded, all present in favor.
- h. Christian Olsen moved for approval of an Agreement with Benetech, Inc. for third party administration of employer 403(b) plan effective July 1, 2016 through June 30, 2017, for an annual administration fee of \$1,500.00. Bruce Romanchak seconded, all present in favor.
- i. Christian Olsen moved for approval of the REVISED 2016-17 School Calendar. Bruce Romanchak seconded, all present in favor.
- j. Bruce Romanchak moved for acceptance of a resolution of the 2016-17 School Budget Vote and Election results. The District Clerk read the results of the vote. Christian Olsen seconded. All present in favor.
- k. Christian Olsen moved for approval of a Serial Bond Resolution for the purchase of (3) three school buses, pursuant to a voter referendum dated May 17, 2016, in the amount not to exceed \$223,800.00. Bruce Romanchak seconded, all present in favor.

12. Appointments / Resignations:

- a. Bruce Romanchak moved for approval of a one year leave of absence for Janice Balogh, .4 FTE Mathematics Teacher for the 2016-17 school year. Paul Puccio seconded, all present in favor.
- b. Bruce Romanchak moved for approval of the one year appointment of Janice Balogh as .4 FTE Math Coach for the 2016-17 school year. Paul Puccio seconded, all present in favor.
- c. Bruce Romanchak moved for approval of a one year leave of absence for Timothy Ryan, .4 FTE Mathematics Teacher for the 2016-17 school year. Paul Puccio seconded, all present in favor.
- d. Bruce Romanchak moved for approval of the one year appointment of Timothy Ryan as .4 FTE Educational Technology Specialist for the 2016-17 school year. Paul Puccio seconded, all present in favor.
- e. Bruce Romanchak moved for approval of an unpaid leave of absence for Annette Segarra, effective April 2, 2016 through June 30, 2016. Paul Puccio seconded, all present in favor.
- f. Bruce Romanchak moved for approval of the appointment of Amy McGarvey-Roe as extended term sub for Annette Segarra effective November 30, 2015 through June 30, 2016. Paul Puccio seconded, all present in favor.
- g. Bruce Romanchak moved for approval of the appointment of Sharon Bourdeau as regular substitute teacher for Kayla Young effective May 2, 2016. Paul Puccio seconded, all present in favor.
- h. Bruce Romanchak moved for approval of a resolution that upon the recommendation of the Superintendent of Schools, Carol Caruso is hereby denied tenure, and her employment in the

tenure area of library media specialist is terminated, effective June 30, 2016. Paul Puccio seconded, all present in favor.

- i. Acceptance of the resignation of Mary Mabb, Transportation Supervisor, for the purpose of retirement effective September 30, 2016. Paul Puccio seconded, all present in favor.
 - j. Bruce Romanchak moved for acceptance of the resignation of Cheryl Bickford as School Bus Driver, School Bus Attendant, and non-instructional substitute effective May 31, 2016. Paul Puccio seconded, all present in favor.
 - k. Bruce Romanchak moved for approval of the following Substitute Teacher(s): Anna Racz and Maria Southworth. Paul Puccio seconded, all present in favor.
 - l. Bruce Romanchak moved for approval of the following non-instructional substitute(s): Anna Racz. Paul Puccio seconded, all present in favor.
13. Meeting open for public discussion. There was a question about the order of which the resolutions were moved and voted on.
14. Action items: None.
15. Bruce Romanchak moved to enter executive session at 9:43 pm to discuss the employment history of a particular person and to discuss the SFA contract negotiations. Paul Puccio seconded. All present in favor.
16. Victoria Adler moved to reenter regular session and adjourn the meeting at 10:00 pm. Michael Tuttle seconded. All present in favor, meeting adjourned at 10:00 pm.

Respectfully submitted,

Michele Reickert

District Clerk

Schodack Central School District
Claims Auditor - Monthly Report
April 2016

Treasurer Receipts not accounted for: None

Check number sequences and total disbursements by check:

General Fund:	Checks: 209243-209413	\$608,551.90
Capital Fund:	Checks: 4088-4089	\$56,006.80
Special Aid/Federal Fund:	Checks:	
Trust & Agency Fund:	Checks: 101571-101597	\$21,669.92
School Lunch Fund:	Checks: 4083-4084	\$31,117.84
Student Activities:	Checks: 5628-5646	\$16,941.00

Payroll:

20	226358-226378	8,626.40
21	226379-226398	8,112.40
22	226399-226418	<u>9,041.79</u>
		25,780.59

Unclaimed payroll checks: none

Total of 48 individuals were audited

All employee time off was audited for the month of April

Federal Withholding paid through April 30, 2016

NYS Withholding paid through April 30, 2016

FICA Withholding paid through April 30,2016

Sandra Hall

Sandra Hall - Claims Auditor

5/11/16

Date

Error Reporting and Resolution Report

April-16

Account	Number of Checks	Number of Errors	Types of Errors	Resolution
General Fund	170	1	No initials on invoices	Returned invoices to Accounts Payable Clerk for initialization
		1	Check without proper backup documentation	Documentation found and check was released
		2	Invoice not paid	Check issued
		1	Wrong name on check	Check voided and reissued

SCHODACK CSD



Appropriation Status Detail Report By ST3 Format From 7/1/2015 To 6/30/2016

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A1010.4</u>	Contractual And Other	12,179.00	4,250.00	16,429.00	2,823.84	5,714.49	7,890.67
<u>A1010.45</u>	Materials And Supplies	125.00	0.00	125.00	34.90	81.00	9.10
1010	BOARD OF EDUCATION	12,304.00	4,250.00	16,554.00	2,858.74	5,795.49	7,899.77
<u>A1040.16</u>	Noninstructional Salaries	4,400.00	0.00	4,400.00	3,645.62	662.78	91.60
<u>A1040.4</u>	Contractual And Other	400.00	0.00	400.00	250.00	0.00	150.00
<u>A1040.45</u>	Materials And Supplies	52.00	0.00	52.00	0.00	48.39	3.61
1040	DISTRICT CLERK	4,852.00	0.00	4,852.00	3,895.62	711.17	245.21
<u>A1060.4</u>	Contractual And Other	800.00	0.00	800.00	0.00	0.00	800.00
1060	DISTRICT MEETING	800.00	0.00	800.00	0.00	0.00	800.00
10		17,956.00	4,250.00	22,206.00	6,754.36	6,506.66	8,944.98
<u>A1240.15</u>	Instructional Salaries	162,375.00	0.00	162,375.00	130,107.76	28,492.24	3,775.00
<u>A1240.16</u>	Noninstructional Salaries	54,725.00	0.00	54,725.00	45,766.60	8,316.11	642.29
<u>A1240.4</u>	Contractual And Other	6,262.00	1,100.00	7,362.00	6,347.58	359.00	655.42
<u>A1240.45</u>	Materials And Supplies	1,256.00	500.00	1,756.00	1,260.97	29.26	465.77
1240	CHIEF SCHOOL ADMINISTRATOR	224,618.00	1,600.00	226,218.00	183,482.91	37,196.61	5,538.48
12		224,618.00	1,600.00	226,218.00	183,482.91	37,196.61	5,538.48
<u>A1310.15</u>	Instructional Salaries	115,650.00	0.00	115,650.00	94,105.26	19,117.33	2,427.41
<u>A1310.16</u>	Noninstructional Salaries	94,685.00	-511.50	94,173.50	78,409.86	14,864.88	898.76
<u>A1310.4</u>	Contractual And Other	4,405.00	-562.85	3,842.15	3,129.20	125.00	587.95
<u>A1310.45</u>	Materials And Supplies	1,200.00	1,062.85	2,262.85	2,177.15	15.48	70.22
<u>A1310.49</u>	Boces Services	41,301.00	0.00	41,301.00	33,193.21	8,007.79	100.00
1310	BUSINESS ADMINISTRATION	257,241.00	-11.50	257,229.50	211,014.68	42,130.48	4,084.34
<u>A1320.16</u>	Noninstructional Salaries	3,600.00	2,330.88	5,930.88	6,180.90	457.50	-707.52
<u>A1320.4</u>	Contractual And Other	19,552.00	0.00	19,552.00	17,850.00	400.00	1,302.00
<u>A1320.45</u>	Materials And Supplies	3,200.00	0.00	3,200.00	2,436.00	609.00	155.00
1320	AUDITING	26,352.00	2,330.88	28,682.88	26,466.90	1,466.50	749.48
<u>A1325.16</u>	Noninstructional Salaries	4,950.00	-1,824.00	3,126.00	0.00	0.00	3,126.00
<u>A1325.4</u>	Contractual And Other	450.00	0.00	450.00	150.00	0.00	300.00

SCHODACK CSD

Appropriation Status Detail Report By ST3 Format From 7/1/2015 To 6/30/2016



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1325	TREASURER	*	5,400.00	-1,824.00	3,576.00	150.00	0.00	3,426.00
<u>A1330.4</u>	Contractual And Other		3,900.00	4.62	3,904.62	3,904.62	0.00	0.00
1330	TAX COLLECTOR	*	3,900.00	4.62	3,904.62	3,904.62	0.00	0.00
<u>A1345.4</u>	Contractual And Other		300.00	0.00	300.00	0.00	0.00	300.00
<u>A1345.49</u>	Boces Services		510.00	0.00	510.00	408.00	102.00	0.00
1345	PURCHASING	*	810.00	0.00	810.00	408.00	102.00	300.00
<u>A1380.4</u>	Fiscal Agent Fee		7,300.00	0.00	7,300.00	4,748.36	1,251.64	1,300.00
1380	FISCAL AGENT FEE	*	7,300.00	0.00	7,300.00	4,748.36	1,251.64	1,300.00
13		**	301,003.00	500.00	301,503.00	246,692.56	44,950.62	9,859.82
<u>A1420.4</u>	Contractual And Other		46,917.00	0.00	46,917.00	16,357.24	28,307.55	2,252.21
1420	LEGAL	*	46,917.00	0.00	46,917.00	16,357.24	28,307.55	2,252.21
<u>A1430.49</u>	Boces Services		6,785.00	0.00	6,785.00	4,569.79	0.00	2,215.21
1430	PERSONNEL	*	6,785.00	0.00	6,785.00	4,569.79	0.00	2,215.21
<u>A1480.49</u>	Boces Services		75,010.00	0.00	75,010.00	60,008.00	15,002.00	0.00
1480	PUBLIC INFORMATION & SERVICES	*	75,010.00	0.00	75,010.00	60,008.00	15,002.00	0.00
14		**	128,712.00	0.00	128,712.00	80,935.03	43,309.55	4,467.42
<u>A1620.16</u>	Noninstructional Salaries		626,519.00	1,000.00	627,519.00	505,535.76	85,289.92	36,693.32
<u>A1620.4</u>	Contractual And Other		368,079.00	-128,555.68	239,523.32	198,264.20	29,350.23	11,908.89
<u>A1620.45</u>	Materials And Supplies		50,000.00	28,800.00	78,800.00	55,116.95	18,682.80	5,000.25
<u>A1620.49</u>	Boces Services		3,430.00	0.00	3,430.00	2,667.77	762.23	0.00
1620	OPERATION OF PLANT	*	1,048,028.00	-98,755.68	949,272.32	761,584.68	134,085.18	53,602.46
<u>A1621.16</u>	Noninstructional Salaries		104,500.00	950.00	105,450.00	74,381.78	15,791.39	15,276.83
<u>A1621.2</u>	Equipment		46,000.00	-9,579.87	36,420.13	36,420.13	0.00	0.00
<u>A1621.4</u>	Contractual And Other		148,960.00	109,052.52	258,012.52	190,761.58	45,789.09	21,461.85
<u>A1621.45</u>	Materials And Supplies		40,000.00	37,633.41	77,633.41	49,239.64	21,653.96	6,739.81
1621	MAINTENANCE OF PLANT	*	339,460.00	138,056.06	477,516.06	350,803.13	83,234.44	43,478.49
A1670.16	Noninstructional Salaries		15,900.00	0.00	15,900.00	10,155.73	3,934.22	1,810.05

SCHODACK CSD

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A1670.4</u>	Contractual And Other	40,876.00	-14,853.52	26,022.48	8,105.96	10,331.21	7,585.31
<u>A1670.45</u>	Materials And Supplies	22,450.00	-295.85	22,154.15	13,097.39	0.00	9,056.76
<u>A1670.49</u>	Boces Services	22,172.00	43,233.95	65,405.95	33,767.81	31,561.55	76.59
1670	CENTRAL PRINTING & MAILING	101,398.00	28,084.58	129,482.58	65,126.89	45,826.98	18,528.71
<u>A1680.2</u>	Equipment	5,000.00	0.00	5,000.00	4,993.48	0.00	6.52
<u>A1680.45</u>	Materials And Supplies	349.00	0.00	349.00	0.00	0.00	349.00
1680	CENTRAL DATA PROCESSING	5,349.00	0.00	5,349.00	4,993.48	0.00	355.52
16		1,494,235.00	67,384.96	1,561,619.96	1,182,508.18	263,146.60	115,965.18
<u>A1910.4</u>	Unallocated Insurance	90,800.00	0.00	90,800.00	89,771.62	375.00	653.38
1910	UNALLOCATED INSURANCE	90,800.00	0.00	90,800.00	89,771.62	375.00	653.38
<u>A1920.4</u>	School Association Dues	9,050.00	0.00	9,050.00	8,026.00	0.00	1,024.00
1920	SCHOOL ASSOCIATION DUES	9,050.00	0.00	9,050.00	8,026.00	0.00	1,024.00
<u>A1950.4</u>	Assessments On School	21,500.00	8,607.14	30,107.14	30,107.14	1,145.71	-1,145.71
1950	ASSESSMENTS ON SCHOOL PROPERTY	21,500.00	8,607.14	30,107.14	30,107.14	1,145.71	-1,145.71
<u>A1964.4</u>	Refund On Real Property	3,500.00	0.00	3,500.00	887.68	572.00	2,040.32
1964	REFUND ON REAL PROPERTY TAXES	3,500.00	0.00	3,500.00	887.68	572.00	2,040.32
<u>A1981.49</u>	Boces Administrative	79,602.00	-19,500.00	60,102.00	38,025.60	0.00	22,076.40
1981	BOCES ADMINISTRATIVE COSTS	79,602.00	-19,500.00	60,102.00	38,025.60	0.00	22,076.40
19		204,452.00	-10,892.86	193,559.14	166,818.04	2,092.71	24,648.39
1		2,370,976.00	62,842.10	2,433,818.10	1,867,191.08	397,202.75	169,424.27
<u>A2010.15</u>	Instructional Salaries	70,739.00	0.00	70,739.00	47,497.12	9,636.02	13,605.86
<u>A2010.45</u>	Materials And Supplies	800.00	0.00	800.00	0.00	0.00	800.00
2010	CURRICULUM DEVEL & SUPERVISION	71,539.00	0.00	71,539.00	47,497.12	9,636.02	14,405.86
<u>A2020.15</u>	Instructional Salaries	331,180.00	3,200.00	334,380.00	268,247.82	56,103.44	10,028.74
<u>A2020.16</u>	Noninstructional Salaries	210,790.00	2,950.00	213,740.00	166,545.35	43,910.53	3,284.12
<u>A2020.4</u>	Contractual And Other	1,000.00	-350.00	650.00	350.00	0.00	300.00

SCHODACK CSD

Appropriation Status Detail Report By ST3 Format From 7/1/2015 To 6/30/2016



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A2020.45</u>	Materials And Supplies		7,690.00	2,250.37	9,940.37	4,482.61	1,658.27	3,799.49
2020	SUPERVISION-REGULAR SCHOOL	*	550,660.00	8,050.37	558,710.37	439,625.78	101,672.24	17,412.35
<u>A2040.15</u>	Instructional Salaries		59,939.00	0.00	59,939.00	47,897.34	9,715.80	2,325.86
<u>A2040.16</u>	Noninstructional Salaries		54,936.00	0.00	54,936.00	35,390.89	11,844.94	7,700.17
2040	SUPERVISION-SPECIAL SCHOOLS	*	114,875.00	0.00	114,875.00	83,288.23	21,560.74	10,026.03
<u>A2060.49</u>	Boces Services		7,036.00	-800.00	6,236.00	5,778.29	0.00	457.71
2060	RESEARCH, PLANNING & EVALUAT	*	7,036.00	-800.00	6,236.00	5,778.29	0.00	457.71
<u>A2070.15</u>	Instructional Salaries		7,980.00	0.00	7,980.00	0.00	0.00	7,980.00
<u>A2070.4</u>	Contractual And Other		42,500.00	4,000.00	46,500.00	35,277.92	5,979.00	5,243.08
<u>A2070.49</u>	Boces Services		53,290.00	17,500.00	70,790.00	45,218.40	17,221.60	8,350.00
2070	INSERVICE TRAINING-INSTRUCTION	*	103,770.00	21,500.00	125,270.00	80,496.32	23,200.60	21,573.08
20		**	847,880.00	28,750.37	876,630.37	656,685.74	156,069.60	63,875.03
<u>A2110.12b</u>	Teacher Salaries 4-6		489,940.00	-92,574.20	397,365.80	267,179.63	124,125.81	6,060.36
<u>A2110.13</u>	Teacher Salaries, 7-12		2,199,189.00	18,720.08	2,217,909.08	1,545,368.85	708,585.37	-36,045.14
<u>A2110.14</u>	Substitute Teacher		109,752.00	-4,560.52	105,191.48	91,867.25	1,796.03	11,528.20
<u>A2110.16</u>	Noninstructional Salaries		107,865.00	0.00	107,865.00	73,040.49	29,733.16	5,091.35
<u>A2110.4</u>	Contractual And Other		45,224.00	-17,395.00	27,829.00	20,555.47	6,390.89	882.64
<u>A2110.45</u>	Materials And Supplies		52,920.00	15,384.84	68,304.84	56,089.86	2,899.81	9,315.17
<u>A2110.471</u>	Tuition Paid To Public Dists In Nys		3,000.00	-930.64	2,069.36	0.00	0.00	2,069.36
<u>A2110.48</u>	Textbooks		43,367.00	99.41	43,466.41	35,466.64	7,931.99	67.78
2110	TEACHING-REGULAR SCHOOL	*	3,051,257.00	-81,256.03	2,970,000.97	2,089,568.19	881,463.06	-1,030.28
21		**	3,051,257.00	-81,256.03	2,970,000.97	2,089,568.19	881,463.06	-1,030.28
<u>A2250.15</u>	Instructional Salaries		1,130,292.00	95,729.35	1,226,021.35	830,552.39	415,251.32	-19,782.36
<u>A2250.16</u>	Noninstructional Salaries		190,451.00	1,486.80	191,937.80	141,177.05	47,492.69	3,268.06
<u>A2250.4</u>	Contractual And Other		4,357.00	0.00	4,357.00	1,009.22	0.00	3,347.78
<u>A2250.45</u>	Materials And Supplies		3,322.00	-828.25	2,493.75	1,113.52	0.00	1,380.23
<u>A2250.471</u>	Tuition Paid To Public		96,539.00	28,325.00	124,864.00	49,962.00	68,035.50	6,866.50
<u>A2250.472</u>	Tuition - All Other		105,632.00	133,131.00	238,763.00	175,912.67	62,782.87	67.46
<u>A2250.49</u>	Boces Services		842,052.00	-238,507.97	603,544.03	453,425.11	117,200.99	32,917.93

SCHODACK CSD

Appropriation Status Detail Report By ST3 Format From 7/1/2015 To 6/30/2016



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2250	PROGRAMS-STUDENTS W/ DISABIL	*	2,372,645.00	19,335.93	2,391,980.93	1,653,151.96	710,763.37	28,065.60
<u>A2280.15</u>	Instructional Salaries		188,817.00	40,052.78	228,869.78	170,614.14	58,255.64	0.00
<u>A2280.4</u>	Contractual And Other		200.00	0.00	200.00	0.00	0.00	200.00
<u>A2280.45</u>	Materials And Supplies		1,050.00	-50.00	1,000.00	589.56	410.44	0.00
<u>A2280.49</u>	Boces Services		312,065.00	0.00	312,065.00	249,652.00	62,413.00	0.00
2280	OCCUPATIONAL EDUCATION	*	502,132.00	40,002.78	542,134.78	420,855.70	121,079.08	200.00
22		**	2,874,777.00	59,338.71	2,934,115.71	2,074,007.66	831,842.45	28,265.60
<u>A2330.15</u>	Instructional Salaries		44,813.00	-52.60	44,760.40	21,558.99	0.00	23,201.41
<u>A2330.16</u>	Noninstructional Salaries		12,078.00	52.60	12,130.60	10,264.32	1,866.28	0.00
<u>A2330.4</u>	Contractual And Other		51,540.00	0.00	51,540.00	43,222.03	0.00	8,317.97
<u>A2330.45</u>	Materials And Supplies		2,317.00	0.00	2,317.00	778.34	0.00	1,538.66
2330	TEACHING-SPECIAL SCHOOLS	*	110,748.00	0.00	110,748.00	75,823.68	1,866.28	33,058.04
23		**	110,748.00	0.00	110,748.00	75,823.68	1,866.28	33,058.04
<u>A2610.15</u>	Instructional Salaries		106,667.00	-987.44	105,679.56	67,538.29	36,422.12	1,719.15
<u>A2610.4</u>	Contractual And Other		5,300.00	0.00	5,300.00	3,049.00	0.00	2,251.00
<u>A2610.45</u>	Materials And Supplies		4,450.00	-840.17	3,609.83	2,677.98	668.74	263.11
<u>A2610.46</u>	School Library A/V Loan		9,625.00	-2,900.00	6,725.00	3,423.51	0.00	3,301.49
<u>A2610.49</u>	Boces Services		8,200.00	500.00	8,700.00	6,955.20	1,738.80	6.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	134,242.00	-4,227.61	130,014.39	83,643.98	38,829.66	7,540.75
<u>A2620.49</u>	Boces Services		3,400.00	300.00	3,700.00	2,960.00	740.00	0.00
2620	EDUCATIONAL TELEVISION	*	3,400.00	300.00	3,700.00	2,960.00	740.00	0.00
<u>A2630.15</u>	Instructional Salaries		7,600.00	0.00	7,600.00	0.00	7,487.64	112.36
<u>A2630.16</u>	Noninstructional Salaries		125,643.00	4,187.44	129,830.44	108,974.41	19,997.29	858.74
<u>A2630.22</u>	State-Aided Computer Hdwre - Purchase		21,075.00	13,000.00	34,075.00	22,781.11	11,248.50	45.39
<u>A2630.45</u>	Materials And Supplies		12,965.00	12,407.57	25,372.57	16,897.61	830.00	7,644.96
<u>A2630.46</u>	State-Aided Computer Software		7,594.00	2,655.33	10,249.33	10,249.33	0.00	0.00
<u>A2630.49</u>	Boces Services		328,402.00	-12,990.00	315,412.00	146,154.08	138,803.69	30,454.23
<u>A2630.4c</u>	Contractual & Other (Not Aide Lease)		53,256.00	-6,907.57	46,348.43	23,250.12	1,088.59	22,009.72
2630	COMPUTER ASSISTED INSTRUCTION	*	556,535.00	12,352.77	568,887.77	328,306.66	179,455.71	61,125.40

SCHODACK CSD

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
26		694,177.00	8,425.16	702,602.16	414,910.64	219,025.37	68,666.15
<u>A2810.15</u>	Instructional Salaries	239,426.00	3,476.27	242,902.27	171,830.77	70,650.16	421.34
<u>A2810.16</u>	Noninstructional Salaries	37,178.00	0.00	37,178.00	22,145.50	13,541.80	1,490.70
<u>A2810.4</u>	Contractual And Other	6,080.00	400.00	6,480.00	157.02	0.00	6,322.98
<u>A2810.45</u>	Materials And Supplies	3,255.00	-106.16	3,148.84	1,867.63	1,082.32	198.89
<u>A2810.49</u>	Boces Services	37,120.00	0.00	37,120.00	19,286.32	4,821.58	13,012.10
2810	GUIDANCE-REGULAR SCHOOL	323,059.00	3,770.11	326,829.11	215,287.24	90,095.86	21,446.01
<u>A2815.16</u>	Noninstructional Salaries	110,338.00	-1,262.12	109,075.88	70,981.65	37,040.47	1,053.76
<u>A2815.4</u>	Contractual And Other	39,487.00	5,337.91	44,824.91	9,493.00	34,877.06	454.85
<u>A2815.45</u>	Materials And Supplies	1,400.00	-203.85	1,196.15	496.15	0.00	700.00
2815	HEALTH SERVICES-REGULAR SCHOOL	151,225.00	3,871.94	155,096.94	80,970.80	71,917.53	2,208.61
<u>A2820.15</u>	Instructional Salaries	12,053.00	0.00	12,053.00	7,719.36	4,086.64	247.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	12,053.00	0.00	12,053.00	7,719.36	4,086.64	247.00
<u>A2825.15</u>	Instructional Salaries	144,937.00	6,700.00	151,637.00	97,613.42	53,483.58	540.00
2825	SOCIAL WORK SRVC-REG SCHOOL	144,937.00	6,700.00	151,637.00	97,613.42	53,483.58	540.00
<u>A2850.15</u>	Instructional Salaries	59,425.00	0.00	59,425.00	6,156.52	42,986.38	10,282.10
<u>A2850.16</u>	Noninstructional Salaries	0.00	1,247.94	1,247.94	0.00	1,247.94	0.00
<u>A2850.45</u>	Materials And Supplies	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
2850	CO-CURRICULAR ACTIV-REG SCHL	60,925.00	1,247.94	62,172.94	6,156.52	44,234.32	11,782.10
<u>A2855.15</u>	Instructional Salaries	130,133.00	4,667.89	134,800.89	84,490.17	32,772.88	17,537.84
<u>A2855.16</u>	Noninstructional Salaries	4,500.00	89.80	4,589.80	5,013.87	0.00	-424.07
<u>A2855.4</u>	Contractual And Other	51,359.00	-1,000.00	50,359.00	48,031.80	0.00	2,327.20
<u>A2855.45</u>	Materials And Supplies	21,630.00	26,654.70	48,284.70	20,703.34	495.56	27,085.80
2855	INTERSCHOL ATHLETICS-REG SCHL	207,622.00	30,412.39	238,034.39	158,239.18	33,268.44	46,526.77
28		899,821.00	46,002.38	945,823.38	565,986.52	297,086.37	82,750.49
2		8,478,660.00	61,260.59	8,539,920.59	5,876,982.43	2,387,353.13	275,585.03
<u>A5510.4</u>	Contractual And Other	68,667.00	26,614.12	95,281.12	78,859.89	3,481.48	12,939.75
<u>A5510.45</u>	Materials And Supplies	158,817.00	-15,404.48	143,412.52	85,708.84	34,894.74	22,808.94

SCHODACK CSD

Appropriation Status Detail Report By ST3 Format From 7/1/2015 To 6/30/2016



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
5510	DISTRICT TRANSPORT-MEDICAID	*	227,484.00	11,209.64	238,693.64	164,568.73	38,376.22	35,748.69
<u>A5530.16</u>	Noninstructional Salaries		5,326.00	0.00	5,326.00	10,220.68	0.00	-4,894.68
<u>A5530.4</u>	Contractual And Other		32,285.00	-8,960.00	23,325.00	15,913.22	4,818.23	2,593.55
<u>A5530.45</u>	Materials And Supplies		1,212.00	4,000.00	5,212.00	4,985.10	0.00	226.90
5530	GARAGE BUILDING	*	38,823.00	-4,960.00	33,863.00	31,119.00	4,818.23	-2,074.23
55		**	266,307.00	6,249.64	272,556.64	195,687.73	43,194.45	33,674.46
5		***	266,307.00	6,249.64	272,556.64	195,687.73	43,194.45	33,674.46
<u>A9010.8</u>	State Retirement		465,814.00	-700.00	465,114.00	429,118.25	0.00	35,995.75
9010	STATE RETIREMENT	*	465,814.00	-700.00	465,114.00	429,118.25	0.00	35,995.75
<u>A9020.8</u>	Teachers' Retirement		1,118,650.00	-13,000.00	1,105,650.00	-1,738.05	1,015,846.00	91,542.05
9020	TEACHERS' RETIREMENT	*	1,118,650.00	-13,000.00	1,105,650.00	-1,738.05	1,015,846.00	91,542.05
<u>A9030.8</u>	Social Security		763,925.00	0.00	763,925.00	523,461.41	236,999.59	3,464.00
9030	SOCIAL SECURITY	*	763,925.00	0.00	763,925.00	523,461.41	236,999.59	3,464.00
<u>A9040.8</u>	Workers' Compensation		60,000.00	0.00	60,000.00	46,480.04	5,978.37	7,541.59
9040	WORKERS' COMPENSATION	*	60,000.00	0.00	60,000.00	46,480.04	5,978.37	7,541.59
<u>A9045.8</u>	Life Insurance		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
9045	LIFE INSURANCE	*	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A9050.8</u>	Unemployment Insurance		25,000.00	0.00	25,000.00	449.88	4,550.12	20,000.00
9050	UNEMPLOYMENT INSURANCE	*	25,000.00	0.00	25,000.00	449.88	4,550.12	20,000.00
<u>A9055.8</u>	Disability Insurance		200.00	0.00	200.00	0.00	60.00	140.00
9055	DISABILITY INSURANCE	*	200.00	0.00	200.00	0.00	60.00	140.00
<u>A9060.8</u>	Hospital, Medical And Dental		3,607,356.00	-129,660.00	3,477,696.00	3,038,649.84	284,832.04	154,214.12
9060	HOSPITAL, MEDICAL & DENTAL INS	*	3,607,356.00	-129,660.00	3,477,696.00	3,038,649.84	284,832.04	154,214.12
<u>A9089.8</u>	Other, (Specify)		18,701.00	0.00	18,701.00	5,179.60	0.00	13,521.40
9089	OTHER	*	18,701.00	0.00	18,701.00	5,179.60	0.00	13,521.40

SCHODACK CSD

Appropriation Status Detail Report By ST3 Format From 7/1/2015 To 6/30/2016



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
90		**	6,064,646.00	-143,360.00	5,921,286.00	4,041,600.97	1,548,266.12	331,418.91
<u>A9710.6</u>	Serial Bonds - Other		1,313,101.00	120,000.00	1,433,101.00	788,101.00	645,000.00	0.00
<u>A9710.7</u>	Serial Bonds - Other		654,536.00	-120,000.00	534,536.00	476,536.47	10,675.00	47,324.53
9710		*	1,967,637.00	0.00	1,967,637.00	1,264,637.47	655,675.00	47,324.53
<u>A9730.6</u>	Bond Anticipation Notes		140,114.00	0.00	140,114.00	140,113.53	0.00	0.47
<u>A9730.7</u>	Bond Anticipation Notes		5,135.00	0.00	5,135.00	5,102.81	0.00	32.19
9730		*	145,249.00	0.00	145,249.00	145,216.34	0.00	32.66
97		**	2,112,886.00	0.00	2,112,886.00	1,409,853.81	655,675.00	47,357.19
<u>A9901.95</u>	Transfer To Special Aid		19,075.00	0.00	19,075.00	16,408.97	0.00	2,666.03
9901	TRANSFER TO SPECIAL AID	*	19,075.00	0.00	19,075.00	16,408.97	0.00	2,666.03
99		**	19,075.00	0.00	19,075.00	16,408.97	0.00	2,666.03
9		***	8,196,607.00	-143,360.00	8,053,247.00	5,467,863.75	2,203,941.12	381,442.13
Fund ATotals:			19,312,550.00	-13,007.67	19,299,542.33	13,407,724.99	5,031,691.45	860,125.89
Grand Totals:			19,312,550.00	-13,007.67	19,299,542.33	13,407,724.99	5,031,691.45	860,125.89

SCHODACK CSD

Revenue Status Report From 7/1/2015 To 6/30/2016



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Property Tax	12,785,245.00	-1,365,451.28	11,419,793.72	11,415,080.97	4,712.75
A 1081	Pilot	103,538.00	0.00	103,538.00	67,478.89	36,059.11
A 1085	Star (State Tax Relief)	0.00	1,365,451.28	1,365,451.28	1,365,451.28	0.00
A 1090	Interest & Penalty On Tax	0.00	0.00	0.00	53.45	-53.45
A 1315	Continuing Education	70,000.00	0.00	70,000.00	53,831.00	16,169.00
A 1320	Tuition - Summer School	0.00	0.00	0.00	1,600.00	-1,600.00
A 1410	Admissions	0.00	0.00	0.00	1,729.00	-1,729.00
A 1489	Other Individual Charges	2,500.00	0.00	2,500.00	0.00	2,500.00
A 2230	Day School Tuition/Other Districts	120,000.00	0.00	120,000.00	0.00	120,000.00
A 2330	Services For Other Districts	5,000.00	0.00	5,000.00	150.00	4,850.00
A 2331	Services For Other Dists - Athletics	0.00	0.00	0.00	4,045.00	-4,045.00
A 2389	Other Services- Other Dist/Govts	157,141.00	0.00	157,141.00	174,379.02	-17,238.02
A 2401	Interest	6,000.00	0.00	6,000.00	78.02	5,921.98
A 2410	Rental Of Real Property/Individuals	187,000.00	0.00	187,000.00	195,204.81	-8,204.81
A 2680	Insurance Recovery	0.00	9,000.00	9,000.00	9,000.00	0.00
A 2701	Refund Of Prior Year - BOCES	50,000.00	0.00	50,000.00	98,270.13	-48,270.13
A 2703	Refund Of Prior Year - Other	45,000.00	0.00	45,000.00	105,127.26	-60,127.26
A 2705	Gifts And Donations	0.00	9,861.40	9,861.40	9,861.40	0.00
A 2770	Miscellaneous	63,000.00	0.00	63,000.00	54,648.20	8,351.80
A 3101.A	Basic Formula Aid	6,510,773.00	0.00	6,510,773.00	3,087,721.19	3,423,051.81
A 3101.B	Excess Cost Aid	215,056.00	0.00	215,056.00	977,594.11	-762,538.11
A 3102	Lottery Aid	0.00	0.00	0.00	932,685.64	-932,685.64
A 3102.A	VLT Lottery Grants	0.00	0.00	0.00	200,512.94	-200,512.94
A 3103	BOCES Aid	490,223.00	0.00	490,223.00	407,622.05	82,600.95
A 3260	Textbook Aid	68,892.00	0.00	68,892.00	55,629.00	13,263.00
A 3262	Software Aid	13,136.00	0.00	13,136.00	24,694.00	-11,558.00
A 3263	Library Aid	5,250.00	0.00	5,250.00	5,637.00	-387.00
A 3289.1	Other State Aid	0.00	0.00	0.00	17,128.01	-17,128.01
A 4289	Other Federal Aid	35,000.00	0.00	35,000.00	18,865.65	16,134.35
A 4330	Homeless Aid	0.00	0.00	0.00	67,943.27	-67,943.27
A 4601	Federal Medicaid Assistance	40,000.00	0.00	40,000.00	68,800.89	-28,800.89
A Totals:		20,972,754.00	18,861.40	20,991,615.40	19,420,822.18	1,570,793.22
Grand Totals:		20,972,754.00	18,861.40	20,991,615.40	19,420,822.18	1,570,793.22

() Required
(X) Local
(X) Notice

BOARD OPERATIONAL GOALS

As a Board, we carry out our responsibilities through the capabilities and the activities of the organization that we are empowered by the public to create. The organization exists to develop our students.

To meet its goal, the Board of Education:

1. Commits to open and honest communication with all segments of our school community. By achieving this objective, we protect the integrity of school operations. Creating the opportunity to assure school effectiveness requires that we safeguard the integrity of our faculty, administrators and staff. Open and honest communication prevents rumors from serving as a basis of communication and this protects the working environment for our employees. Openness and honesty are the essence of trust; our employees need to know that they work in a trusting environment.
2. Must provide the resources to permit the organization to achieve the education and shaping of our students as defined by the outcome attributes we use to describe our children. Resources must be allocated in relationship to the outcome goals we have defined, and the relative priorities in resource allocation must be reflected in clearly stated value terms that can be accepted by both our community and our employees.
3. Has an obligation to provide stability for the organization. The education of our children is by definition a multi-year process and we must create a stable environment for our employees that will allow them to plan and implement consistent with the long-term nature of their task. While change is necessary, change should not be permitted to occur in an atmosphere of chaos or conflict. The pace of change can be fast, as long as it is managed carefully in an atmosphere of trust. The Board values its basic educational program; it provides a sound foundation for our system, upon which change can proceed. It should be protected as a source of stability.
4. Values staff contributions to the development of district programs and policy. We have an obligation to provide this opportunity throughout the organization. Participation in all activities and communications must come from all organizational levels. If we accomplish this goal, we set a "role model" example for the educational process itself in our schools.

5. The Board has an obligation to articulate a public plan for the Superintendent of Schools. We must be clear about outcome objectives and their measurement to insure the integrity of accountability of the Superintendent and the organization to the Board, on behalf of the ownership.

The Superintendent serves also as the advisor to the Board. He or she is the content expert or and expeditor to the Board. The Superintendent is responsible, and must be an expert, in the management of the educational delivery process. The Superintendent must have excellent process skills to assist the Board in carrying out the communication and participation tasks that are essential.

Adoption date:

() Required
(X) Local
(X) Notice

SCHOOL BOARD LEGAL STATUS

The Board of Education is a nine-member Board elected by district residents. Each member of the Board serves for three years. The terms of office of Board members shall not all expire in the same 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.

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.

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.

The Board is entrusted with the responsibility of developing policies under which the district is managed. In addition, the Board has all the powers and duties 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.

Ref: Education Law §§1604; 1604-a; 1701; 1702; 1703; 1708; 1709; 1710
1804(1); 2101(2); 2105

Adoption date:

() Required
() Local
(X) Notice

SCHOOL BOARD ELECTIONS

The elections of members of the Board of Education shall be held on the third Tuesday in May, unless due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1st. 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.

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 Election and Budget Vote

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

Adoption date:

() Required
() Local
(X) Notice

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

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 chairperson appointed by the Board. Such chairperson 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 a situation where the machines are unavailable due to mechanical failure. 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.

Election inspectors shall not advise or induce such voter to vote on any proposition or candidate, and if the election inspector were to learn how the individual voted, the election inspector shall never reveal the vote(s) recorded 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. There will be as many write-in slots as there are vacancies at the time of election.

The writing in 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 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 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
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:

- () Required
- () Local
- (X) Notice

BOARD MEMBER QUALIFICATIONS

The qualifications of a member of the Board of Education are that the individual:

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;
(Note: 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)
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 district; and
7. may not simultaneously hold another incompatible public office.

Ref: Education Law §§2102; 2103; 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:

- Required
- Local
- Notice

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:

(X) Required Local Notice**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 of **\$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 (see 2160-E.1).
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, officer or employee in a charitable organization which has a relationship with the district. If a Board member is a board member, officer or employee of the charitable organization the Board member must disclose such relationship in writing to the 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. When participating in the activities of the charitable organization, the Board 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 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:

() Required
 (x) Local
 (X) Notice

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 Temporary Chairperson 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 the following district officers:

District Treasurer

District Clerk

Claims Auditor

The officers may sign the oath at the convenience of the District Clerk.

IV. Appointment of Other Positions

The Board shall appoint the following positions (*include only those that are appropriate for the district*):

School Physician	School Attorney
Census Enumerator	Special Counsels
Designated Education Official	Attendance Officer
School Dentist	Insurance Consultant
Internal Auditor	Records Access Officer
External Auditor	Records Management Officer
Audit Committee	Parent Surrogates
Title IX/Section 504 Hearing Officer(s)	Asbestos Designee
Treasurer(s) of Student Activity Account	Purchasing Agent
Election Clerks and Inspectors	Deputy Purchasing Agent
Committee on Special Education (CSE)	Other Consultants
Committee on Preschool Special Education (CPSE)	

V. Bonding of Personnel

The Board may bond the following personnel handling district funds:

District Clerk	School Attorney
Tax Collector	Claims Auditor
District Treasurer	Deputy Treasurer
Treasurer of Student Activity Account	

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 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.
- 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.

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 newspaper(s))
 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); 1904 (central high school districts in Nassau county); 2130 (appoint clerk, bonded treasurer and bonded tax collector); 2504 (small city meeting during the first week of July, day and time of regular meetings)
8 NYCRR § 104.1 (requirement to review attendance data)

Adoption date:

() Required
(X) Local
(X) Notice

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 if able;
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 members;
4. to act as an ex-officio member of all committees;
5. to execute all documents on behalf of the Board;
6. to perform the usual and ordinary duties of the office.

Duties of the Vice-President

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

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:

() Required
(X) Local
(X) Notice

APPOINTED BOARD OFFICIALS

District Clerk

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

1. keep an accurate record of the proceedings of the Board of Education and shall submit a copy of the proceedings to each Board member and the Superintendent of Schools;
2. file all correspondence and records relating to matters of the school district, involving the Board;
3. prepare and arrange publication of legal notices;
4. attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board and, when requested:
5. perform duties pertaining to the preparation for, and conduct of district elections, budget votes, and special district referendum elections;
6. 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;
7. administer the Oath of Office for all Board members and school district officers; and
8. 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. The District Treasurer shall:

1. act as custodian of all monies belonging to the district;
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; and
6. give detailed accounts of monies received and disbursed.

Ref: Education Law §§2121; 2122; 2130

Adoption date:

() Required
(X) Local
() Notice

SCHOOL ATTORNEY

The Board of Education shall retain legal counsel, who shall be appointed at the Annual Organizational Meeting of the Board of Education. This legal counsel will represent the Board of Education, and shall report directly to the Superintendent. The President of the Board, or the Superintendent of Schools or his/her designee, may contact the counsel on legal matters affecting the operation of the School District. The attorney shall have applicable legal expertise to represent the interests of the school district.

The selection of legal counsel shall be carried out in accordance with state law and regulation, as well as Board policy.

Any attorney working for the Board as legal counsel must be admitted to the bar of New York State and duly licensed to practice law in New York State.

The Attorney and/or law firm will be the legal advisor to the Board. In that capacity, the legal counsel's duties will include, but not be limited to, the following:

1. to advise the Board with respect to all legal matters relating to the district, including, but not limited to, interpretation of the Education Law of the State of New York, and all other statutes, rules or regulations affecting the district;
2. to be accessible to the Board and the Superintendent of Schools (and, at the discretion of the Superintendent, to his/her administrative staff), with respect to legal matters arising out of the day-to-day administration of the district, this also includes being available for Board meetings at the Board's request;
3. to review and to represent the district in the preparation of contracts, as requested by the district (other than the contract for school attorney services);
4. to advise and assist in matters of litigation pursuant to the retainer agreement;
5. The Board may, at their discretion, request that the attorney review a proposed policy and /or regulation.
6. to review and advise with respect to any legal papers served upon the district to commence legal action; and
7. to recommend the retainment of special counsel as he or she may deem necessary in the circumstances, subject to the approval of the Board. Retaining additional legal counsel shall be subject to the process outlined in Board policy.

The school attorney and/or firm will report any censure, suspension, or disbarment to the Board.

Cross-ref: 2210, Board Organizational Meeting
2410, Policy Development, Adoption, Implementation and Review
6700, Purchasing
6741, Contracting for Professional Services

Adoption date:

() Required
(X) Local
(X) Notice

REGULAR MEETINGS

In order to perform its duties in an open and public manner, and in accordance with state law, the Board of Education shall hold regular business meetings once a month.

The time, dates and place of regular Board of Education meetings shall be established at the annual organizational meeting. In the event that the day appointed for a regular meeting falls on a legal holiday, the meeting shall be rescheduled. All regular Board meetings are open to the public, and meeting facilities shall provide access to persons with disabilities.

Board members are permitted to participate in board meetings via videoconferencing, in accordance with state law. Any site where videoconferencing is to take place must be open to the public. The district will comply with applicable notice requirements (see policy 2340).

In addition to the members of the Board, the following individuals will regularly attend the business meetings of the Board: the Superintendent of Schools, the Assistant Superintendent, and other specified personnel as deemed necessary.

Cross-ref: 2210, Board Organizational Meeting
2340, Notice of Meetings

Ref: Public Officer's Law §§102, 103, 104

Adoption date:

- Required
- Local
- Notice

SPECIAL MEETINGS

Special meetings of the Board of Education must be called as requested by a member of the Board or the Superintendent, making such a request to the Board President.

Such meeting requires a notice of 24 hours to all Board members.

If, in an emergency, a special meeting is held before the 24-hour notice can be given, each member may be asked to sign a waiver of notice. A statement regarding the time of notice and signature of such forms shall be entered in the minutes.

Ref: Education Law §§1606; 2504; 2563
Open Meetings Law, Public Officers Law §§100 et seq.

Adoption date:

() Required
() Local
(X) Notice

EXECUTIVE SESSIONS

The Board of Education may hold executive sessions at which only the members of the Board or persons invited by the Board shall be present. However, the executive session is only available for the purpose of discussion, and except as the law allows, formal action must be taken in an open session.

Executive sessions can be requested by any member of the Board or the Superintendent of Schools.

A Board member must make a motion during an open meeting to convene in executive session. Upon a majority vote of its members, the Board may convene in executive session at a place which the Board President or said members may designate within the district to discuss the subjects enumerated below. Matters which may be considered in executive session are:

1. matters which will imperil the public safety if disclosed;
2. any matter which may disclose the identity of a law enforcement agent or informer;
3. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
4. discussions regarding proposed, pending or current litigation;
5. collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor 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; and
8. the 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.

A Board may not take action in executive session except to vote on disciplinary charges against a tenured teacher.

Minutes shall be taken at executive sessions of any action that is taken by a formal vote and should consist of a record or summary of the final determination of such action and the date and vote thereon, provided, however, that such summary shall not include any matter which is not required to be made public by the Freedom of Information Law. Minutes taken at executive sessions shall be available to the public within one week from the date of the executive session.

Ref: Education Law §1708 (3)
Public Officers Law §§100 et seq.
Application of Nett and Raby, 45 EDR 259 (2005)
Formal Opinion of Counsel No. 239, 16 EDR 457 (1976)

Adoption date:

- Required
- Local
- Notice

NOTICE OF MEETINGS

For all regular and scheduled special meetings of the Board of Education, the District Clerk shall give adequate notice to all members and to the community.

If a meeting is scheduled at least a week in advance, notice will be given to the public and news media at least 72 hours prior to the meeting. A special meeting may be called upon 24-hour notice to Board members.

When a meeting is scheduled less than a week in advance the Board shall provide public notice to the extent practicable. Said notice shall be conspicuously posted in one or more designated public locations, including the district's website.

If a board member intends to participate in a board meeting via videoconference, the public notice of the meeting will indicate that videoconferencing will be used, specify the location(s) for the meeting and state that the public may attend at any of the locations.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Education Law §§1606; 1708; 2504; 2563

Adoption date:

() Required
(X) Local
(X) Notice

AGENDA PREPARATION AND DISSEMINATION

The agenda and preparation for meeting shall be the responsibility of the Superintendent of Schools with the approval of the Board of Education President. The agenda shall be prepared for each Board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow Board members sufficient preparation time.

Items of business may be suggested by any Board member, district employee, parent, student, or other member of the public, and must relate directly to district business. The inclusion of items suggested by district employees, parents, students, or other members of the public shall be at the discretion of the Superintendent, subject to the approval of the Board President.

Persons suggesting items of business must submit the item to the Superintendent at least ten days prior to a regular meeting and 7 days prior to a special meeting. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will be distributed to board members five days in advance of the board meeting to permit careful consideration of items of business. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will be posted on the district's website, to the extent practicable, two days before the meeting. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will also be available in the Superintendent's office two days before the meeting and at the Board meeting to anyone who requests a copy.

The District Clerk shall be responsible for ensuring that the agenda is available to the public.

Cross-ref: 2350, Board Meeting Procedures

Ref: Public Officers Law 103(e)

Adoption date:

() Required
(X) Local
(x) Notice

BOARD MEETING PROCEDURES

Each Board of Education meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The order of business at each regular meeting shall be in accordance with the agenda provided.

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority and voting for the proposed change in the regular order of business.

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

Adoption date:

() Required
() Local
(X) Notice

MINUTES

The Board of Education believes that open and accurate communication regarding its internal operations enhances the district's public relations program and provides a record of the district's progress towards its annual goals. Therefore, the Board will maintain a complete and accurate set of minutes of each meeting, in accordance with law and this policy.

The minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection within one week of executive sessions and within two weeks of all other meetings. Minutes which have not been approved by the Board within this time frame shall be marked, "DRAFT." A draft of the minutes of each meeting shall be forwarded to each member of the Board not later than the time the agenda for the next meeting is disseminated.

The District Clerk shall be responsible for taking the minutes. The minutes shall conform to an established format.

All motions, proposals, resolutions, and any other matters formally voted upon by the Board shall be recorded in Board minutes.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member shall be indicated in the minutes.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Freedom of Information Law, Public Officers Law §§84 et seq.
Education Law §2121

Adoption date:

() Required

(X) Local

(x) Notice

**POLICY DEVELOPMENT, ADOPTION,
IMPLEMENTATION AND REVIEW**

The Board of Education is responsible for adopting and assessing the effectiveness of the written policies by which the district is governed. The Board recognizes that written policies are essential to district governance in that they:

- Govern effectively and efficiently across time, situations, and individuals.
- Provide the foundation and guidance for administrative action.
- Publicize the federal, state, and local rules that govern the district.
- Help to evaluate progress by including measurable outcomes.

Development

The Board is committed to developing written policies which:

- Clearly define the district's goals and objectives and reflect the Board's vision.
- Define roles and responsibilities and identify who is responsible for what.
- Provide the Superintendent and district staff with clear guidance regarding expected district administration.
- Allow for flexibility that is needed for day-to-day operations.
- Include measurable outcomes.

Any member of the Board, district staff, students, parents, district taxpayers or other member of the public may identify policy issues. Such issues shall be identified to the Director of Business and Support Services. The Director of Business and Support Services shall be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board.

Policy will be reviewed by the Policy Committee which is made up of 2 to 3 Board members and the Director of Business and Support Services with other members of the school community brought in to as needed to discuss policies.

Before acting on any proposed policy, the Board will assemble the relevant facts, receive recommendations from individuals and groups who will be affected by the policy, and discuss, debate and decide on the substance of the

policy in open meeting. The Superintendent shall be responsible for identifying the individuals and groups who will be affected by the policy.

The Director of Business and Support Services shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- Is within the scope of the Board's authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the district's goals and objectives.
- Reflects good practice (e.g., educational, personnel, business, etc.).
- Is reasonable and not arbitrary or discriminatory.
- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.
- Requires review by legal counsel.

Adoption

Once a proposed policy has been drafted, it shall be placed on the Board's agenda for a first reading, giving all persons interested in it an opportunity to express their views. The Board will not take any official action on any policy on first reading, unless a majority of the Board decides that it is necessary to do so.

If the draft policy is acceptable or if it is not acted upon out of necessity after the first reading, the draft policy will be placed on the Board's agenda for a second reading, at which time the Board will officially act.

The Superintendent shall consult with the school attorney, as necessary, prior to the adoption or revision of any policy.

Implementation

The Superintendent shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy manual, and publicizing the policy as necessary to ensure that persons affected by the policy are aware of it.

The board policy manual shall be kept in the district office and made available to the public upon request. A copy of the Board Policy Manual shall also be kept on the School District Website and any other area specified by the Board.

Review

The Director or Business and Support Services shall be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board Policy Committee will review the policy manual on a periodic review basis and will make recommendations to the full board regarding updates as necessary to ensure that the policies are consistent with board goals and district practices.

Ref: Education Law §1604, 1709, 1804 (powers and duties of board of education)

Adoption date:

() Required
(X) Local
() Notice

NEW BOARD MEMBER ORIENTATION

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board's functions, policies and procedures, and the school district's operation before taking office. Each Board member-elect shall, as soon as possible,

1. be given selected materials covering the function of the Board and the school district, including (a) policy manual, (b) copies of key reports prepared during the previous year by school Board committees and/or the administration, (c) access to minutes of Board meetings of the previous year, (d) latest financial report of the district, (e) copies of pertinent materials developed by the New York State School Boards Association, and (f) any other materials which may be deemed helpful and informative;
2. be invited to attend all Board meetings 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 school Board and the school district.

Adoption date:

Required
 Local
 Notice

BOARD MEMBER TRAINING

Members of the Board of Education elected or appointed for a term beginning on or after July 1, 2005, shall, within the first year of their term, complete a minimum of six hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a school board member.

Additionally, Board members elected or appointed for a first term beginning on or after July 1, 2011, shall, within the first year of his or her term, complete a training course to acquaint him or her with the powers, functions and duties of boards of education, as well as the powers and duties of other governing and administrative authorities affecting public education.

These mandatory trainings may be taken together as a single course or separately.

Each member shall demonstrate compliance with these requirements 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 a charge against the school district.

Cross-ref: 2510, New Board Member Orientation
2521, School Board Conferences, Conventions, and Workshops

Ref: Education Law §2102-a

Adoption date:

() Required
(X) Local
() Notice

**SCHOOL BOARD CONFERENCES,
CONVENTIONS, WORKSHOPS**

In recognition of the need for continuing inservice training and development for its members, the Board of Education encourages the participation of all members in meetings and activities of area, state, and national school Boards associations, as well as in the activities of other educational groups. Board members are encouraged to study and examine materials received from these organizations as well as publications and tapes available in the Board's own library.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The Superintendent of Schools will compile, maintain, and distribute to each Board member a calendar listing school Board conferences, conventions, and workshops, to help the Board decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. The Board will reimburse conference attendees (Board members) for reasonable and necessary expenses not paid for directly by the district (travel, hotel, meals, registration).
3. When any Board member attends a conference, convention, or workshop, the member will be requested to share information, recommendations, and materials acquired at the meeting.

Cross-ref: 6830, Expense Reimbursement

Adoption date:

Student Activities Checking Account

Jan - Mar 2016

Receipts During Quarter

Balance Beginning of Quarter		\$	50,458.92
Receipts During Quarter			
Cash Receipts	\$	37,398.20	
NSF Checks	\$	-	
Interest	\$	0.14	
Total Receipts		\$	37,398.34
Total Receipts & Balance		\$	87,857.26

Disbursements During Quarter

By Check: 5585-5627 void 5613	\$	19,447.49	
By Transfer	\$	-	
Sales Tax	\$	1,031.85	
Adjustment for NSF Checks	\$	254.00	
Total Disbursement		\$	20,733.34
		\$	-
Balance as Per General Ledger		\$	<u>67,123.92</u>

Bank Reconciliation

Balance as per Bank Statement	\$	68,749.90	
Outstanding Checks	\$	(1,625.98)	
Deposit In Transit	\$	-	
Deposited Adjustment	\$	-	
Reconciled Balance		\$	<u>67,123.92</u>

Sandra Hall
Claims Auditor

Manica Kim
Management

5/11/16
Date

5/9/16
Date

SCHODACK CENTRAL SCHOOL DISTRICT
 The Superintendent of Schools hereby recommends the
 Acceptance of the Treasurer's Report
 as of April 30, 2016

	Key Bank Accounts							
	General		Federal	Trust & Agency		School Lunch	Capital	
	Savings	Checking		Checking	Payroll	Checking	Checking	Savings
Available Cash Balance as Reported as of March 31, 2016	\$ 7,406,557.11	\$ 2,749,248.20	\$ 344,948.14	\$ 218,167.22	\$ -	\$ 100,345.74	\$ 1,563,742.14	\$ -
Add:								
Receipts Collected During the Month:								
Real Property Taxes	-	625,519.12	-	-	-	-	-	-
Facilities Use	-	320.84	-	-	-	-	-	-
Rental of Real Property	-	17,436.56	-	-	-	-	-	-
Interest & Earnings on Investments	7.06	-	-	0.27	-	0.07	1.26	-
Gifts & Donations	-	407.00	-	150.00	-	-	-	-
Cafeteria State/Fed Reimbursement	-	16,241.00	-	-	-	-	-	-
Tuition & Charges for Services	-	4,785.00	-	-	-	-	-	-
Insurance Reimbursements	-	8,684.14	-	-	-	-	-	-
Sales	-	-	-	-	-	11,166.66	-	-
HVCC College in the High School	-	11,652.00	-	-	-	-	-	-
Payroll	-	-	-	1,228,330.03	25,780.59	-	-	-
Scholarships and Awards	-	-	-	1,400.00	-	-	-	-
Student/Faculty Deposits	-	-	-	9,621.39	-	-	-	-
Refund of Prior Year	-	55,378.00	-	-	-	-	-	-
Interfund Transfers	2,750,000.00	555.00	-	-	-	16,720.00	-	-
Miscellaneous Receipts	-	1,431.15	-	357.97	-	-	-	-
Total:	2,750,007.06	742,409.81	-	1,239,859.66	25,780.59	27,886.73	1.26	-
Less:								
Disbursements During the Month:								
By Check	-	587,546.76	21,005.14	21,669.92	-	31,117.84	56,006.80	-
By Wire, Payroll, & Interfund Transfer	1,228,330.03	2,767,014.00	464.00	847,393.37	25,780.59	-	-	-
State & Federal Payroll Taxes	-	-	-	362,287.39	-	-	-	-
Bond / BAN Payment	-	-	-	-	-	-	-	-
Total:	1,228,330.03	3,354,560.76	21,469.14	1,231,350.68	25,780.59	31,117.84	56,006.80	-
Available Cash Balance as of April 30, 2016 per General Ledger	\$ 8,928,234.14	\$ 137,097.25	\$ 323,479.00	\$ 226,676.20	\$ -	\$ 97,114.63	\$ 1,507,736.60	\$ -
	A202	A200	F200	TA/TE/TN 200	A209	C200	H200	H201
Reconciliation with Bank Statements:								
Balance Per Bank Statements:	\$ 8,928,234.14		471,390.78	232,409.19	\$ 9,069.92	\$ 97,114.63	\$ 1,507,736.60	\$ -
Less: Outstanding Checks:	-		(10,814.53)	(494.63)	(9,069.92)	-	-	-
Add: Deposits in Transit:	-		-	-	-	-	-	-
Less: Other Debits	-		-	(5,238.36)	-	-	-	-
Add: Other Credits	-		-	-	-	-	-	-
Adjusted Bank Balance:	\$ 8,928,234.14	\$	460,576.25	\$ 226,676.20	\$ -	\$ 97,114.63	\$ 1,507,736.60	\$ -
Unreconciled Difference:	-		-	-	-	-	-	-

I certify that the above balances are in agreement with the bank statements, as reconciled.

Received by the Board of Education and entered
 as part of the Board meeting held _____

Prepared By:

Questar CBO

Sarara Hall 5/11/16
 Claims Auditor
Manca 5/10/16
 Management

Clerk of the Board of Education

Account	Description	Debits	Credits
A 200	Cash In Checking	137,097.25	0.00
A 202	Cash In Time Deposits	8,928,234.14	0.00
A 210	Petty Cash	400.00	0.00
A 391	Due From Other Funds	202.66	0.00
A 391F	Due From Special Aid	152,805.05	0.00
A 391H	Due From Capital Fund	263,713.93	0.00
A 391TA	Due From Trust & Agency	1.70	0.00
A 510	Estimated Revenue	20,991,615.40	0.00
A 521	Encumbrances	6,237,139.07	0.00
A 522	Expenditures	14,718,861.87	0.00
A 599	Appropriated Fund Balance	847,699.97	0.00
A 602	Accrued Liabilities - Health Insurance	0.00	19,956.11
A 603	Accrued Liabilities - Retiree Health	0.00	8,684.14
A 630TA	Due To Trust And Agency	295,530.32	0.00
A 632	Due To Teachers Retirement System	0.00	73,545.67
A 637	Due To ERS	0.00	146,152.61
A 814	Reserve For Workers' Comp	0.00	212,516.00
A 815	Reserve For Unemployment	0.00	485,430.00
A 821	Reserve For Encumbrances	0.00	6,237,139.07
A 825	Reserve For ERS	0.00	482,011.43
A 863	Reserve For Insurance	0.00	998,339.76
A 864	Reserve For Tax Certiorari	0.00	111,229.00
A 878	Reserve For Capital Fund	0.00	500,000.00
A 889	Reserve For Emp. Benefits	0.00	359,754.69
A 909	Fund Balance, Unreserved	0.00	964,689.97
A 910	Fund Balance, Appropriated	0.00	752,000.00
A 960	Appropriations	0.00	21,839,315.37
A 980	Revenues	0.00	19,382,537.54
A Fund Totals:		52,573,301.36	52,573,301.36
Grand Totals:		52,573,301.36	52,573,301.36