

Meeting Agenda

What are the regular parts of the Board meeting agenda?

The meetings always begin with the Pledge of Allegiance followed by a roll call vote of Board members. After the roll call, the board will approve the agenda items and the minutes of the previous meetings. The Board will also identify correspondence that was received.



The **first public comment section** will follow the announcement of correspondence.

The rest of a normal agenda will follow the sequence of business listed below:

- **Superintendent's Report** - usually includes presentations on critical topics and recognition of students or staff members.
- **Finance Items** - the Board will vote on financial resolutions having to do with budget expenditures, competitive bidding, and capital improvements.
- **Personnel Items** - the Board votes on formal resolutions for resignations, appointments and leaves of absence.
- **Special Education Items** - the Board will vote on resolutions having to do with special education and pupil personnel services.
- **Curriculum & Instruction Items**
- **Board Development/Policy Items** - include approval of policy changes, field trips and other initiatives.
- **Executive Session** - the Board may move to enter Executive Session to discuss legal matters, negotiations, or confidential personnel items.
- **Adjournment**

Public Comment

Will I have an opportunity to address the Board in public session?

There are two times available for public comment at school board meetings:

- At the beginning of the meeting - immediately prior the the Board of Education business.
- Near the end of the meeting - following the formal business of the Board.



Are there any rules regarding public comment to the Board?

- When speaking, please state your name and address, and identify the organization you represent, if any.
- Please maintain a respectful demeanor and tone with your comments.
- Please direct comments toward the board members and not to other members of the audience.
- Please speak on one topic per public comment session. Please allow everyone who desires to speak an opportunity before attempting to speak a second time.
- Please do not identify individual staff members or students by name for critical comment. Direct these matters to the superintendent during school business hours.
- In the interest of civility and respect for different points of view, please do not applaud or boo speakers.
- The Board will listen to all public comment but it should not be expected that the Board will respond. The Superintendent may respond, request that the individual submit the question in writing, or invite the individual to meet outside the Board meeting.

Frequently Asked Questions About

School Board Meetings



Clarence School Board Members

Maryellen Kloss, *President*
Michael Fuchs, *Vice President*
Tricia Andrews
James Boglioli
John Figus
Dennis Priore
Matthew Stock

District Administration

Geoffrey M. Hicks, Ed.D.
Superintendent
John P. Ptak, Ed.D.
Director of Personnel
Kristin Overholt
Curriculum Coordinator
MaryEllen Colling
Director of Special Education
Richard J. Mancuso
Business Official

www.clarenceschools.org



The Clarence Central School Board Welcomes You

The Clarence Board of Education welcomes community members, staff, students, and others to its meetings. Board meetings are held in public and the Clarence Board encourages input from the community during the two scheduled public comment sessions.

The information in this brochure provides a quick reference guide to Board of Education meetings. The structure of each meeting is consistent and the Board votes on all business items in public. Board actions are recorded in official minutes. The minutes are available to the public on the school district website (www.clarenceschools.org) after they have been approved.

What are the responsibilities of a Board of Education member?

The primary job of the Board of Education is to establish policies for the educational program and to manage the District. The Superintendent and the administration are responsible for the execution of Board Policies.

The Board's additional responsibilities include:

- ◆ Selecting the Superintendent of Schools;
- ◆ Adopting goals for the District, and monitoring and evaluating progress toward those goals;
- ◆ Appointing and approving salaries for all District personnel; and
- ◆ Determining the use of District resources and adopting the annual school District budget.

All agenda information for board meetings, plus video of each meeting can be found on the school district website at www.clarenceschools.org.



When and where are the School Board meetings held?

- Board meetings are held once per month and are scheduled on Mondays. The meeting location rotates among each of the six school buildings in the District.

Please consult the website to determine which school building the Board will hold the meeting at on any given month.

- Board meetings begin at 7:00 pm.
- Typically, Board meetings can be very short (30 min.) or last longer (2 hours), depending upon the scheduled presentations and length of discussion.

What are the responsibilities of the Superintendent of Schools?

The Superintendent of Schools is the Chief Executive Officer of the District and is responsible for the implementation of educational programs in accordance with district policies. The Superintendent advises the Board on all matters of policy and management of the District.

What happens in an Executive Session of the Board?

Executive sessions are usually held near the end of a Board meeting. The Board will vote to enter Executive Session and will describe the general topic that will be discussed.

The Open Meetings Law of New York places limits on what can be discussed in Executive Session, and the topics are usually confined to legal matters, negotiations, and confidential personnel items.

When does the Board discuss the school budget?

The Board begins public discussion on the school budget in January. Multiple budget study sessions will be scheduled from January to April. All budget discussions are held in public and the community is encouraged to comment during the meetings.

The budget is presented in a series of different drafts until the final version is adopted.

