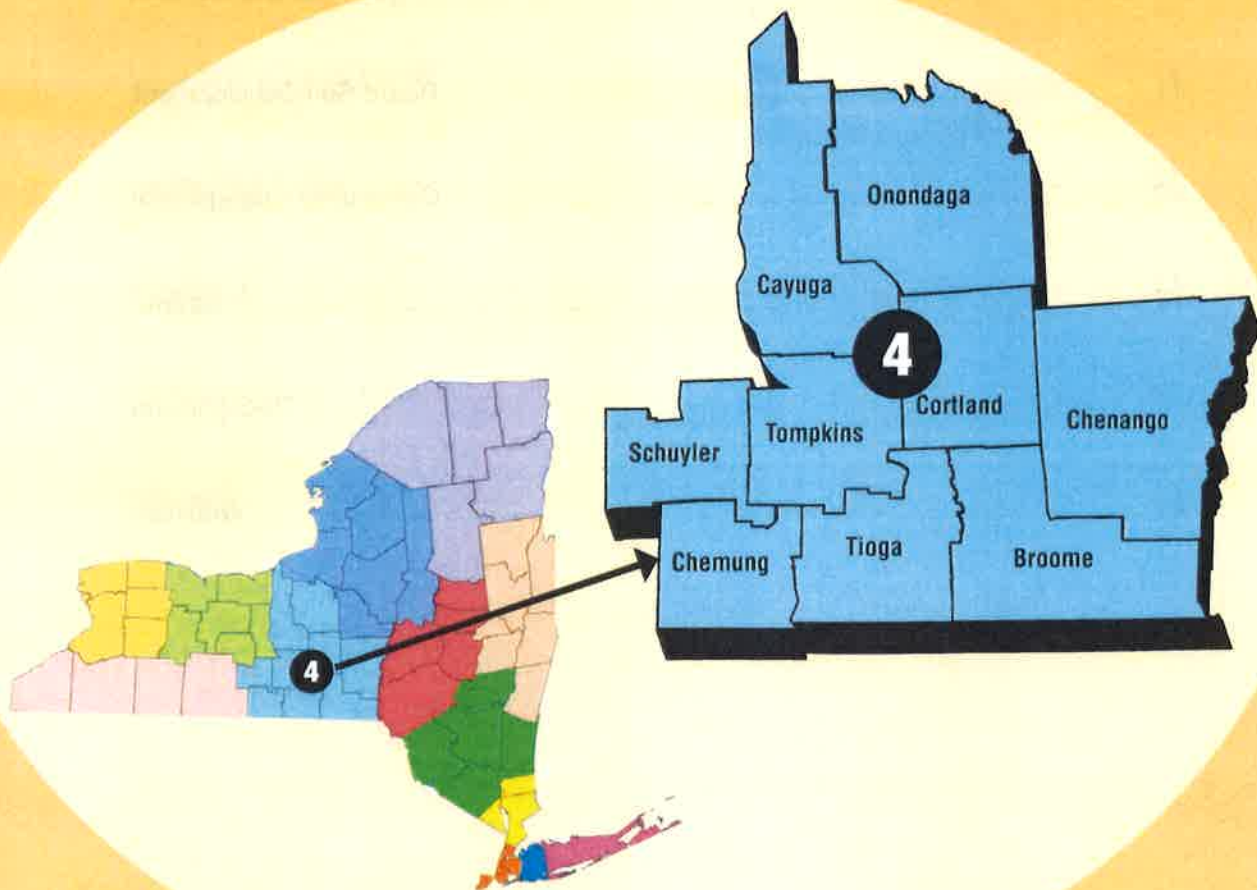


NYSSBA Area 4 Director's Report

Findings from district visits, 2015-16



Sandra Ruffo
Area 4
Director



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NYSSBA Area 4 Director's Report

Findings from district visits, 2015-16

TO: Board members, superintendents and board clerks in NYSSBA Area 4

FROM: Sandra Ruffo, NYSSBA Area 4 Director

Between January 2015 and March 2016, I attended 68* Board of Education meetings in Area 4 to meet you and visit your communities (unfortunately, usually in the dark). My notes include items regarding board meetings, training, community engagement, programs, and efforts to recognize outstanding achievements. I also reviewed all of your websites. This report summarizes my findings.

My trips covered more than 7,000 miles, as Area 4 contains all of nine counties and parts of three others. I completed the project with a greater appreciation for the diversity of school districts in Area 4. Our districts have student populations as small as 164 and as large as 22,000 with budgets ranging from about \$9 million to more than \$335 million. The one constant I observed was the dedication of school boards and the passion of educators throughout our region. Our communities are represented by more than 500 elected volunteers whose primary interest is to provide a fair, appropriate, equitable and sustainable education for all our children and who give unselfishly of their time and talents. It was inspiring to see how you aspire to be agents of positive change and to see how you lead by example.

I hope you find this summary to be a useful resource, and I apologize for all the good works that I have overlooked. I know each of you has outstanding practices and programs within your districts but please understand that my reflections represent a limited glimpse (1-3 ½ hours) in your districts. Please feel free to contact me at sruffo05@hotmail.com with additions, clarifications, corrections or comments. This past year was an invaluable experience and tremendous learning opportunity for me and I sincerely thank all of you for welcoming me into your districts.

I encourage each of you to attend a school board meeting in a neighboring community. I'm sure you will find it informative. As Bill Nye the Science Guy once said, "Everyone you will ever meet knows something you don't." I know that I have been enriched by all I saw and learned. Thank you for the opportunity.

*As of this writing, I have visited 63 member and non-member districts and revisited three after being invited to do so. I plan to visit two more in the near future. Overall, 94 percent of member districts in Area 4 welcomed me, as well as half of districts that are not (yet!) members of NYSSBA.

Area 4 districts visited

- | | |
|----------------------------|-------------------------------------|
| 1. Afton | 34. Marcellus |
| 2. Auburn | 35. McGraw |
| 3. Bainbridge-Guilford | 36. Moravia |
| 4. Baldwinsville | 37. Newark Valley |
| 5. Binghamton | 38. Newfield |
| 6. Broome-Tioga BOCES | 39. North Syracuse |
| 7. Cato-Meridian | 40. Norwich |
| 8. Cayuga-Onondaga BOCES | 41. Onondaga-Cortland-Madison BOCES |
| 9. Cazenovia | 42. Otselic Valley |
| 10. Chenango Valley | 43. Owego-Apalachin |
| 11. Cincinnatus | 44. Port Byron |
| 12. Deposit | 45. Skaneateles |
| 13. Dryden | 46. Solvay |
| 14. East Syracuse Minoa | 47. Southern Cayuga |
| 15. Elmira (scheduled) | 48. South Seneca |
| 16. Elmira Heights | 49. Spencer-Van Etten |
| 17. Fabius-Pompey | 50. Susquehanna Valley |
| 18. Fayetteville-Manlius | 51. Syracuse |
| 19. Greene | 52. Tioga |
| 20. Groton | 53. Tompkins-Seneca-Tioga BOCES |
| 21. Harpursville | 54. Trumansburg |
| 22. Homer | 55. Tully |
| 23. Horseheads (scheduled) | 56. Unadilla Valley |
| 24. Ithaca | 57. Union-Endicott |
| 25. Jamesville-Dewitt | 58. Vestal |
| 26. Johnson City | 59. Watkins Glen |
| 27. Jordan-Elbridge | 60. Waverly |
| 28. Lafayette | 61. Weedsport |
| 29. Lansing | 62. West Genesee |
| 30. Liverpool | 63. Westhill |
| 31. Lyncourt | 64. Whitney Point |
| 32. Maine-Endwell | 65. Windsor |
| 33. Marathon | |

AGENDA ITEMS

The agenda serves members of the community who attend board meetings as well as the board. Here are some observations I made regarding how agendas vary from district to district.

Administrative Reports

Many districts (**Broome-Tioga BOCES, Deposit, Homer, Moravia, Newark Valley, Norwich, Solvay, Unadilla Valley, Whitney Point and Windsor**) begin meetings with information on positive happenings, usually reported by the superintendent or building administrators. Names used for this agenda item include Superintendent Commendations, Administrator and Superintendent Happenings, Spotlights, Blue Pride, What Makes Solvay Special, Snapshot of Success and Good News. It is a great way to begin the meeting. Others boards receive a written report on noteworthy events, and this is listed on the agenda.

Advance Planning


In **Cazenovia**, the board has an agenda item called "Advance Planning." It provides board members with an opportunity to discuss items they may wish to see in the future.

Committees Listing

The **Liverpool, Homer** and **Southern Cayuga** boards all have a specific agenda item with all committees listed. In **Liverpool**, members of committees are included on the agenda and thorough reports are given. **Southern Cayuga** also lists committee members and provides the date of the next scheduled committee meeting.

Consent Agenda

Lansing provides an explanation of the consent agenda under the agenda item "Approval of the Consent Agenda" item. This is useful for visitors who may be surprised to see the board adopting items without discussion. The text reads "Items in the Consent Agenda will be enacted under one motion. There will be no separate discussion on these items prior to the time the Board votes, unless a Board member requests an item to be removed from the Consent Agenda for separate discussion and action, which would take place during the Motion discussion to adopt the agenda. Please be advised the Board received detailed information on these items well in advance and has had the opportunity to discuss any questions and concerns with the Superintendent."



**Lansing provides
an explanation
of the consent agenda.**

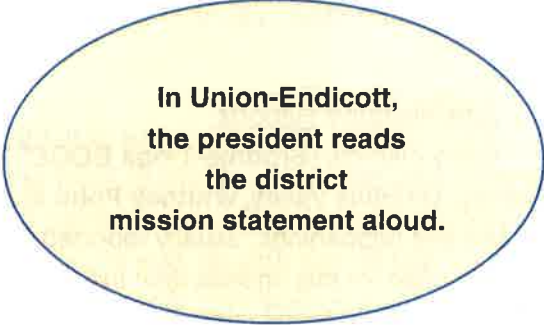
Identifying Key Administrators

Building principals and the director of special education sit at the board table in **Moravia**, and their names and contact information are listed in the margin of the agenda.

Mission Statement

Districts that incorporate their mission statement (or a vision statement, statement of beliefs

or listing of district goals) into the agenda include **Auburn, Bainbridge-Guilford, Greene, Groton, Ithaca, Union-Endicott** and **Whitney Point**. In **Union-Endicott**, the president reads the district mission statement aloud. At a recent workshop I attended, the presenter said “Every time we make a decision, we should be able to look at or recall our mission statement to remind us why we exist.” He recommended a copy appear on the back of our name plates as a constant reminder. He also suggested that each board member ought to be able to recite the district’s mission statement (none of us could).



**In Union-Endicott,
the president reads
the district
mission statement aloud.**

Moments of Silence

North Syracuse has been incorporating a moment of silence into their agenda for the past 24 years to remember individuals who have died, including former students and employees. The board clerk provides the board with names of individuals who have died. **Greene** has initiated the practice after some board members observed it being done at an area committee meeting. And **Cazenovia** had a moment of silence after the terrorist attacks in Paris.

Parking Lot

Agreeing to set aside topics of discussion in a “Parking Lot” is a productivity technique that **Cincinnatus** has been doing since a member heard about it at a NYSSBA workshop several years ago. It is a way to deal with distracting but important non-agenda items raised during the course of the meeting. At the end of the meeting, the board goes back to the Parking Lot to see how to address each item, whether to consider at the next meeting or in the future at which time it will be determined “who will do what by when.” Some issues may be determined to not be important and are dropped. Other districts use a variation of the Parking Lot idea:

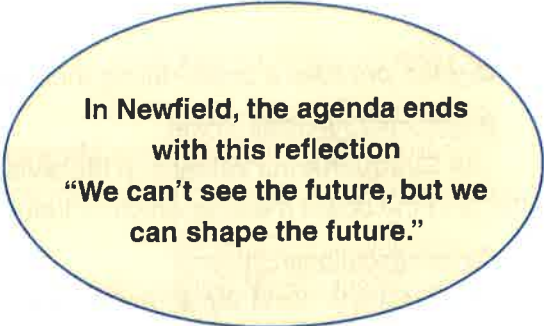
- **Greene** has a “Review Board Action” list on its agenda. A chart that shows the date of referral, a description of the task, the name of the person responsible for follow-up and the date a report is expected.
- **Jordan-Elbridge** has an agenda item called “Follow Up Items.” A chart lists Subject, Assignee, Tentative Due Date, and Action Taken.
- **McGraw** recently began putting a Parking Lot on its agenda. A McGraw board member observed it being used at a neighboring district and the board decided to incorporate it into its meetings.

Process Review/ Review and Summary

Part of the agenda in **Marcellus** is a “Review and Summary” item during which the board reviews the discussion/actions taken which the board accomplished for students. **Skaneateles** has an agenda item whereby members are asked to reflect on the form, function, and effectiveness of the meeting upon conclusion of the meeting; this is a timely process for board self-evaluation.

Staff Appointments

Instructional and support staff appointments are presented on the **Trumansburg** agenda in chart form, with information on the individual's name, building, position, effective date, fingerprint status and total compensation. In the case of Instructional staff, it includes additionally tenure, step/value, graduate hours, and BS/MS value. In **Southern Cayuga** and **Elmira Heights**, student teachers are included under appointments.



In Newfield, the agenda ends
with this reflection
"We can't see the future, but we
can shape the future."

Statements of Reflection

Printing a positive message at the end of the agenda is refreshing. In **Newfield**, the agenda ends with this reflection "We can't see the future, but we can shape the future." In **Cato-Meridian**, the agenda ends with a statement that reminds us what board service is all about "What did we accomplish this evening that benefits children?" At the conclusion of the meeting agenda in **Unadilla Valley**, a pledge is printed "*As citizens, we are proud, independent, smart, and strong. We take responsibility for our actions and act in a responsible way. We are courteous and considerate and treat others the way we want to be treated. We strive to learn from each other and allow others to learn without being disturbed. We always give our best to our community, our families, our peers, and ourselves.*"

Time Guidelines

Several districts (**Ithaca**, **Lansing** and **Syracuse**) provide a time guide after each agenda item. The boards seemed to follow the guidelines fairly closely.

Upcoming Events

The agenda in **Whitney Point** lists upcoming events and calendar items until the next meeting. **Broome-Tioga BOCES** covers such items in an Information/Reminders part of the agenda.

BOARD MEETING FORMAT AND CONTENT

Every board meeting I attended was conducted slightly differently. Here are my observations.

Break

Dryden provides a break during the meeting for board members and guests.

Brochures/Synopsis Sheet

The **Susquehanna Valley** and **Moravia** districts provide a brochure/synopsis sheet for those attending the board meeting which includes useful information for attendees. (See Appendix A)

Communications/Liaisons

Many districts (**East Syracuse Minoa, Homer, Liverpool, Newark Valley, Norwich, Vestal** and **Windsor**) have a portion of their agenda in which board members take turns sharing information about items such as district events or trainings they attended.

- In **East Syracuse Minoa** and **Vestal**, each board member is responsible for covering a specific school or area they are responsible to cover and they are canvassed to report on their area.
- In **Cayuga-Onondaga BOCES**, board members report on what is happening in their respective component districts.
- In **Norwich**, the board is provided with a double sided sheet labeled "Positive Points" describing what's happening in each building.

Donations

When donations are accepted as part of the board resolution in **Binghamton**, different board members take turns reading each resolution and thanking the individual of record.

Ex Officio Student Member

Districts with student representatives serving on the board include **Deposit, Jordan-Elbridge, Liverpool, Maine-Endwell, Tully**, and **Vestal**. Also, **Marathon** is exploring the option of having a student rep. **Tully** includes their student representative on their website with board members.

Fire Evacuation Procedure

The **Cincinnatus** board meeting begins with a statement of the fire evacuation procedure.

Legislative Advocacy

In **Jamesville-Dewitt** and **Tompkins-Seneca-Tioga BOCES**, the superintendent gives a comprehensive status report of legislative issues during the board meeting.

Officer Selection

Boards typically have their own system of determining who will become an officer. Some rotate it while others have no term limits on who is selected as the president or vice president. **Weedsport** has a five-member board with five-year terms. Each year, one member is elected/re-elected to serve on the board. In a member's fourth year of his or her term on the board, he or

she becomes the vice president, and president in the fifth year. Other districts use a nomination and voting process. In **Skaneateles**, the nominator offers a brief rationale of what are the qualities of the individual that they feel the person possesses and why they would be a good candidate for officer consideration.

Participation in Government (PIG) Students

PIG students routinely attend school board meetings. In **Unadilla Valley**, the president not only acknowledges the students but asks them to give their names and what their future plans are so they actually “participate” in the meeting.

Resignation/Leaves of Absence

As part of a resolution for the board to approve a resignation, leaves of absence, etc., **West Genesee** includes a reason, such as “personal,” “accepted another position within the district” or “child-rearing.”

Rotation of BOE Meeting Location


East Syracuse Minoa, Homer, Jamesville-Dewitt and **Windsor** rotate board meeting locations.

East Syracuse-Minoa rotates meetings to include all the schools but most are held in the high school.

Jamesville-Dewitt rotates meetings to each of five buildings within the district and the remainder of meetings are typically held in the District Office. Each building that hosts, the principal presents report on the buildings demographics, programs, progress toward goals. Snacks typically provided.

Seat Rotation

In **Liverpool**, board members switch seats every month to promote collegiality among board members.



**In Liverpool,
board members switch seats
every month
to promote collegiality
among board members.**

Student Participation/ Presentations

Nothing brings us back to our roots better than having student involvement in board meetings. Here are some examples I observed

- *Class/Club Trip requests.* **Fabius-Pompey** seeks ways to engage students at board meetings. Students making requests for funding for trips appear before the board.
- *Conference Summaries.* In **Cazenovia**, students and an advisor made an excellent presentation on the National Future Farmers of America (FFA) conference.
- *Demonstrations.* In **Tioga** and **Trumansburg**, I saw robotics demonstrations. In **Binghamton**, I saw an elementary school steel band perform. In the **Auburn** meeting I attended, the pledge and National Anthem were led by elementary students and the elementary band.

- *Extracurricular Club Presentations.* **Binghamton** and **Port Byron** try to have a student group present at each board meeting. I saw FFA students make a presentation about their club activities in **Unadilla Valley**.
- *Foreign Student Program.* **Fabius–Pompey** is looking to expand their Foreign Student Program, which is not to be confused with a foreign exchange program. A student from abroad this year spoke to the board about his experiences in the district.
- *Student Artwork Display.* **Broome-Tioga BOCES** and **Weedsport** both have student artwork displayed in their board rooms.
- *Valedictorian/Salutatorian.* After the senior class valedictorian and salutatorian are named in **Norwich**, the students are invited to a board meeting. They are recognized and have an opportunity to discuss their experiences as students and their future plans.

Transparency

When discussing an agenda item that guests may not be familiar with, the president of the **Harpursville** board directly addresses guests to provide background information.

Voice of the Public

Boards have many ways of allowing public participation at meetings. It is important to have a process and procedures clearly articulated.

- **Dryden** and **Marathon** provide visitors with a “Public Comment Information and Guidelines” sheet. (see Appendix B)
- In **East Syracuse** **Minoa**, **Harpursville** and **Windsor**, the board president opens the meeting by reading aloud a statement about public participation.
- In **Lafayette**, copies of three policies are distributed along with the meeting agenda. The policies are Public Expression, Public Complaints and Executive Session.
- **Liverpool** provides a handout to attendees welcoming them, asking them to silence cell phones and providing a “Request to Speak Form.” See Appendix B for a copy as well as forms from **North Syracuse** and **Southern Cayuga**.
- **Jamesville-Dewitt** and **West Genesee** have two opportunities for the public to speak. The first is focused on agenda items, the second on non-agenda items.

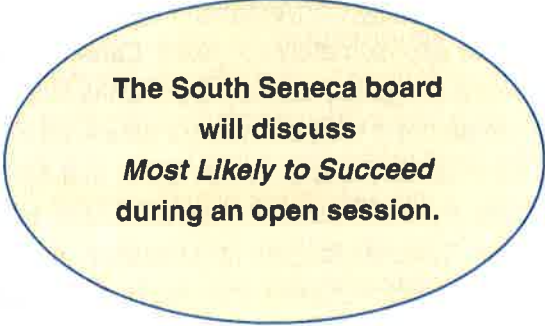
BOARD SELF-DEVELOPMENT

How does your board seek to encourage board member self-development? Here are some approaches I learned about.

Marathon is working on developing a board mentoring program for new board members as part of a board goal.

South Seneca board members are reading *Most Likely To Succeed* by Tony Wagner at the suggestion of the superintendent. They will discuss the book in open session.

The vice president of the **East Syracuse Minoa** board created a three-ring binder with copies of PowerPoints from NYSSBA webinars, as well as an index. This allows board members to review what's available and if a particular webinar is of interest to them, they can then view it themselves. (Note there is no additional charge to NYSSBA member districts to watch or attend any webinars.)



**The South Seneca board
will discuss
Most Likely to Succeed
during an open session.**

COMMUNITY ENGAGEMENT

Every district I visited makes efforts in the area of community engagement. Here are some outstanding ones.

Budget Presentation Road Trip

Many districts take their budget information into their communities prior to the May vote. **Moravia** has board members accompany the district administrative team at their various community presentations.

Community Conversation Forums

For approximately six years, **Lansing** has been sponsoring Community Conversation Forums (originally called Parent University) to assist in initiating community conversation in order to understand the community's concerns and develop a shared understanding of the issues. The most recent forum was held in mid-April on the topic of School and Stress and lasted 2 hours. It included topics of achievement, bullying and test anxiety. It was put together by the Parent-Teacher-Student Organization and the administration team. It included a panel of three professionals including a licensed clinical social worker with expertise in anxiety and depression, a Cornell University representative who is the associate director of counseling and psychological counseling as well as the Tompkins-Seneca-Tioga BOCES Youth Development Coordinator. Subsequent to panel presentation, there were break out groups for elementary, middle school and high school with each of the panelists facilitating one of the focus groups allowing for more focused conversation and Q and A. The video of the panelist portion is on the **Lansing** website for viewing for those unable to attend the live session.

Community Survey


South Seneca surveyed the community on use of Smart Bond funds. Presented with five possibilities, most respondents selected the same top three priorities that district officials identified.

Senior Citizen events

To honor senior citizens, **Unadilla Valley** has sponsored an annual dinner for 28 years. **Susquehanna Valley** host a Thanksgiving luncheon that includes student entertainment.

Fitness Access

Early risers from the community can walk from 6:15 to 7 a.m. in a **Bainbridge-Guilford** elementary school or from 7 to 7:45 a.m. at the high school in **Waverly**. Cardio equipment is also available in Waverly from 7 to 7:45 a.m.



**To honor senior citizens,
Unadilla Valley has sponsored
an annual dinner for 28 years.**

PROGRAMS

I was impressed with special projects that I learned about by attending various board meetings.

Alumni Feedback

Graduates of **Newark Valley** return to discuss with students their business experiences and what it takes to be successful. In **Unadilla Valley**, there is a plan to invite alums who are current college sophomores to return during winter break to discuss with current high school students what they may have done differently during their high school experience or those things they did well that impacted their transition into college.

Angel Tree Project

In a holiday season tradition, **Johnson City** has an Angel Tree in which faculty and staff share information on students and give gifts to students who have hardships as well as those who stand up for others. Each year a holiday tree is set up in the high school teacher center adorned with tags containing a high school student's story. Staff members select a tag and anonymously provide gifts to their chosen student to let them know their school cares about them. The ultimate mission of the Angel Project is to connect students in the Johnson City High School and let them know they are noticed. "We see what they do ... and what they don't do. We know them and we care about them."

After School Art Program

Seventeen years ago, **Binghamton** art teacher Renee DeSantis began an after school evening elementary program called pARTners that involves parents. She started it as a way to connect with students' families. Research has shown that programs and interventions that engage families in supporting their children's learning at home are linked to higher student achievement. It involves a 10-week program held during the winter months with more than 60 families and their children participating.

At Risk Student Parent Outreach

The **Tioga** school district held a session for parents of those ninth-grade students identified as at risk of failing a class. The parents were sent a letter and advised what classes the students were at risk in. The principal did a presentation to the attendees outlining the impact failing a class has on future years for their children, and then reviewed common reasons why students fall into this situation. After the presentation, all the teachers were present and they met individually with each child's parent or parents to develop a plan for improved student success.

Business/ Board of Education Summit

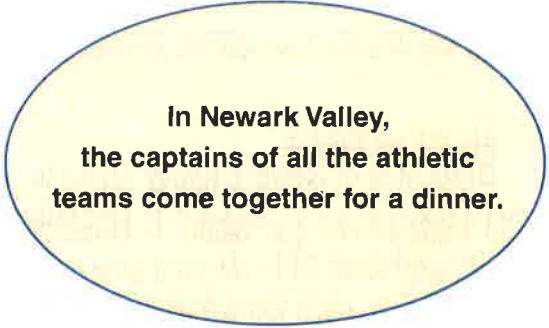
Tompkins-Seneca-Tioga BOCES sponsored a half-day workshop for board members and superintendents in component districts on the topic of career readiness and PK-12 education. It included a panel of business leaders.

Camp Lumberjack Enrichment Program

Deposit provides lunch and transportation for a summer day camp.

Captains' Dinner

In **Newark Valley**, the captains of all the athletic teams come together for a dinner, where athletes from Binghamton University discuss the importance of athletics. They are looking into possibly offering this to all athletes rather than limiting the event to captains.



In **Newark Valley**,
the captains of all the athletic
teams come together for a dinner.

Celebrations of Diversity

In March, **Johnson City** holds a well-attended event for all students and families to celebrate its multicultural student body. Students, families and teachers enjoy traditional food, clothing, games and music. The event is sponsored by the district's English as a New Language program, which educates students speaking 21 different languages. In **Syracuse's** Webster Elementary, special assemblies are held to celebrate diversity. Parents donate food from various countries, and students in each class select a country to study. The students represent birth countries from three continents. In the **West Genesee** district, a Culture Fair is held each year. It is a fun afternoon designed to help promote understanding of various social, ethnic and cultural influences, along with live dancing, music food tasting, kids arts and crafts and T-shirts.

Community Engagement

Seventh-graders in the **Tully** district visit a local nursing and rehabilitation facility to make apple pies with residents.

FBLA Chapter

Future Business Leaders of America (FBLA) is an organization that brings business and business education together in a positive working relationship through innovative leadership and career development opportunities. In **Vestal**, it attracts students in grades 9-12 who are interested in a business or business related field. Membership helps students strengthen their communication skills, gain leadership skills, provides certification opportunities, exposes them to challenging competitions and allows community service opportunities. This is a new program for students coming to **Vestal** initiated by a student inquiry and interest.

Food and Nutrition

Deposit provides free lunch during summer for children.

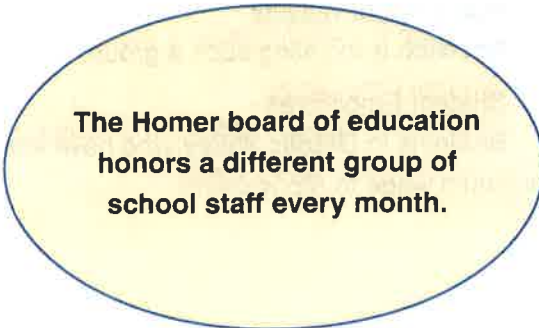
Norwich has a program to provide a snack time milk for every child in Stanford Gibson Primary School. Many individuals through grants and outside groups such as service organizations, PTA etc. donate money to support this program making it possible. Approximately \$10,000 is raised each year to support this program.

Maine-Endwell has a food assistance program serving more than 100 families on weekends and over school breaks, when children are not receiving meals in school. Called Me-ALS (Maine Endwell Assisting Local Spartans), it began in 2009 originally as a Participation in Government Project. The program is fully funded by donations from within or outside the school, either cash

or food items. No district funds are used. The entire school community is involved in various fund- raising efforts to support this cause throughout the year to support their neighbors. It was started by teacher Rachel Murat, who created the pantry and who oversees every aspect of the program from determining how families qualify for the program to packaging and delivery of the food. It is run by students of all ages and is open to ME students and staff in elementary through high school. The students collect and package the food and Me-ALS staff deliver it.

Greater Acts of Kindness Initiative

The **Homer** board of education honors a different group of school staff every month. For instance, in September the two board members went to each building to deliver donuts to custodians and thank them for getting the buildings ready for the start of school. In October, the bus drivers were acknowledged for all their efforts in navigating around the construction sites on campus. They received a pizza party. In November, the secretaries and administrative assistants were given flowers, and in December, the administrators received gift cards. Individual board members donate money to support the project. They also have a Sunshine Fund where money is collected from board members to support gifts for illness, etc. Board member Katie Dwyer oversees the program.



The Homer board of education honors a different group of school staff every month.

Heavy Equipment Rodeo

In **Cayuga-Onodaga BOCES**, a Heavy Equipment Repair Operation (HERO) rodeo is held each year where students from several schools, including other BOCES, demonstrate skills in competitions such as backhoe/garbage can pick, mini excavator/ tire pick, excavator /tennis ball, dozer/tire blade control with a tire, and loader/basketball. The contestants have a 3-5 minute time limit. In the backhoe/egg pick competition, students have to pick up an egg with a teaspoon attached to the end of a backhoe bucket tooth from a pile of sand, then transport the egg and drop the egg into a cup without breaking it. The winner of the contest recently did this in 30 seconds! After the competitions, the culinary students prepare, cook and serve a BBQ pork meal with baked beans, macaroni and potato salad. Desserts are also served. An awards ceremony follows. All schools leave with trophies and some nice prizes. Business students are involved in advertising/ invitations.

Little Free Library

Lyncourt joined 36,000 neighborhoods who have set up a Little Free Library outside their Elementary School which is stocked with books for readers of all ages. Borrowers can take a book and leave a book as part of a community book exchange.

Math and Movement Family Fun Night

The **Groton** district sponsored a high energy math and reading event where children used floor mats and wall charts to learn math concepts through movement. You move from station to

station with each child engaging in fun and educational kinesthetic activities. More information can be obtained at www.mathandmovement.com.

Multi-Media Presentations Class

An English elective open to Juniors and Seniors debuted this year to help **Newfield** students develop skills involving presentations, computers and collaboration. Every two weeks, they receive a new topic, and do research with a writing component. They have done topics such as "Your Dream Job," "College Exploration" and "Why I go to School." An iMovie is available on the district website.

Music Honor Society

Norwich is initiating such a group.

Student Employees

Students in **Otselic Valley** who have lost or damaged property are offered employment at minimum wage to repay debts.

RECOGNITIONS

Many boards recognize individuals either during board meetings or immediately preceding the beginning of the meetings.

Alumni Recognition

Many districts recognize alumni who have distinguished themselves since their graduation from the district. I have included just a handful. In addition to honoring those recognized, a common thread is that they provide a role model for current students.

- In **Chenango Valley**, an annual fall Hall of Fame/Distinguished Alumni Recognition event begins in the morning when honorees address middle school students. They then visit several high school classes and enjoy a luncheon with administrators and the Alumni Recognition Committee. The day is capped off at a local hotel where a reception is held for the honorees and an auction is held to support the Chenango Valley Loan Fund.
- **Fayetteville-Manlius** honors and celebrates outstanding accomplishments of graduates in a Hall of Distinction. The inductees are honored at a reception and induction ceremony prior to the High School Awards Night Program, and plaques for each inductee are displayed in the school.
- **Maine-Endwell** holds a bi-annual recognition dinner honoring "Graduates of Distinction." High school music groups provide entertainment.
- **OCM BOCES** has a Career and Technical Education Alumni Hall of Fame to note the accomplishments of deserving Career and Technical Program graduates.
- **Owego-Apalachin** recognizes individuals who have contributed to the community or school or who have excelled at the state or national level in their chosen field on a Wall of Fame. A dinner is held during which the honorees are recognized.

Appointments to tenured positions

- **Baldwinsville** holds a reception for all teachers receiving tenure, well-attended with many family members. They are provided with nametags and as the meeting begins they recognize the tenure appointments and approve their appointment.
- **Deposit** invites tenure appointees to a board meeting, where they are appointed and acknowledged.
- **Jordan-Elbridge** invites individuals to a meeting, and the superintendent and other supervisors speak of the honorees' contributions and service to the district.
- **Liverpool** holds a reception honoring those receiving tenure. The superintendent and a building administrative representative gives a certificate. Cake is served and family members are present.
- Prior to the board meeting in **Otselic Valley**, cake and refreshments are served for those receiving tenure as well as those who are retiring. Family and friends are invited.

Athletic Wall of Fame

Susquehanna Valley has an Athletic Wall of Fame. It recognizes an alumni male and female athlete, coach/administrator and team annually. A sports contributor is named in recognition of prior athletic contributions.

Board Member Appreciation

- **Broome-Tioga BOCES** holds a dinner prior to a fall board meeting attended by administrators and a representative of each employee organization. Testimonials are read in appreciation of contributions of the board. Board members may receive examples of student work, such as small pies made by culinary students, centerpieces made by floral students and/or BOCES yard signs made by welding students.
- An hour prior to a meeting of the **Cayuga-Onondaga BOCES**, the district holds a School Board Appreciation reception. Typically, new staff are introduced.
- **South Seneca** has cake and refreshments for board members completing their board service.

Military alumni recognition

Some districts have displays or monuments honoring their graduates who serve in the military. In **Chenango Valley**, military alumni are featured in a display in the high school lobby and in a district military Facebook page. A **Maine-Endwell** high school teacher maintains a similar display in the main hallway of the high school. A Memorial stone that sits outside the high school in **Maine-Endwell** commemorates alumni who were killed in the Vietnam War; it was a Senior Class gift during the Vietnam era.



Chenango Valley military alumni display.

New Employees

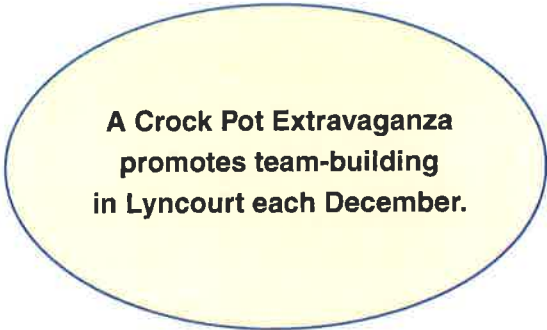
Marcellus held a reception for new superintendents at a meeting where they were appointed. **Cayuga-Onondaga BOCES** holds a breakfast to recognize new staff and employees who have served 25 years.

Staff Retirements

When the retiree resolution is acted upon by the **Binghamton** board, a board member reads the resolution aloud and may add remarks about the individual. **Harpursville** holds a reception prior to the board meeting, where a slide presentation created by a staff member is presented showing the retirees in various school activities, and the superintendent comments about the retiring honorees. Family members are included. **Westhill** held a mid-year reception for a couple of staff members retiring. In **Whitney Point**, contributions of the individual were discussed after a resolution was acted on. When an individual left **East Syracuse Minoa**, the superintendent read the individual's name, noted the individual's length of service and said that the resignation is accepted with regrets. **Lyncourt** holds a staff-only breakfast on the last day of school recognizing all retirees. Staff with 5, 10, 15 etc. years of service are also recognized. **Broome-Tioga BOCES** holds a similar recognition in June. **Westhill** recently held a mid-year reception for a couple of staff members retiring.

Staff Appreciation

- **Broome-Tioga BOCES** holds a Staff Appreciation holiday breakfast in December. The board president sends personal notes from the board acknowledging births, deaths, awards received by staff, thanks for board presentations, board room artwork etc.
- Prior to winter break in **Lyncourt**, a Crock Pot Extravaganza is held which promotes team-building for all faculty and staff.
- **Moravia** holds a Staff Recognition Day in the spring. Board representatives volunteer to visit each area or building of the school where fruit and pastries are provided between 7:15 and 8 a.m.



**A Crock Pot Extravaganza
promotes team-building
in Lyncourt each December.**

Special Commendations

- At the beginning of the meeting in **Union-Endicott**, there is a recognition ceremony where community, staff and students who have accomplished noteworthy accomplishments are recognized. Certificates are presented to all honorees, and the superintendent and all board members shake hands of all those being honored. It is always well-attended by family members as well as.
- In **Groton**, a Student of the Month is honored 15 minutes prior to the first meeting of the month.
- The **Johnson City** board recognizes individuals from the school community and the

community at large for outstanding contributions. The scheduling of such recognitions are based on when a recommendation is brought to them.

- In a well-attended event in **Maine-Endwell**, the district serves punch and cake prior to a board meeting to celebrate the musical achievements of students.
- In **Windsor**, each school building hosts a board meeting that is preceded by a recognition ceremony and reception. The board began this practice about seven years ago to recognize the significant achievements and contributions of students, staff and community members associated with that particular building.

Student Achievements

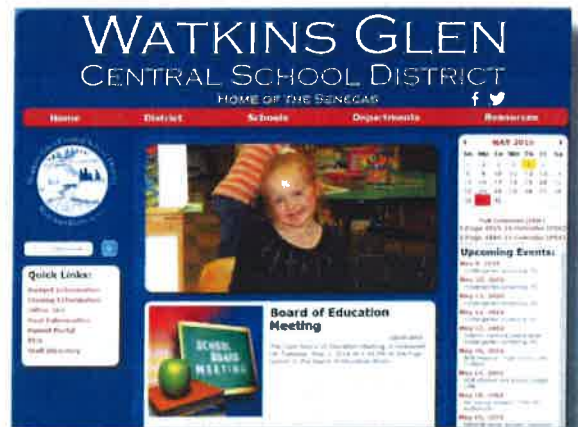
After each of three marking periods, a special recognition breakfast is held for those students achieving Merit, Honor and High Honor Roll distinction in **Lyncourt**. Parents are invited. Top 10 students combined across the three grade levels (6-8) are also recognized. In **Homer**, the board presents a gift (consistent with its policy on gift-giving) to each senior honor student at the annual Senior Honor Reception. They have previously given L.L. Bean backpacks and Amazon gift cards. In **Tioga**, both the middle school and the high school have a Wall of Achievement. Each marking period, teachers can nominate students to be placed on the Wall for various reasons such as achieving Honor Roll status, improving their grades, as well as having a positive influence on the other students, etc.

WEBSITES

District websites are windows into our school districts for not only current residents and also those considering relocating into the community. Some districts with websites that impressed me include **Dryden, Marcellus, Union-Endicott, West Genesee** and **Windsor**. Below are some notable aspects of various websites.

Accessibility of contact information

Put yourself in the shoes of someone trying to contact a specific person in the school district to identify who is in charge of a specific area. Is it easy to find such information? I was impressed with the **Fayetteville-Manlius** website, under the “District Information” and “Administration” tabs. There is a basic but thorough chart with contact information for administrators and building principals. Clickable “hotlinks” enable the user to get more information on departments or schools, including directories of school faculty and staff. Having such information readily accessible is far from universal in Area 4 district websites. Keep in mind that having to click on multiple links can be time-consuming and frustrating to users. Other districts with good contact information include **Auburn, Marathon** and **Watkins Glen**.



Advocacy

Advocacy has become an increasingly important role for school governance teams. Many districts, such as is **Elmira Heights**, are using their websites to provide their communities with information to help them advocate. The district has an “Advocacy Made Easy” link which provides contact information for the Assembly and Senate, and lists the district’s priorities with an explanation of why they are the priorities. There are additional resources including a message from the superintendent explaining the Advocacy Tool Kit on the site. Aids such as these are important if we are going to enlist help from our constituents. Successful advocacy efforts are directly related to the number of individuals who can be mobilized in support or opposition.

Area History/About Our Community

See the **Jordan Elbridge** and **Norwich** websites for good examples of community information and history.

Board of Education information

One district with an outstanding Board of Education section is **Lansing**. While there is a wealth of information under the “Board of Education” tab, I was particularly impressed with a “Board Protocols” section, which contains useful information on how business is done in the district, which is helpful for both the general public and board members themselves. I was also impressed with detail on the work of board committees and a Board Forms section that included

a well-constructed Board Candidate form. Below are some key areas of many districts' websites and examples of districts executing well.

- **Fayetteville-Manlius's** website includes a comprehensive listing of board committees and who is on each committee. Reports on committee meetings are also posted.
- **Baldwinsville** and **Broome-Tioga BOCES** includes photos and biographies of board members.
- **South Seneca** and **Marathon** post their board goals on their websites.
- **Cato-Meridian** posts speeches of Board of Education candidates on its website.
- **Fayetteville-Manlius** publishes a column called Board's Eye View that periodically appears in the district newsletter as well as the website.
- **Auburn** has videos of their board meetings.
- **North Syracuse** explains protocols regarding public comment portion of the board member.

Calendar

Many districts, such as **South Seneca**, have their calendar information available on their website. **Waverly** has a color-coded district-wide calendar, and **Norwich** has a single page, color-coded "At a Glance" calendar which is very comprehensive,

Chain of Command

We want parents to use the chain of command, but do we ever tell them what it is? The **Greene** website has an excellent chart entitled District Communications Guideline under Greene Central School Contacts. The first column is entitled "For Questions About" and the remaining four columns list the chain of command of individuals who supervise that area. Subjects include Academics, Athletics, Behavior, Behavior-Bus, BOE Policies, Budget, Building Use, Cafeteria, Classroom Procedures, Co-Curricular, Facilities, Health Office, Scheduling, Special Education and Transportation. A similar chart appeared in the Blue and White newsletter of the **Bainbridge-Guilford** district on February 16, 2016 and can be accessed on the district's website. Also notable, **Jordan-Elbridge** has a chain of command listed under Athletics. The information includes the chain of command regarding questions about clubs and activities.

Greene Central School Communications
To help parents and community members know the best way to communicate with the school, we have created a chain of command guideline that should be a helpful resource for you. By contacting the following people in the order listed, your questions and concerns can be dealt with more effectively.

For Questions About	Principal	Assistant Principal	Building Administrator	Superintendent
Academics	Principal	Assistant Principal	Building Administrator	Superintendent
Behavior	Principal	Assistant Principal	Building Administrator	Superintendent
Behavior-Bus	Principal	Assistant Principal	Building Administrator	Superintendent
BOE Policies	Principal	Assistant Principal	Building Administrator	Superintendent
Budget	Principal	Assistant Principal	Building Administrator	Superintendent
Building Use	Principal	Assistant Principal	Building Administrator	Superintendent
Cafeteria	Principal	Assistant Principal	Building Administrator	Superintendent
Classroom Procedures	Principal	Assistant Principal	Building Administrator	Superintendent
Co-Curricular	Principal	Assistant Principal	Building Administrator	Superintendent
Facilities	Principal	Assistant Principal	Building Administrator	Superintendent
Health Office	Principal	Assistant Principal	Building Administrator	Superintendent
Scheduling	Principal	Assistant Principal	Building Administrator	Superintendent
Special Education	Principal	Assistant Principal	Building Administrator	Superintendent
Transportation	Principal	Assistant Principal	Building Administrator	Superintendent

Community Connections/Information

Good examples include **Auburn** and **Spencer-Van Etten**.

District Facts

The website for **Fayetteville-Manlius** includes information on enrollment, instructional buildings, budget, employees, facilities and student transportation.

Historical Data

Data for 200 years is available on **Baldwinsville's** website.

New Employees

Afton includes a photo of new employees, where they work and history of where they have worked before.

Newsletters

Many districts distribute their newsletters via the web. Excellent ones include **Lyncourt**, **Marcellus** and **Tully**.

Retirees

Unadilla Valley includes photos of the retirees with name, years of service and area they retired from with a "thank you" from the board of education for the individual's years of dedicated service.

Students' Use of Smartphone Apps

Dryden has an excellent parent resource on its website created by a middle school counselor which is intended to be informative and raise parent's awareness of the various apps that students access that are cause for safety concerns and can have negative consequences with their use.

Top 10 Students

In **Harpursville**, the website provides a list of their top 10 students and a group photo. The valedictorian and salutatorian are also pictured, with a brief bio and their own words about the key to their success.



"Our District"

East Syracuse Minoa includes noteworthy recognitions through the years providing a historical perspective of the district's excellence.

Schedule Galaxy

A number of districts including **Fabius-Pompey** use this Master Scheduling program for athletics. It allows you to view a calendar of an entire month for all district athletic contests. It has a number of features including it can distinguish between scrimmages, regular season games and post season games. Cancellations are posted in real time.

Scholar/Athlete Recognitions

North Syracuse posts a list of all their sports teams who have achieved scholar athlete status, maintaining a GPA of 90 percent or greater.

Videos

Videos on district websites focus on a variety of topics but all with the intent to inform the reader.

- **Fayetteville-Manlius** features Advanced Broadcast Journalism Program students' videos on a variety of timely topics.
- **Jordan-Elbridge** has a community education video on their PLCs (Professional Learning Communities) with an explanation of how they benefit children.
- **Lansing** uses videos to update the community on its building project.
- **Ithaca** has a video series called How COOL is that! Ithaca SMaRTS is an initiative run by Ithaca High School students to promote Science, Math, Arts, and Sports. How COOL is that! is designed to establish an environment where talents are explored, exhibited, encouraged, and rewarded. At the core of the initiative is the belief that aspiring individuals need extra motivation, inspiration, and the feeling that someone believes in them and is willing to give them that extra push. See more at <http://www.ithacacityschools.org/districtpage.cfm?pageid=628#sthash.ITfDLG9g.dpuf>
- **Susquehanna Valley** has a five-minute video on "Susquehanna Valley, A Great Place to Live and Learn." It includes testimonials from administrators, staff, parents and students.
- **West Genesee** has videos to help parents understand Common Core math.
- **Windsor** has informational videos on the website featuring their various schools.

CONCLUSION

We have a lot to learn from each other in NYSSBA Area 4! Thank you for welcoming me into your districts and thanks to the NYSSBA communications staff for their help with this report. Don't hesitate to contact me at sruffo05@hotmail.com or (607) 222-4167.

Appendix A Board Meetings – Brochure/Synopsis Sheet

- Susquehanna Valley CSD - Brochure
- Moravia CSD - Synopsis Sheet

Appendix B Board Meetings - Voice of the Public

- Dryden CSD – Public Comment Information and Guidelines
- Marathon CSD – Guidelines for Public Participation at Meetings
- Liverpool CSD – Welcome sheet, protocols for voice of the public
- North Syracuse CSD – Agenda wording related to Comment on the Agenda
- Southern Cayuga CSD – Visitor recognition & Standard of Conduct & Civility

Appendix A

To Become a Board Member

To serve on the Susquehanna Valley Board of Education, you must be:

- A qualified voter of the school district
- Able to read and write
- A resident of the school district for at least one (1) year prior to the election

Procedures necessary for Board of Education candidacy:

- A petition for a specific seat must be signed by at least ninety-five (95) qualified Susquehanna Valley School District voters.
- The petition must be filed by the candidate with the School District Clerk, no later than thirty (30) days prior to the Annual Vote in May.

Annual Board of Elections

The Annual Board of Education election is held in May.

Voting:

New York State law requires that in order to vote, you must be:

- A citizen of the United States;
- At least 18 years of age;
- Eligible to be a registered voter;
- A Susquehanna Valley District resident for at least thirty (30) days prior to the vote.



SV Board of Education 2015-2016

Robert Strick—President
Mary Haskell—Vice President
Ryan Audres
Jordan Jicha
Mark Leighton
Robert Strick
Robert Sullivan
Suzanne Vinisilik

Superintendent of Schools
Roland Dnig 775-9100

Assistant Superintendent of Schools
Dr. Renee Stahna 775-9146

Senior High Principal
David Daniels 775-0304

RTS Middle School Principal
Natalie Brubaker 775-0303

Brookside Elementary Principal
Erin Eckert 669-4105

Dannelly Elementary Acting Principal
All Rich 775-0176

PLEASE COME AGAIN!

Occasionally it is necessary to change the date or location of a meeting. For the most up-to-date information on meetings, call the district office at 775-9100.

WELCOME!

TO A BOARD OF EDUCATION MEETING



OF THE SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT

District Mission Statement:

"The Susquehanna Valley Central School community is committed to providing a caring, equitable environment with high expectations for learning. We encourage the development of critical thinking, self-esteem and responsible citizenship."

The Susquehanna Valley Board of Education

Welcome to our Susquehanna Valley Board of Education meeting. The Susquehanna Valley Central School Board of Education welcomes district residents, staff members, students and other interested persons to its meetings. This brochure has been designed to promote understanding and to nurture the partnership among the schools, the staff and district community residents. *We appreciate your interest in our schools.*

The Susquehanna Valley Board of Education is the official policy-making body of the school district and is comprised of seven members that serve overlapping three-year terms. Board members are elected by school district residents and serve on the board without receiving payment. All actions of the board are made within the confines of the federal laws, the laws of New York State, and the regulations of the state Commissioner of Education.

Responsibilities of the Board of Education

The Board of Education is responsible for establishing the quality of education in the district. Members of the Board of Education represent the public in the following way:

- Define the philosophy of the district.
- Set goals and objectives to achieve desired educational progress; employ professional educators to meet the goals.

- Establish policies for the operation of the school district.
- Evaluate the effectiveness of district programs and services.
- Develop an annual budget consistent with educational needs and community resources.
- Approve all contracts and bids.
- Establish and maintain open communication lines with the public, educators and legislators.

Board Meetings

The Board of Education holds open board meetings for the purpose of conducting school district business. The open board meetings are not public meetings or hearings, but meetings of the board held in public.

Copies of the agenda which outlines the order of business for each meeting are available to the public the day of a scheduled Board of Education Meeting. Agenda and supporting documents are mailed to Board members in advance of the meeting to allow them to review the information.

Regular Board meetings are held on the third Wednesday of each month at 6:00 p.m. in the Board of Education Room, located in the Senior High, 1040 Conklin Road, Conklin.

Board meeting agenda and meeting minutes are posted on our website.

www.svsabers.org

During these meetings, the public will have an opportunity to address the Board. At the beginning of the meeting, time is allowed for public comments on agenda items. Following the business section of the meeting, the public may comment on any topic of school district operations. When speaking at the meetings, please move to the podium and state your name, address and any organization that you may be representing. If there are many people who wish to speak, they may be asked to limit their remarks in order to give everyone an opportunity to speak. Correspondence may also be sent to the Board care of the school district.

Please note: the public meeting is not the time to register complaints which have not first been addressed through proper communication channels (teacher, principal/supervisor, school business official, superintendent of schools).

The Board will also meet from time to time in special sessions as necessary.

Executive Session

Not open to the public, these meetings are held to discuss personnel matters, labor negotiations and other matters defined as confidential by the Open Meeting Law of the State of New York.

WELCOME TO THE MORAVIA CENTRAL SCHOOL
BOARD OF EDUCATION MEETING

We cordially welcome the public to all Board of Education meetings. With the exception of Executive Sessions, all Board meetings are open to the public. Here is some information about the Board meetings and the school, which may be of help to you:

BOARD MEETINGS The Board meets in regular session generally every second and fourth Wednesday night at 6:30 p.m. If the Wednesday is a legal holiday, then the meeting is to be conducted on a non-holiday night (to be scheduled.) Each visitor at the Board meeting is provided with an agenda to follow. The meeting is conducted according to Robert's Rules of Order, N.Y.S. Education Laws and Bylaws of the Board. The Board requests that hats be removed while attending School Board Meetings.

HOW TO GET YOUR TOPIC ON THE AGENDA At the beginning of the meeting the President will welcome visitors and ask if anyone wishes to speak. **The public is welcome to address the Board of Education on items pertaining to education and/or the operation of the school district. There will be time provided on the agenda. Any member of the public wishing to address the board is requested to stand when recognized, give his/her name and address, state the organization they may represent, and the topic that they wish to address. Questions and comments relating to employees of the district will not be permitted; such questions and comments should be referred to the Superintendent at another time. Individuals are asked to limit their presentation to five minutes or less.**

It would be helpful if you could call the District Office (497-2670) prior to the meeting and advise us that you will be asking to be placed on the agenda. In this way, the Board can be provided with any backup information that will help them with their discussion.

The Board Meeting Minutes are public record and you are welcome to view them in the District Office during regular business hours. All minutes are unofficial until the Board has accepted them at the next regular meeting. The Freedom of Information Act governs Board Minutes and other materials, which are of public record. Persons desiring information from the school may request it at the District Office.

Under **Personnel**, the Board will make appointments upon the recommendation of the Superintendent of Schools, accept resignations, and grant leaves of absence. The **New Business** section of the agenda is reserved for resolutions or motions and business that does not fall into the category of Personnel. Official actions of the Board will fall into one of the above categories.

The **Information Items** portion of the agenda is usually used to bring reports to the Board by various departments; to inform the Board of school and public events; to assess the Board of possible problem areas; and to keep the Board informed of current legislation and the concerns of State and County School Boards' Associations. Items placed under **Information** do not require Board action, but may be discussed and placed under **New Business** or **Personnel** on future agendas for official action.

(over)

If the Board adjourns to Executive Session, no official action will be taken until the Executive Session is complete, and the board has reconvened. Normally, Executive Sessions are scheduled at the end of the Board Meetings; however from time to time, it is necessary to call for an Executive Session during the course of the meeting.

Executive Session may be called to discuss personnel, negotiations, sale or lease of real property, current or pending litigation, and a limited number of other purposes.

OUR BOARD The Board of Education has seven members who are elected by majority vote for a three-year term. The following are seated regularly at the Board table.

Thank you for your interest in our school system, and our Board of Education. If you have any suggestions for improving our Board Meetings, please feel free to talk with us about it.

**YOUR BOARD OF EDUCATION
MORAVIA CENTRAL SCHOOL**

05/14

Appendix B



DRYDEN CENTRAL SCHOOL DISTRICT

P. O. Box 88
Dryden, NY 13053
Main Office (607)844-8694
District Office (607)844-5361
FAX (607)844-4733

Board of Education Public Comment Information and Guidelines

Thank you for your interest in speaking during public comment. Before you speak, please read, understand, and follow the guidelines below.

- 1) Please place your name, address, and email address or phone number on the sign-up sheet. If you have not signed up before you speak, please introduce yourself before speaking and leave your contact information with Mrs. Walker, the Board Clerk, after you speak.
- 2) The board will listen to your words and bear them in mind, but generally not respond during public comment or take up the issue later in the meeting. Sometimes the issue or concern may come up during later board discussion of future issues; more often the matter is referred to the appropriate staff. (If you haven't first spoken with that person or do not know who it would be, your most effective course of action is to go straight to that person or to that person's supervisor. You may contact the district office to identify who the appropriate person would be.)
- 3) By District policy, public comment is not the place to make derogatory comments about specific persons. Such comments can be made privately to the superintendent or board president who can follow up appropriately.
- 4) If you have concerns but would prefer not to speak during public comment, you are free to write or email the board. (BOE@dryden.k12.ny.us)
- 5) Please use time efficiently. Knowing that others may wish to speak and that Board of Education meetings often last several hours, people generally speak for fewer than three minutes. Please be as brief as possible. On evenings when a time limit is announced, expect your speaking privileges to be revoked if you exceed the allotted time.

A public comment reminder for Dryden Central School District employees:

Please follow the "chain of command." When school board members have a question or concern about staff or program, they do not approach those persons directly, but seek information through the superintendent. Likewise faculty and staff with questions or concerns about issues in the district should first take up the issue with their supervisor, moving further up the administrative chart if necessary. We are not trying to discourage discussion, but to channel it through the most appropriate persons and places.

The Board of Education is the last, not the first stop in the process. This is a widely recognized protocol that is in the best interest of the district. Among other things, it ensures that staff who speak at public comment have been given the pertinent background and facts. Speaking without that information does not reflect well on the speaker or the district. Moreover, most actions of the board are based on the recommendation of the superintendent, who generally makes such recommendations after consultation with appropriate administrative staff. So that the board receives fully-considered recommendations from the superintendent, you should see that your administrator is aware of your concerns.

slw
8/2012

"Promoting Academic Achievement and Youth Development"

Marathon Central School District

Guidelines for Public Participation at Board of Education Meetings

The Board of Education recognizes its responsibility to hear public comment and encourages public participation at official meetings. At the same time, it is important to note that the Board is meeting to address a specific agenda and has specific business that must be conducted. To these ends, the following procedural guidelines are established to insure a caring Board and a productive meeting.

- The Board President shall ask visitors if they or their representative wishes to address the Board.
- In order to allow for accurate minutes to be taken, persons should state their name before addressing the Board.

Please be reminded that the following are governed by Board of Education policy:

- So that everyone has the opportunity to speak, an individual's comments should be kept as brief as possible. No more than five minutes will be allowed any one individual.
- A 30 minute maximum time period will be available for public input. However, the Board as a whole may decide to extend the stated time limits.
- All questions regarding topic appropriateness and order will be decided by the President.
- All prepared statements (that is, information that is created in advance for presentation at the BoE meeting) must be submitted to the Superintendent of Schools at least one day prior to the meeting where the statement will be read.
- Items of business introduced from the floor (not on the agenda) will not be acted upon at the same meeting in which they are introduced. Likewise, members of the Board are not obligated to respond immediately to any statement.
- Certain rules, regulations, and legal practices require that the Board of Education move into executive session to consider certain matters. While this may cause an inconvenience to the visiting public who may wish to remain and hear comments later in the meeting, it may be necessary.

Reference: Bdl. Of Ed. Policies #1230, #2342, #2350



LIVERPOOL

CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

WELCOME

The Board and Superintendent of Schools welcome you to the Board of Education meeting and we encourage your participation. Below are some procedures followed by the Board in conducting district business at the meeting and information for you if you wish to speak at the meeting. In order for the Board to do its job thoroughly and efficiently, we ask you to observe the procedures below.

CELL PHONES

As a courtesy to those present, and in order to avoid disruption of the Board's business, we ask you to turn your cell phone off or set it on silent mode before the meeting begins.

IF YOU WISH TO SPEAK

Members of the public may speak during the Public Communications portion of the board meeting. If you wish to speak, please complete the bottom of this sheet and give it to the Board Clerk prior to the start of the meeting. The Clerk is located at the front table on the right side of the room where the administrators are seated. The Board President will call your name to speak during Oral Communications. Names will be called in the order in which blue sheets are received.

The Board welcomes comments from the public at its meetings, but also needs to ensure that this privilege is managed in a way that allows the Board can complete its agenda. For that reason, the Board has adopted a policy for public comment that sets aside 15 minutes during the meeting for this purpose. There is a three minute limit per person unless time is extended by the Board. A copy of this policy is provided to the public at each board meeting.

PLEASE NOTE

Comments and issues involving particular students or employees are not permitted at the meeting. If you wish to speak about a specific student or staff issue, please contact the Superintendent directly by calling 622-7125 or by email at superintendent@liverpool.k12.ny.us.

REQUEST TO SPEAK AT BOARD OF EDUCATION MEETING

If you wish to speak at the meeting, please complete this form and give it to the Board Clerk prior to the start of the meeting. (Maximum speaking time is 3 minutes.)

Name: _____	Topic or Question: _____
Address: _____	_____
_____	_____
Phone #: _____	_____
Email Address: _____	_____
Representing Self or Organization? _____	_____
Name of Organization _____	_____

3. COMMENTS FROM THE AUDIENCE

North Syracuse Central School District

Subject **A. Individuals wishing to address the Board during this portion of the meeting must sign in no later than 6:55 p.m. PLEASE SEE BELOW**

Meeting Jan 4, 2016 - Regular Meeting, 7 p.m., Administrative Offices

Category 3. COMMENTS FROM THE AUDIENCE

Type Information

COMMENTS AND QUESTIONS

Board of Education meetings are meetings that the public is welcome to attend and observe. However, the North Syracuse Central School District Board of Education welcomes your comments on matters related to the district. A period of time, **not to exceed 30 minutes**, is set aside at Regular meetings of the board for the purpose of hearing comments from interested individuals. Board of Education members will not engage in conversation or answer questions during this portion of the meeting.

ISSUES INVOLVING PARTICULAR STUDENTS OR EMPLOYEES ARE NOT PERMISSIBLE TOPICS DURING THE PUBLIC MEETING. EMPLOYEE OR STUDENT CONCERNS SHOULD BE ADDRESSED TO THE SUPERINTENDENT OF SCHOOLS DURING REGULAR BUSINESS HOURS.

- **ONE SPEAKER PER LINE.** EACH SPEAKER IS ALLOWED UP TO **THREE (3) MINUTES** TO PRESENT HIS/HER REMARKS.
- THERE WILL BE NO MORE THAN TEN (10) INDIVIDUAL SPEAKERS ALLOWED DURING THIS PORTION OF THE MEETING.
- YOU **CANNOT GIVE OR DEFER YOUR TIME SLOT TO ANOTHER PERSON.**
- ALL REMARKS MUST BE ADDRESSED TO THE PRESIDENT OF THE BOARD, OR THE PRESIDING OFFICER.

Most questions related to the schools can be answered by a responsible school official, by calling during business hours. Written questions may also be addressed to school staff, department directors, central administration or the Board of Education.

Please contact Connie Gibson, District Clerk at 218-2131 if you have any questions.

**SOUTHERN CAYUGA CENTRAL SCHOOL
BOARD OF EDUCATION MEETING
OCTOBER 26, 2015**

High School Library

7:00 PM

A G E N D A

IV. VISITOR RECOGNITION:

(Comments and questions should be written on the 3x5 inch cards that are provided by the sign-in sheet.)

The Board of Education believes that fostering open communication and listening to concerns and issues raised by community members will help contribute to making the Southern Cayuga Central Schools a positive learning environment. Members of the Board would like to recognize school district residents who wish to speak to them; however, to protect the confidentiality of the individual, they cannot address inquiries relating to individual employees or students. Items such as these should be referred to the Superintendent at another time.

Individuals wishing to address the Board about a matter relating to the educational operations of the school district should give his/her name and address and sign the visitor's log for the evening. The Board believes it is important to contact the individual who is most directly responsible for the various areas of school operation. Therefore, individuals will be asked if they have raised their item with this individual. If not, the Board will not address the item at this time.

Inquiries or comments should be limited to one item and their duration should be kept to a reasonable length, four minutes or less. Items requesting responses should be put in writing and submitted to the Superintendent. Board members will not respond directly to questions during the meeting and will request that the Superintendent have the appropriate staff members address the item at the earliest possible time.

Standards of Conduct and Civility: All individuals within the school community are required to abide by the SCCS standards of conduct and civility. Those attending the Board of Education meeting are expected to be respectful and courteous. Those addressing, by questions, the BOE and administration are required to be respectful, issue-based in discussion without slander or disparagement to others. Failure to abide by these standards may result in removal from the meeting and school grounds.

