

Meeting Agenda

What are the regular parts of the Board meeting agenda?

The meetings always begin with the Pledge of Allegiance, which is led by one of our students. This is followed by staff recognition segment.

The **first public comment section** is next where members of the public may speak on the meeting agenda items.

Reports/Presentations – usually includes presentations on critical topics.

The rest of a normal agenda will follow the sequence of business listed below. The Board will usually vote on the three following agenda items as a group known as the **Consent Agenda** during the Board Meeting:

- **Finance Items** – this includes financial & business reports and purchase orders.
- **Personnel Items** – this includes appointments, resignations and leave of absence.
- **Special Education Items** – this section has to do with special education and pupil personnel services.

Old Business - In the event there are items that need to be revisited, the topics will be covered and voted upon if needed in this segment.

New Business - During this segment, new items such as business contracts, policy updates, etc. will be discussed and voted upon if needed.

Miscellaneous – this segment will consist of the Student Liaison Report and ECASB Business.

The **second public comment section** will follow at this time for comments concerning non-agenda items.

Board Work Session – the Board Members discuss any topics they feel need addressing pertaining to their membership.

Public Comment

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

At the beginning of the meeting, which will pertain to agenda topics; and at the end of the meeting, which can include other topics of concern.

The public will need to fill out the comment cards that are located outside the Board Room doors. They should be given to the District Clerk prior to the meeting.

When speaking, please state your name & address.

Please address your concerns to the board members and not the other members of the audience.

Please maintain a respectful demeanor with your comments. There should not be any booing or applauding.

Please speak on one topic per public comment session.

Please do not identify individual staff members or students by name for critical comment. Direct these matters to the superintendent during school business hours.

The Board will listen to all public comments but should not be expected to respond at this time.

Frequently Asked Questions About School Board Meetings



Maryvale School Board Members

James McDermott, *President*
Jennifer Pilarski, *Vice President*
Ronald Morlock
Christopher Pew
Marie Zimmer

District Administration

Joseph R. D'Angelo
Superintendent
Dr. Stephen Lunden
Asst. Supt. of Administrative Services
Jeffery Hazel
Asst. Supt. of Curriculum & Instruction
Michelle Mailhot
Director of Special Services

www.maryvaleufsd.org

The Maryvale School Board Welcomes You

We welcome community members, staff, students & others to our meetings. Board meetings are held in public and the Maryvale Board of Education encourages input from the community. The information in this brochure provides a quick reference guide to the BOE 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, which are available to the public on the school district website (www.maryvaleufsd.org).

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:

- Set the District's direction
- Ensure alignment of strategy, resources, policies, programs and processes with District goals
- Continuously improve the District

When and where are the School Board meetings held?

Board meetings are held once per month and are scheduled on Mondays, beginning at 6:00 p.m. The meeting are held in the Board Room of the Samuel R. Bennett Administration Building, 1050 Maryvale Dr., Cheek., NY 14225; which is located downstairs from the Intermediate School.

Board Meetings can be short (30 mins.) or last longer (two hrs.) 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.

The Superintendent focuses on "MEANS":
objectives, plans, actions, recommendations:
How? When? Where? By Whom?

The Board focuses on "ENDS":
vision, goals, and policy:
What? Why? How Well? How Much?

The Board oversees the education of students and is responsible for school district operations, but does not directly run the district's day-to-day operations.

What happens in an Executive Session of the Board?

Executive sessions can be held at the beginning or 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.

As required by law, the subject of the closed executive session must follow within specific topics. Please see Maryvale Policy #1540 for the complete language of these topics:

- Matters that will imperil public safety
- Matters that disclose the identity of a law enforcement agent or informer
- Matters of investigation or prosecution of a criminal offense
- Discussions regarding litigation
- Collective negotiations
- Personnel matters
- Preparing, administering examinations
- Acquisition, sale or lease of real property

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 in April.

