

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

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SUBJECT: Re-Adopt Board of Education Bylaws; Administrative Rules and Regulations;  
and District Policies

DATE: July 5, 2017

REASON FOR BOARD CONSIDERATION:

The Board of Education needs to re-adopt all district policies, administrative rules and regulations and the Bylaws of the Board of Education.

ANALYSIS AND CONCLUSIONS:

Since the Board of Education needs to re-adopt its Bylaws, Administrative Rules and Regulations, and the district policies at the beginning of the school year; it is, therefore, the conclusion of the Superintendent of Schools that the following resolution be recommended:

RECOMMENDED ACTION:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that, having the recommendation of the Superintendent of Schools, the Board of Education does hereby re-adopt the Board of Education Bylaws; Administrative Rules and Regulations and District Policies for the school year 2017-2018.

APPROVED FOR PRESENTATION TO THE BOARD:

  
Superintendent

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BY - LAWS  
OF THE  
BOARD OF EDUCATION

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

July 1, 2017

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Re-Adopted by BOE: 7/5/2017  
Revised 8/10/2011

## PREFACE

The Board of Education of the Ogdensburg City School District is charged with the responsibility for establishing local school district policies and by-laws within the framework of and consistent with the laws of the State of New York.

To this end, the Bylaws Committee has referred to various documents for help and guidance including Board of Education minutes, handbooks from other school districts of comparable size and organization, and the "New York State School Boards Association Policies for School Boards".

The Bylaws contained herein have been reviewed, discussed, and approved by the Board of Education. Their adoption as the official statement of Bylaws will greatly facilitate the efficient, orderly business of the school district and its personnel at all levels.

### MEMBERS OF THE BOARD OF EDUCATION

Renee` C. Grizzuto	Lawrence G. Mitchell
Ronald N. Johnson	Michael C. Myers
James P. King	Vicky M. Peo
Craig A. Lalonde	Michael J. Tooley

Laurie J. Zweifel  
Jordyn Sweeney, Student Representative

TIMOTHY M. VERNSEY, SUPERINTENDENT OF SCHOOLS

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## A SCHOOL BOARD MEMBER'S CREED

As a member of a Board of Education, I hold a great public trust. I am responsible for providing the means whereby our American way of life is to be improved and to endure. I am responsible for the education of our people, and particularly youth, that each person may become intellectually and spiritually competent, economically and socially successful and happy; that he/she becomes a responsible citizen, home member, learner and worker. I freely give the necessary time to this great service, but most important, and knowing the responsibilities vested in me, I give and use my best judgment in considering and deciding the welfare of schools.

As a lay citizen representing the people, I do not know, nor do I need to know, the complex details of education or administration. I am not expected to do this work, but I am responsible for seeing that the work is done. My work as a board member consists of choosing competent personnel to do the work, deciding within the provisions of the law what is to be done, and appraising the work to see it is done competently and economically. I believe in lay control, but in professionally competent teaching and administration.

My foremost specific responsibility as a board member is to choose a competent executive officer and make him/her generally responsible for the entire school system. I look to him/her for leadership; I expect him/her to keep me informed as to the needs and accomplishments of the schools, based upon the facts in the case. I must make my own decisions.

I do not assume authority not granted by the board, such as offering a position, asking for a resignation, or promising to contract anyone. I abide by majority decisions of the board. I carefully consider petitions, resolutions and complaints, and I dispose of them in the best interests of the schools. I do not seek special privileges for myself, my relatives, and friends. I do not criticize school employees publicly. I desire to provide such conditions as will increase and reward competent service to the schools. I desire that the people of the community shall have an education that is as complete and adequate as it is possible to provide.

With dignity and honor I serve the people; with humility and to the best of my ability, I discharge my great public trust.

## THE AMERICAN SCHOOL BOARD JOURNAL

### THE SCHOOL BOARD MEMBER'S CODE OF ETHICS

1. To observe and enforce state law and regulations pertaining to education.
2. To accept the office as a board member as a means of unselfish service.
3. To transact school business only in regular sessions.
4. To represent the entire community without fear or favor.
5. To remember at all times that he/she is one of a team.
6. To accept all board decisions once they are made and assist in carrying them out effectively.
7. To delegate action to the chief school administrator as the board executive and to confine board action to policy making, planning and appraisal.
8. To employ only competent, trained personnel and these only on the recommendation of the chief school administrator.
9. To preserve the right and obligation of teachers to teach controversial issues fairly and without bias.

ARTICLE I

RELATIONSHIP OF THE SCHOOL BOARD TO  
STATE AND LOCAL GOVERNMENT

A. EDUCATION, A STATE FUNCTION

The responsibility for education has been placed in the hands of the state legislature. By custom, the state has permitted the development of provisions of education locally. As a result, the school board represents not only the people of the school district, but the people of the entire state in its relationship to the local school system.

B. INDEPENDENCE OF LOCAL SCHOOL GOVERNMENT

The school system exists as a corporate entity quite separate and apart from other units of local government.

C. COOPERATION BETWEEN LOCAL SCHOOL GOVERNMENT AND OTHER LOCAL GOVERNMENT

Because of the intimate relationship between matters of proper concern to the schools and matters of concern to the other local government, there is necessity for close cooperation. The school board should stand ready to give such cooperation whenever it will be helpful.

D. REVIEW OF THE EXTENT OF LOCAL CONTROL

The school board reaffirms its faith in the importance of local control of education. The board recognizes that the power to interpret the intent of federal, state and local statutes and regulations is a power of the courts. It recognizes, also, that the State has responsibility for the establishment and maintenance of certain minimum standards of educational provision and the protection of the public against dishonesty or malfeasance. Thus, certain inspectorial functions - e.g. audits of accounts - are performed by state personnel. This does not transfer the power to make judgments from local hands to the hands of others.

ARTICLE II

SCHOOL DISTRICT GOVERNANCE

A. SCHOOL DISTRICT LEGAL STATUS

The name of this school district is the Ogdensburg City School District. The Ogdensburg Schools are governed by a Board of Education, which is a body corporate. The Board of Education is a continuous corporate entity, and the legality of its contracts is not conditioned by the official life of its members. It is separate from other governing boards of the several municipalities, and is unhampered in its administration of the schools and not subject to review by any other board or tribunal as to acts performed in good faith.

B. LEGAL STATUS OF THE SCHOOL BOARD

The responsibility for public education has been placed by constitutional mandate in the state legislature. By custom and law, the state has delegated this responsibility to local school boards.

Board members are considered to be state officials when engaged in carrying out the duties imposed upon them by the Legislature, Board of Regents and/or the Commissioner of Education, with respect to education matters. Although Board members

are elected locally, they are principally engaged in performing the duty imposed by the State Constitution.

C. SCHOOL BOARD - NUMBER OF MEMBERS

The membership of the Board of Education of the Ogdensburg City School District shall consist of nine (9) qualified voters of the school district.

D. SCHOOL BOARD - TERMS OF OFFICE

Each elected term of membership shall be five years.

E. SCHOOL BOARD CANDIDATE - QUALIFICATIONS

A candidate for the office of School Board Commissioner shall be 18 years of age and shall be a legal resident of the Ogdensburg City School District, at the time of the Election.

F. SCHOOL BOARD - METHOD OF ELECTION

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the Clerk of the School District; shall be signed by at least 100 qualified voters of the district; shall state the residence of each signer; and shall state the name and residence of each candidate. Each petition shall be filed with the Clerk of the district, not later than 20 days prior to the school election at which the candidates so nominated are to be elected.

Vacancies on the Board of Education are not considered to be separate specific offices, and the nominating petitions are not to describe any specific vacancy for which the candidate is nominated.

The order of appearance on the ballot of the names of candidates for School Board membership will be determined by lot, one day after the final date for filing, and the voters will be directed to vote for as many candidates as there are vacancies to be filled.

The candidates who receive a plurality of the votes cast respectively for the several offices will be declared elected. Where more than one office is to be filled and there is a variance in the length of terms involved, the largest number of votes is to elect for the longest term.

G. SCHOOL BOARD - FULFILLMENT OF UNEXPIRED TERM

The Board of Education, by majority vote, may appoint a person to serve for the remainder of the year in which a resignation or vacancy occurs.

Should the Board of Education fail to appoint a person within thirty (30) days after the occurrence of the resignation or vacancy, the Superintendent of Schools may appoint a person to fill the vacancy for the remainder of the school year.

H. BOARD MEMBERS - REMOVAL FROM OFFICE

A member of the Board of Education may be removed from office for the following reasons: (1) membership in an organization listed as subversive by the Board of Regents or the Commissioner of Education; (2) willful disobedience of any decision, order, rule or regulation of the Regents or of the Commissioner of Education; or (3) any willful violation or neglect of duty.

Any member of the Board of Education can be declared by a majority vote of the Board of Education to have vacated his or her office if he or she has deliberately failed to attend three successive meetings and has no sufficient excuse therefore. To be excused from a Board Meeting, the Commissioner must contact the Board President, Superintendent of Schools, or the Board of Education Clerk prior to the meeting.

Removal of a Board member may only be accomplished by the Commissioner of Education, after a hearing at which the accused shall have the right of representation by counsel.

I. BOARD MEMBERS - REMUNERATION

Members of the Board of Education shall receive no compensation for attendance at regular meetings, special meetings or executive (study) sessions.

Expenses will be reimbursed as authorized by Board policy for attending meetings of the New York State School Boards Association, the National School Boards Association, and for travel related to Board duties.

ARTICLE III

BOARD ORGANIZATION AND MEETINGS

A. ANNUAL ORGANIZATION AND MEETINGS

The annual meeting of the Board of Education shall be held during the first week in July, at six o'clock in the evening or at such other hour as may be set by the Board of Education, in the cafeteria at Ogdensburg Free Academy, at which meeting the Board shall select a President, Vice President, Treasurer, Clerk, Extra-classroom Activity Treasurer, Internal Claims Auditor, Purchasing Agent, School Attorney, School Physician and shall further designate an official newspaper and an official bank depository or depositories for the ensuing year. The Board will also act on recommended appointments to the District's Committee on Special Education and to the District's Chapter 848 Planning Committee, and on such other recommendations that may be mandated by law.

B. REGULAR MEETINGS

Regular meetings of the Board of Education shall generally be held on the first and third Mondays of each month at six o'clock in the evening at Ogdensburg Free Academy Cafeteria, or at such other day, place or time as may be set by the Board of Education, except July, September, October, November, December and June where the board will meet only once on the third Monday of the month with the first Monday being set as an "optional meeting" if required. Should there be a requirement for a second meeting during these months, a special meeting will be announced as per regulations.

The first meeting of the month will generally deal with discussion and presentation agenda items and other items of a regular and routine nature.

The second meeting of the month will generally deal with business items and with other items of a regular and routine nature.

Notices of each meeting shall be mailed to be received at least 48 hours in advance of each meeting by the Office of the Superintendent of Schools.

C. AGENDA OF MEETING

A Board Package prepared by the Superintendent of Schools will generally be delivered to each Commissioner four (4) days prior to the Regular Board of Education Meeting. The Agenda shall be released to the news media the day after said Commissioners have received same. The entire Agenda Package shall be made available to the general public and press the day of the regularly scheduled public meeting of the Board.

The Agenda will include the following order of business:

- I. Call to Order by the President
- II. Pledge of Allegiance
- III. Roll Call by the Clerk
- IV. Adjourn to Executive Session



- V. Reconvene to Regular Session
- VI. General Administration Division (Special Education Reports)
- VII. Approval of Minutes of Previous Meeting(s)
- VIII. Letters and Communications to the Board
- IX. Comments Relative to the Agenda
- X. Old Business
- XI. New Business
  - (a) Instructional Division
  - (b) Personnel Division
  - (c) Business & Finance Division
  - (d) General Administration Division
  - (e) Other
- XII. Concluding Comments by Citizens, Board of Education Members, and/or Administration
- XIII. Executive Session Meeting
- XIV. Adjournment

D. QUORUM

The quorum of the Board of Education is five members.

E. SPECIAL MEETINGS

Special meetings may be called by the President of the Board of Education. All members of the Board of Education will be notified of such special meetings and items to be considered therein.

F. PARLIAMENTARY PROCEDURE

Robert's Rules of Order is the accepted parliamentary authority.

G. COMMITTEES

The Board of Education shall act as Committee of the Whole. No Board Member can act on behalf of the Board except when empowered through Board appointment to carry out a specific task.

In general, standing committees of the Board shall not be used, one exception to this is the Internal Audit Committee. Ad hoc committees may be appointed, however, to carry out special duties. Committee meetings are open to all Board members.

Such Board Committees will be established by action of the Board and appointed by the Board President, and one member will be designated as committee chairperson. The chairperson will then schedule meetings of the committee.

Since a Board committee is empowered to make recommendations only and not to act in a formal manner, minutes of Board committee meetings need not be kept.

## ARTICLE IV

### POWERS AND DUTIES OF THE BOARD OF EDUCATION AND ITS OFFICERS

#### A. POWERS AND DUTIES PRESCRIBED BY LAW

Subject to the provisions of the law, the Board of Education:

1. Shall perform any duty imposed upon or exercise any power granted to Boards of Education of city school districts.
2. Shall prescribe such regulations and bylaws as may be necessary for the conduct of the proceedings of said board and the transaction of its business affairs, for the general management, and other interests under its charge or direction.
3. Shall have in all respects the management and control of the educational affairs of the district, as well as the powers necessary to exercise and discharge the duties imposed by statute.
4.
  - a. Shall establish and maintain such free schools or classes as the Board shall deem necessary to meet the needs and demands of the city.
  - b. May maintain public libraries or may contract with any public or free association library registered by the regents as provided by law; may organize and maintain public lecture courses; and shall establish and equip such recreation and social centers as the Board from time to time shall deem proper.
  - c. Shall authorize the general courses of study which shall be given in the schools and shall approve the content of such courses before they become operative.
  - d. Shall authorize and determine the textbooks to be used in the schools under its jurisdiction; and shall regulate the admission of pupils and their transfer from one class or grade to another as their scholarship shall warrant; and shall determine the school where each pupil shall attend.
5. Shall appoint and prescribe duties for properly qualified persons necessary for the efficient administration and management of the schools.
6. Shall prescribe rules and regulations for safekeeping, control and maintenance of all property used for school purposes.
7. Shall provide the textbooks, equipment, materials and supplies necessary for the proper and efficient management of the schools.
8. Shall, when necessary, lease and equip property for school accommodations.
9.
  - a. Shall promote the best interests of the schools and shall authorize, conduct, and maintain such extra classroom activities as the Board shall deem proper.
  - b. Shall allow the development of a student organization engaged in extra-classroom activities, other than the operation of food services, under the rules and regulations of the Board, and, shall set up procedures under which monies received from such activities will be disposed, and to designate an official with whom the monies shall be deposited.
10.
  - a. May compensate, in its discretion, employees for loss of personal property, but shall provide workmen's compensation coverage for all employees for injuries incurred in actual performance of duty.
  - b. Shall provide in its discretion under group insurance policies, life insurance, accident or health insurance, medical and surgical benefits to the employees, with his or her prior consent in writing, the sums representing the participant's share of the insurance coverage which are payable to such insurance company or plan and shall pay the district's share of such plans under contract or contracts representing any percentage of the total cost including the whole thereof.
11. Shall provide for transportation, home teaching, or special classes for physically or mentally handicapped children, irrespective of the school they legally attend.
12. Shall provide, by contract or otherwise, for the transportation of children residing outside the city limits and

may, in its discretion, provide for the transportation of children residing within the city limits.

Any such contract may not exceed five years.

13. Shall provide education for resident children outside of the territorial limits of the city school district but within the state, whenever the health or welfare of such children makes it necessary or desirable as determined by the Board of Education and approved by the Commissioner of Education. The average daily attendance of such pupils shall be included in the average daily attendance of such district.
14. Shall give public notice of special or annual elections and shall submit propositions to the qualified voters at such elections, whenever it is deemed necessary and proper.
15. Shall appoint and compensate a School District Clerk and also appoint a School District Treasurer.
16. Shall have the power to contract with the City for the use of agencies, employees, and facilities of the city, paying to the City an agreed proportion of the compensation or costs.
17. In its discretion, shall authorize payroll deductions for payment to any credit union doing business in the State of New York upon written consent of any employee.

**B. CONTROL OF EDUCATIONAL AFFAIRS**

Complete and final control of educational affairs at the local level rests with the Board of Education. Authority lies with the Board as a whole. The representative nature of the Board has meaning only when the whole Board decides upon issues.

**C. DUTIES OF THE PRESIDENT OF THE BOARD**

1. To preside at all meetings.
2. To call special meetings as he or she considers necessary or upon request.
3. To appoint all committees as per Article III, Section G.
4. To act as an ex officio member of all committees.
5. To execute documents on behalf of the Board.
6. To perform the usual and ordinary duties of the office.
7. To act as the official spokesperson for the Board and its members, just as the Superintendent acts as spokesperson for the District and its Personnel.

**D. DUTIES OF THE VICE PRESIDENT**

The Vice President shall be authorized to act for the President in case of the President's absence or inability to act during the year.

**E. AUTHORITY TO SIGN CHECKS**

1. Payroll-treasurer: Monies shall be disbursed for services of employees on signature of the treasurer, by checks payable to the person entitled thereto.
2. General bills following audit by the Internal Claims Auditor require the signature of the treasurer.

**F. DUTIES OF THE CLERK**

1. To attend meetings of the Board of Education and keep records of same.
2. To furnish copies of the approved minutes within a reasonable time following each regular meeting.
3. To maintain a school district file of letters and communications relative to school board matters.
4. To be responsible for the publication of all legal notices concerning school district business.
5. (a) To arrange with the Superintendent of Schools for the designation of election districts on or before the first day of

April each year.

- (b) To arrange for the Board of Education elections to be held the third Tuesday in May from 12 Noon to 9:00 PM
- (c) To procure the inspectors of elections and to supervise the conduct of the elections including the tabulation of results.
- (d) To supervise and coordinate the release of petitions to prospective Board of Education candidates.
- (e) To receive, review, and file the completed petitions in concert with the School Attorney in order to assure their legality; said petitions to be filed with the Clerk on or before the twentieth day, preceding the day of the annual election.
- (f) To supervise the process whereby candidates draw lots to determine their positions on the official printed ballot; said drawing to occur the day following the final day for filing petitions at 4:00 PM in the Board Conference Room at the office of the Superintendent of Schools.
- (g) To coordinate and supervise the total election process which includes making arrangements to use voting machines, polling places, preparation of ballots, distribution of materials to election inspectors, and the tabulation of results.
- (h) To meet with the Board of Education at 8:00 PM in the evening of the day following the election for the purpose of examining and tabulating the official statements of the results of the election in the several school election districts.
- (i) To notify, either personally, or by mail, each person declared to be elected as a member of the Board of Education
- (j) To prepare and administer the Oaths of Office to each new Commissioner at the annual organizational meeting or at such other meeting as may be deemed necessary by the Board of Education.

G. DUTIES OF THE TREASURER

- 1. To act as custodian of all monies belonging to the District.
- 2. To receive and to timely deposit all monies belonging to the District in banks designated by the Board of Education.
- 3. To give a bond in such sum as shall be required before entering on the duties of the office.
- 4. To pay out district monies on written order of officers of the Board of Education.
- 5. To give detailed accounts of monies received and disbursed.

H. DUTIES OF THE TAX COLLECTOR

- 1. To collect tax monies on warrant received by him/her from the Board of Education and upon giving proper notice.
- 2. To pay over, on a timely basis, to the treasurer of the Board of Education monies as received.
- 3. To return to the Board a list of unpaid taxes.

ARTICLE V

POLICY DEVELOPMENT AND REVIEW

A. POLICIES AS LAW

The Board in its development stands as a legislature. Its resolutions have the force of law.

B. POLICY ADOPTION AND REVISION

Policies and policy revisions recommended to the Board of Education should be read twice prior to adoption. Thus, time shall be given to permit further study and also to give opportunity for interested parties to react.

Policy as amended in the first reading need be presented for only one additional reading prior to adoption. Policy requiring only reaffirmation, as written needs only one reading.

A resolution may be enacted to meet emergency conditions or special events which take place before a formal policy can be adopted.

C. POLICY REVIEW

All existing policies of the Board of Education shall be reviewed and either reaffirmed, revised, or rescinded, no less frequently than every five years.

D. POLICY REVISION

A resolution to rescind an existing policy shall be read twice, and at least fourteen (14) days shall elapse between readings. A vote whether to rescind said policy shall be taken after the second reading.

E. ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken within the school system where the Board of Education has provided no guides for administrative action, the Superintendent shall have the power to act, but his/her decisions shall be subject to prompt review by action of the Board of Education. It shall be the duty of the Superintendent of Schools to inform the Board of Education promptly of such action and of the need for policy.

ARTICLE VI  
SCHOOL YEAR

A. REQUIREMENTS

Each year school will open for students in September. In the elementary schools, it will close during the week preceding graduation; in the secondary schools, it will close upon completion of required examinations. Each school year must include a minimum of 180 days of instruction.

No school shall be in session on a Saturday or Sunday, or on the legal holidays observed in the annual school calendar.

B. SCHOOL CALENDAR

A school calendar showing the number of days each month, September through June, that school shall be session, and the holiday periods when school is not in session shall be prepared by the Superintendent of Schools.

The Ogdensburg City School District will attempt to cooperate with the member schools of the Board of Cooperative Educational Services in an effort to achieve a common calendar.

Copies of the proposed school calendar will be furnished to the various school building principals for their input and that of their various staffs prior to the recommendation of the Superintendent of Schools and subsequent submission of same to the Board of Education.

C. EMERGENCY CLOSINGS

The importance of attendance at school cannot be over-stated. However, there will occur times when emergencies develop due to inclement weather, the occurrence of contagious diseases, and other conditions which threaten the safety and welfare of children.

The Board of Education delegates the authority to order such emergency closings or delayed openings to the Superintendent of Schools. He will consult with appropriate personnel of the school system and other officials before that decision is made. When such a decision is made, the public will be notified of the nature of the decision and the reasons for same.

When the number of emergency closings is such that the scheduled days of instruction will fall below 180, the school district will make up the necessary days from vacation scheduled later in the school year. If the district is unable to make up sufficient days, it will file an appeal with the Commissioner of Education for relief from the legal requirement.

## ARTICLE VII ADMINISTRATION

### A. CHIEF SCHOOL ADMINISTRATOR, THE EXECUTIVE OFFICER OF THE BOARD

The Chief School Administrator is assumed to be the Executive Officer of the School Board and is expected to carry out Board Policies and Duties and those which are prescribed by education law. As the Executive Officer of the Board, he or she is expected to make monthly and annual reports to the Board upon the condition of the school system accompanied by recommendations for improvement whenever pertinent.

### B. ADMINISTRATIVE RESPONSIBILITY

It is generally accepted that the official in charge of each school unit is a building principal, directly responsible to the Chief School Administrator. His or her duties should include informing teachers and other employees of the policies and directives of the Board and the Chief School Administrator and also should include informing the Chief School Administrator of action at the building level. Appeal from the decisions of the principal shall be made through the line of responsibility as per established grievance procedures before appeal is made to the Board of Education.

### C. ADMINISTRATIVE HANDBOOKS

Handbooks are available in the office of the Superintendent covering administrative rules and regulations which implement these more general Board of Education Policies and Bylaws.

## ARTICLE VIII

### EMPLOYEES

#### A. INFORMATION TO EMPLOYEES

Every effort will be made to keep all employees fully informed of school policies and programs to enable them to work most effectively.

Information pertaining to the duties and responsibilities of the administrators, teachers and non-teaching personnel shall be on file in the Central Office.

#### B. RECOMMENDATIONS FOR EMPLOYMENT

1. The Central Office shall be the operating agency for the development of applications on file, recruiting, facilitation of interviewing, certification verification, documentation of resumes and other materials to the Board of Education.
2. The "Posting of Positions" will be in accordance with the contractual agreements of employees.

3. Insofar as possible, local candidates shall be interviewed.
4. Pertinent supervisors, building principals and Board of Education members, as well as other staff members may be involved in selecting people for recommendation to the Superintendent.
5. Final recommendations for employment will be made by the Superintendent of Schools to the Board of Education.

C. ASSIGNMENTS

The assignment of teacher personnel shall be at the discretion of the Superintendent of Schools after consultation with the appropriate administrators. Notice of the assignment shall be given as soon as the decision has been made. Whenever possible, the desires of the teacher shall be an important consideration in any assignment.

D. TERMS AND CONDITIONS OF EMPLOYMENT

All terms and conditions of employment are covered in the respective contractual agreements of each negotiating unit.

E. LINE OF RESPONSIBILITY

Each teacher or other employee of the district shall be under the general direction of the Chief School Administrator. Teachers and supervisors or consultants shall be immediately responsible to the Principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

F. DUTIES OF PRINCIPALS AND ADMINISTRATORS

Specific duties of principals and/or other administrators may be found in the Job Descriptions on file in the Central Office.

G. DUTIES OF INSTRUCTIONAL PERSONNEL

Specific duties and responsibilities of instructional personnel are outlined in the respective Job Descriptions on file in the Central Office.

H. DUTIES OF NON-INSTRUCTIONAL PERSONNEL

Specific duties of non-instructional personnel are outlined in the individual Job Descriptions that are on file in the Central Office.

I. RETIREMENT

The Ogdensburg Board of Education shall participate in the New York State Employees Retirement System for employees on Civil Service status or professional employees whose membership in the New York State Retirement System may be authorized. The Board of Education will also participate in the New York State Teachers Retirement System and the Federal OASI (social security) Program.

J. HEALTH EXAMINATIONS

1. If directed by the Chief School Officer, all beginning professional employees, before tenure status becomes legally operative, shall submit to a medical examination including x-ray either by a physician of his/her choice or by the school medical inspector, and such reports shall be made available to the School Superintendent in either instance for such recommendations as he or she may care to make to the Board of Education.

2. The Board of Education herewith authorizes the Superintendent of Schools to require any person employed by the Board to submit to a medical examination as required under authority vested in the said Board, either by the school medical inspector or by the physician of his/her choice, at such times as may, in the discretion of the Superintendent, seem in the best interests of the Ogdensburg City School District, to determine the physical or mental capacity of such person to perform his/her duties. The Superintendent shall report such findings and his/her recommendations to the Board of Education for evaluation.

## ARTICLE IX

### FINANCE

#### A. GENERAL

1. The Board of Education of the Ogdensburg City School District shall constitute a corporate body. The Board shall designate the bank or banks for district monies.
2. The Ogdensburg City School District is authorized to expend money for any of the objects or purposes which it is authorized to accomplish by law and may contract indebtedness in its name pursuant to the local finance law.
3. The fiscal year shall be the period beginning July 1 and ending June 30.

#### B. BIDS

1. Contracts for public work and purchase contracts shall be let to the lowest responsible bidder after advertisements according to the General Municipal Law.
2. The Board of Education shall comply with all legal requirements in regards to bidding, in acquiring supplies and/or equipment for the School District. On purchases of less than the required limit for bidding, the Board of Education reserves the right to select bids or waive same at its direction.

#### C. BILL AUDIT

1. The Board of Education shall appoint an Internal Claims Auditor annually at the Organizational Meeting of the Board.
2. All vouchers submitted to the Board of Education for payment must provide adequate detail for the audit of same.

#### D. BONDS

1. Bonds shall be purchased annually for all required school personnel, at Board expense, and at such sureties as the Board directs and approves at such time as the respective listed officers take office or position.

#### E. BUDGET

##### 1. Budget - Tentative

A tentative budget shall be prepared by the Superintendent of Schools and shall be submitted to the Board of Education for consideration and modification as prescribed by law.

##### 2. Public Hearing

The Board of Education shall file with its clerk, a copy of such Tentative Budget, and give proper legal notice as required by the Educational Law.

##### 3. Alterations, Revisions, Publication

Any alterations or revisions made in the Tentative Budget shall be published in the locally designated "Legal Newspaper" as required by law.



4. Final Budget Adoption

The Tentative Budget, as changed, altered or revised, shall be adopted as the Permanent Budget for the ensuing fiscal year, in accordance with all regulations, and/or laws of the State of New York.

5. General Budgetary Controls

Adequate control shall be maintained to ensure that the District is operating within its budget.

6. Insurance

The Board of Education, acting through its insurance broker, shall provide all required coverage for physical loss, and any and all liability of the school district as provided by the Education Law or other New York State Statutory Regulations.

F. INVENTORIES - APPRAISAL

The Board of Education will comply with all regulations of the State Education Department in regards to an Inventory of Fixed Assets and appraisal of same.

ARTICLE X

PROPERTY

A. ACQUISITION

Real property may be acquired by gift, grant, devise or purchase or condemnation. The Board of Education may designate sites to purchase, repair, reconstruct, improve or enlarge. The Board of Education may also designate sites for the construction of new buildings.

B. CUSTODY AND CONTROL OF PROPERTY

Care, custody and maintenance of all property used in the district for education, social and recreational purposes is the duty of the Board of Education.

ARTICLE XI

GENERAL

A. ADVISORY COMMITTEES

1. Permanent advisory committees, as required by law, shall be appointed by the Board of Education upon the recommendation of the Superintendent of Schools.

2. Advisory Committees to meet current school problems may be appointed by the Board of Education.

B. ANALYSIS AND APPRAISAL OF THE SCHOOL SYSTEM

The Board of Education recognizes and approves the ever- continuing study of the school program, curriculum and policies for the improvement of good staff relations, educational achievement of students, economy in management and improved administration or supervision. Such may be accomplished by testing, study groups, curriculum committees, research and comparisons.

C. PUBLIC RELATIONS

The Board of Education, in its efforts to ensure the opportunities for excellence in education of the district's students, recognizes the importance of a well-informed public. To this end, every effort shall be made to encourage a positive rapport with the community and to cooperate with community representatives in furthering projects designed to benefit the schools and the community.

Recognizing the continuing responsibility to keep the citizens of the school district informed, every effort shall be made to use the media as effectively as possible to create an increased awareness of the day-to-day school activities and to foster a better understanding of school problems and achievements.

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