

SUBJECT: BOARD MEETING PROCEDURES

Purpose of Meetings

Board of Education meetings are held in public to conduct business by the Board. That public business includes the hearing of reports, the discussion of programs, recommendations from the Superintendent of Schools, review and adoption of policies and procedures, and the adoption of formal resolutions. A meeting of the Board of Education is not a public hearing unless it has been specially designated as such by the Board. It is a meeting of the Board with its staff for the purpose of transacting business.

Visitors are welcome

The Board welcomes visitors to the meeting, including staff members, students, parents, and members of the public. We ask you to bear in mind that our Board of Education is a legislative body. Visitors are in the same position as they would be when visiting the chambers of the State Legislature in Albany. We, therefore, request that you do not interrupt the discussion, and that you remember that board meetings are conducted by the president of the board. Board members conform to the president's ruling on procedure and on how the meeting is conducted.

Functions of the Board

The Board consists of seven members elected by a majority of the voters in the Jasper-Troupsburg Central School District for a term of office of five years. The board elects its own president and vice-president, and hires a superintendent. The Superintendent is in charge of the administration of the school system. He recommends to the Board policies on operating the elementary school and the high school, and he is in charge of the staff and students in our system. Board members are not paid for their services. They meet regularly twice a month and at other times when necessary.

If you have a question . . .

Generally speaking, all questions concerning a student or a teacher should be taken up with the individual teacher first. If the problem is not resolved at that level, it should then be discussed with the appropriate building principal. Likewise, all matters concerning school policy should be discussed first with the principal. Only those matters which cannot be resolved at the school level should then be brought to the attention of the Superintendent who will either consider them himself, or assign a staff member to do so. Nearly all problems are solved in one of these ways. Questions should not be brought to the board until these other steps have been taken.

Letters to the Board

We welcome letters expressing opinions and observations. Written letters that request information can be answered far more fully than oral questions at board meetings, which generally must be referred back to the staff for a response. Letters may be addressed to either the Board President or the Superintendent.

Addressing the Board during a board meeting

The Board of Education believes it is important for the community to have the opportunity to express questions and concerns during a board meeting. It is also important for the Board to be aware of items that will be brought to their attention. Therefore, the Board has established the following protocol to be followed when individuals/groups would like to address the Board during a school board meeting. As mentioned above, individuals/groups are asked to be sure they have followed the appropriate chain of command before addressing a concern with the Board of Education.

1. The individual/group will contact the Superintendent no later than 12:00pm, the Thursday prior to a board of education meeting.
2. The individual/group will explain to the Superintendent the question/concern to be brought to the Board of Education. The Superintendent will be sure the individual/group has attempted to address the question/concern with the appropriate people prior to addressing the Board.
3. The Superintendent will place the individual/group on the agenda for the next board meeting, unless the agenda does not provide the time for the topic to be fully addressed. In such case, the item will be placed on the agenda for the next regularly scheduled board meeting.
4. If an individual/group does not meet the required timeframe, the question/concern can be addressed with the Board during the Public Comments section of the agenda. This information will be taken under advisement, but the Board will not make it a practice to respond to the question/concern immediately. The Board will determine, with the Superintendent, who will respond to the question/concern.