

The Role of the Board

The general responsibilities of the board are to:

- Select the superintendent
- Establish policies for the total operation of the district
- Upon recommendation of the superintendent, approve the hiring of all personnel and changes in employment status, and set salaries for all district employees
- Decide how district resources will be used
- Adopt an annual school budget
- Represent the community regarding educational matters
- Communicate the needs and progress of the district to the community and other educational governing boards, municipal bodies and legislators.

If you have concerns:

There are many ways to share your concerns and opinions:

- **Talk to your child's teacher or principal**
If you are concerned about your own child or a problem in your child's school, the place to begin is with your child's teacher. He or she needs to know about problems your child is having or concerns you have about your child's education. The school principal is the next person to see. If concerns persist, contact the district office in writing.
- **Speak at board meetings**
During public session meetings, residents are welcome to speak on agenda and non-agenda items.
- **Join your school's PTA/PFA, Athletic, Music or Theater Sponsors**
Active parental involvement is a tradition in the Bay Shore School District. Parent groups play a vital role in the success of our schools.



Bay Shore Union Free School District 2007-2008 Board of Education

Andrew A. Arcuri, *President*
Mary Louise Cohen, *Vice President*
Jerry G. Berka
Randolph Kirchner
Gregory Nardone

Dr. Evelyn Blose Holman
Superintendent of Schools



For more information:

Residents who need more information about the Bay Shore School Board are asked to contact the District Clerk, Nadine Summers at 631-968-1117

For more information about the district, contact the Office of School-Community Services at 631-968-1252

A Guide to Bay Shore School District's Board of Education Meetings



Bay Shore Union Free School District
75 West Perkal Street
Bay Shore, NY 11706

www.bayshoreschools.org

Welcome...

We are pleased that you have come to a Bay Shore Board of Education meeting. Your attendance will allow you to become aware of the educational issues that affect the future of our children and community. Informed and involved parents and citizens are the best guarantees of excellence in our public schools.

In order for your visit to be more meaningful and productive, we would like to familiarize you with the board and its procedures.

About the Board...

The Board of Education is the community's elected body, entrusted with one of the most important responsibilities that can be assigned to citizens - that of helping to plan the education of our youth.

The five board members are elected for three year terms. The Bay Shore Board of Education is a responsible body of the community and an agent of the state. The board members take an oath of office and must abide by the state constitution, state law and mandates, regulations of the Commissioner of Education and the policies of the district. Board members receive no pay for their service, but have the satisfaction of knowing that they are performing an indispensable public service.

Board Tasks...

The Bay Shore Board of Education has two primary missions – one is to set goals and establish policy for the school district and the other is to select a superintendent of schools. The superintendent is responsible for the day-to-day operation of the district in accordance with the goals and policies set forth by the board and State Education Department requirements.

Additionally important, the board helps the community understand public education and leads the public in demanding better education through communication.

Board Meetings...

There are several different types of meetings that convene during the year:

Work Session

Generally, the work session is held on the first and the third Wednesday of the month as listed on the district calendar. Updates can be found on the district website: www.bayshore.k12.ny.us. Work sessions are an opportunity for the board to hear educational presentations, as well as to discuss and plan initiatives, programs and policy. It is an opportunity for the public to observe the process; however, the public may not participate in a work session. Work sessions are held in the Board of Education Conference Room.

Public Session

The regularly scheduled Bay Shore Board of Education meetings are listed on the district calendar, usually held on the third Wednesday of the month, 8:00 pm in the Bay Shore High School Little Theater.

The board encourages comments on the agenda items, but sets certain guidelines for that discussion. A community member who wishes to speak must sign in the book at the rear of the Little Theater before the meeting. The district clerk will recognize residents whose names and addresses are listed therein. Public sessions are limited to 30 minutes and continue as long as they are conducted in an orderly fashion. All questions must be directed to the Board of Education and be relevant to school district matters.

Please Note:

- Only residents whose names and addresses are listed on the sign-in sheet will be recognized.
- Comments from the audience on agenda items will be heard *after* the Pledge of Allegiance.
- Comments on items not on the agenda will be heard *after adjournment* of the public meeting.
- Please limit your comments to three minutes. The board may recognize a speaker not more than twice on the same topic. Please feel free to give the board any additional comments in writing.
- **Neither the Bay Shore Board of Education, nor the Superintendent of Schools, will entertain, in public, comments relating to a personnel matter or individual students. Please be aware that both staff and student privacy are protected**

under the law. If you have a personnel concern or an issue regarding a staff member or student(s), please call the Superintendent of Schools for an appointment at 968-1117.

Executive Session

The Board of Education may adjourn to executive session any time during a meeting to discuss personnel decisions, contract negotiations, sale of property, litigation and other confidential matters. Executive sessions are closed to the public.

Conduct and Remarks Out of Order

Undue interruption or the interference with the orderly conduct of the Bay Shore Board of Education business cannot be allowed. Defamatory or abusive remarks are always out of order. The board president may terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.

Charges, Complaints or Challenges

At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district, invade student privacy, or challenge instructional materials used in the district. All such charges, complaints or challenges shall be presented to the superintendent or board in writing and signed by the complainant. All such charges, if presented to the board or superintendent directly, shall be referred to the proper channels for investigation and reported back to the complainant. Privacy rights of both students and staff will be honored.

Distribution of Materials to Board

Any written or printed material to be distributed to the Bay Shore Board of Education at a board meeting must be submitted to the district clerk by the Wednesday preceding the meeting. Material will be transmitted to the members of the board for review prior to the meeting.