



# Farmingdale School District

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Board of Education Meeting  
October 3, 2018

EXECUTIVE SESSION, 6:00 P.M. – A. TERRY WEATHERS BOARD ROOM

*It is anticipated that upon a majority vote of the total membership of the Board, a motion to meet in Executive Session to discuss specific litigation, collective bargaining, and personnel issues in accordance with Open Meetings Law will be considered. Following the Executive Session the Board will reconvene in the Howitt East Cafeteria at approximately 8 p.m.*

## **PUBLIC MEETING, 8:00 P.M.**

Howitt East Cafeteria

The Board of Education is interested in encouraging all members of the public to share their ideas, comments and questions. Public participation opportunities will be available at the beginning and end of this meeting and, as stated in board policy, no person shall speak for more than three minutes and each period of public participation shall be limited to 30 minutes. If you have any questions or concerns regarding matters on the Agenda, it may be important for you to utilize the first public participation opportunity as the Board will act on those items immediately. Charges, complaints or challenges should follow procedures listed under Policies 1400, 1410 and/or 1440, which are included on the materials table. Thank you for your anticipated courtesy and cooperation. The agenda follows:

IN THE EVENT OF FIRE AND/OR IF YOU HEAR THE FIRE BELL, YOU MUST LEAVE THE BUILDING. PLEASE USE THE NEAREST EXIT, WHICH IS TO YOUR RIGHT IN THE BACK OF THIS ROOM.

## **Call to Order**

## **Pledge of Allegiance**

## **Superintendent's Update**

- Don Hoffman- Cullen & Danowski
- Bond 2016

## **Public Participation**

### **Board of Education Minutes**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of

1. Minutes of Sep 12, 2018 Board of Education Meeting

### **Board Correspondence**

### **Board Committee Reports**

### **Consideration of Consent Agenda:**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Consent Agenda consisting of Items I (a-i), II (a-b), and III (a-d) be approved as a whole with action recorded separately.

## **I. Business Report**

### **a. Acceptance for File of Financial Reports**

1. Acceptance of Treasurer's Report - August 2018
2. Acceptance of Extra Curricular Report - July & August 2018

### **b. Approval of Contracts and Agreements**

1. Approval of Special Education Contracts
2. Approval of Special Education Services Contract for the 2017/18 School Year (Wyandanch)
3. Approval of Aimsweb Training Services Agreement
4. Approval of Summit Security Services, Inc. Consultant Services Agreement

### **c. Approval of a Variance to Policy 1500 to Waive Fee Schedule for the Farmingdale High School PTA Vendor Fair for the 2018/19 School Year**

### **d. Approval of Transfer of Funds**

### **e. Acceptance of a Donation of Furniture from Waldners Business Environments**

### **f. Acceptance of a Donation to the Kevin J. Armstrong Memorial Scholarship Fund**

### **g. Acceptance of a Donation to the Forever Friends Memorial Scholarship Fund**

### **h. Approval of Change Order #1 with Morton Buildings, Inc., for Utility Services, Soil Bins in the Front Parking Lot, and Toilet Room Rough-In Associated with the Maintenance Building at Farmingdale High School**

### **i. Approval of a Transfer from Unappropriated Fund Balance to Increase the General Fund Appropriation for the 2018/19 School Year for the Purpose of Districtwide Security Initiatives**

## **II. Items for Action**

### **a. Approval of Declaration of Obsolete Library Books**

### **b. Approval of CR Part 154 Comprehensive ELL Education Plan (CEEP) and CR Part 154 Data/Information Report**

### **III. Superintendent's Report**

- a. Personnel Items -- Instructional
- b. Personnel Items -- Non-Instructional
- c. Approval of the Committee on Special Education Placements Report and Acceptance for File of Said Report
- d. Approval of the Committee on Preschool Special Education Placements Report and Acceptance for File of Said Report

### **IV. Items for Discussion and Action**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to accept and approve

- 1. Acceptance of the Agreed Upon Procedures Audit Report & Corrective Action Plan for the 2017/18 School Year
- 2. Acceptance of the Risk Assessment Update Report & Corrective Action Plan for the 2017/18 School Year
- 3. Approval of Tax Levy for the 2018/19 School Year
- 4. 2018 Proposed NYSSBA Amendments & Resolutions

### **Public Participation**

### **Adjournment**

A handwritten signature in cursive script, reading "Mary E. Rogers", is written over a solid horizontal line.

Mary E. Rogers, District Clerk

**Board of Education**  
50 Van Cott Ave  
Farmingdale, NY 11735

Meeting: 10/03/18 08:00 PM  
Department: Assistant to the Superintendent for Business  
Category: Action Item  
Prepared By: Ro Fullam  
Initiator: Mike Motisi  
Sponsors:  
DOC ID: 5143

**SCHEDULED**

**CONSENT ITEM (ID # 5143)**

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## **Acceptance of the Agreed Upon Procedures Audit Report & Corrective Action Plan for the 2017/18 School Year**

RESOLVED, that the Farmingdale Union Free School District Board of Education accept the Agreed Upon Procedures Audit Report related to Various Districtwide Processes and Procedures completed in the 2017/18 school year and to approve the Corrective Action Plan for the Various Districtwide Processes and Procedures Agreed Upon Procedures Audit Report.

**Farmingdale Union Free School District**  
**Independent Accountant's Report On**  
**Applying Agreed-Upon Procedures**  
July 19, 2018

Attachment: Internal Audit Report (Agreed Upon Procedures) & Corrective Action Plan for the 2017-18 School Year - October 3, 2018 (5143 :

VINCENT D. CULLEN, CPA  
(1950 - 2013)

JAMES E. DANOWSKI, CPA  
PETER F. RODRIGUEZ, CPA  
JILL S. SANDERS, CPA  
DONALD J. HOFFMANN, CPA  
CHRISTOPHER V. REINO, CPA  
ALAN YU, CPA

**CULLEN & DANOWSKI, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

Board of Education and Audit Committee  
Farmingdale Union Free School District  
Farmingdale, New York

We have performed the procedures described in the following pages, which were agreed to by the Farmingdale Union Free School District (District), solely to determine the effectiveness related to the various processes and procedures of the District's human resources and payroll areas during the period July 1, 2017 through December 31, 2018.

The District's management is responsible for administering these functions.

This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the District. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are described in the following pages.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion on the District's internal control related to payroll and nVision access. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Based on the results and finding of this agreed-upon procedures engagement, we do not recommend that any additional testing be performed.

We would like to express our appreciation for the cooperation and assistance that we received from the District's administration and other employees during our engagement.

This report is intended solely for the information and use of the District and is not intended to be and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purpose.

*Cullen & Danowski, LLP*  
July 19, 2018

**FARMINGDALE UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures**  
**For the Period Ended January 31, 2018**

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**Introduction:**

This report is categorized by function and there are five sections under each function consisting of:

- Background information and procedures performed.
- Findings as a result of our review.
- Recommendations to further strengthen internal controls or improve operational efficiency.

Some of the recommendations may require a reassignment of personnel duties within the District and/or a monetary investment. However, any enhancement of controls should be done after a careful cost-benefit analysis.

**Corrective Action Plan:**

Commissioner of Education Regulation §170.12(e)(4) requires that a Corrective Action Plan (CAP), approved by the Board of Education, must be filed within 90 days of issuance with the New York State Education Department.

The District should submit the CAP along with the respective Internal Audit Report via the New York State Education Department portal.

**FARMINGDALE UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
**For the Period Ended January 31, 2018**

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As per our engagement letter, we were engaged by the Board of Education (Board) and the management of the District to apply auditing procedures to determine the effectiveness related to various processes and procedures of the District's human resources and payroll areas during the period July 1, 2017 through January 31, 2018.

**HUMAN RESOURCES AND PAYROLL ACTIVITIES**

**Background:**

The Human Resource Department is responsible for communicating to payroll newly hired District employees, the approved changes in classification and title of existing employees, as well as employees separating from the District. The Human Resources Department plays a role in calculating and approving certain payments made to employees. The Payroll Department is responsible for the completion of payments to all employees based upon properly approved supporting documentation in accordance with their contracts and collective bargaining agreements.

**Procedures:**

Perform a review of the effectiveness related to the various processes and procedures of the District's human resources and payroll areas per the engagement letter dated October 30, 2017 as follows:

- Review Board policies and District procedures related to human resources and payroll activities.
- Interview District staff in the Human Resources and Payroll Departments regarding policies, procedures and systems that are in effect. Determine that the communications between the departments are adequate and processed timely. Select a sample of transactions and test for compliance with procedures identified.
- We compared the May 5, 2017 payroll to the December 1, 2017 payroll. Based on our analytical review, we selected 40 payments and reviewed the supporting documentation to determine if the proper review and authorization took place for each payment and that payments had been made in accordance with employee contracts. Our selection included individuals who held different positions in the District during the previous year, received additional appointments during the year, received special pays, or had pay reduced as a result of docks. We reviewed all of the changes in appointments to ensure they had been properly approved and documented in the employee's personnel file and that they had been communicated in a timely manner to the Payroll Department.
- We selected 5 individuals who had separated from the District and verified that their separation payments had been properly approved and calculated in accordance with employee contracts. We also verified that the employee personnel file contained notification of separation by the employee, as well as Board acceptance.
- We selected 5 new hires to the District and verified that they had been approved by the Board of Education and properly paid in accordance with the employee contract. We also verified that the employee's personnel file contained the appropriate documentation.

**FARMINGDALE UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
**For the Period Ended January 31, 2018**

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**Findings:**

Review of the Human Resources Department noted:

- The Human Resources Department (Department) does not have formal, written procedures for the various activities performed by the Department. The Department does maintain a listing of roles and responsibilities of the Department's employees, as well as a calendar that details the dates certain tasks are performed. The Payroll Department has formal, written procedures and utilizes checklists for each payroll to help ensure that the payroll is processed properly.
- Communication between the Human Resources and Payroll departments appears to be adequate and timely.
- The Personnel Department is maintaining all supporting documentation and approvals for changes in appointments and employee position changes in employee personnel files.
- We noted that all payments tested, had been adequately approved for payment.
- We noted that one employee tested had not been paid for an hour worked per their approved time sheet. It was also noted that the employee was improperly paid for overtime hours at the employee's straight time rate.

**Recommendations:**

We recommend that the District develop and update formal, written procedures for the Human Resources Department. This is especially important for procedures performed annually.



# Farmingdale School District

**MICHAEL MOTISI**

*Assistant to the Superintendent for Business*  
(516) 434-5120

**PAUL DEFENDINI**

*Superintendent of Schools*

October 4, 2018

Office of the State Comptroller  
110 State Street  
Albany, NY 12236

Attention: The Honorable Thomas P. DiNapoli  
New York State Comptroller

Dear Mr. DiNapoli:

Below please find the district's response to findings and recommendations of the 2017/18 Agreed Upon Procedures Audit which was performed by the district's internal auditors, Cullen & Danowski.

**Recommendation #1**

It was recommended that the District develop and update formal, written procedures for its Human Resources Department.

**Response**

The district is in full agreement with this recommendation, and will create a formal procedures manual for its Human Resources Department. This recommendation will be fully implemented by the district's Assistant Superintendent for Human Resources & Administration and the district's Personnel Administrator prior to the next on-site risk assessment audit work during the 2018/19 school year.

If you have any questions, please do not hesitate to contact my office.

Very truly yours,

Michael Motisi  
Assistant to the Superintendent for Business

MM/rf

cc: J. Conway - Director, NYSED Audit Services  
D. Hoffmann - Partner, Cullen & Danowski  
P. Defendini - Superintendent, Farmingdale UFSD  
B. Ernst - School Business Administrator, Farmingdale UFSD

**Board of Education**

50 Van Cott Ave  
Farmingdale, NY 11735

Meeting: 10/03/18 08:00 PM

Department: Assistant to the Superintendent for Business

Category: Action Item

Prepared By: Ro Fullam

Initiator: Mike Motisi

Sponsors:

DOC ID: 5144

**SCHEDULED****CONSENT ITEM (ID # 5144)**

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## **Acceptance of the Risk Assessment Update Report & Corrective Action Plan for the 2017/18 School Year**

RESOLVED, that the Farmingdale Union Free School District Board of Education accept the Risk Assessment Update Report completed in the 2017/18 school year and to approve the Corrective Action Plan for the Risk Assessment Update Report.

**Farmingdale Union Free School District**  
**Risk Assessment Update Report**  
July 19, 2018

VINCENT D. CULLEN, CPA  
(1950 - 2013)

JAMES E. DANOWSKI, CPA  
PETER F. RODRIGUEZ, CPA  
JILL S. SANDERS, CPA  
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CHRISTOPHER V. REINO, CPA  
ALAN YU, CPA

**CULLEN & DANOWSKI, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

**Risk Assessment Update Report**

To the Board of Education and Audit Committee  
Farmingdale Union Free School District  
Farmingdale, New York

We have performed the annual risk assessment update of the Farmingdale Union Free School District (District) as required by Chapter 263 of the Laws of New York, 2005 and as per our agreement of July 1, 2017.

This engagement is in accordance with auditing standards generally accepted in the United States of America and the applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We have also considered the guidelines promulgated by the New York State Education Department in connection with such risk assessments.

Specifically, we performed the following:

- We reviewed our understanding of the critical business processes of the District. These critical business processes included, but were not limited to:
  - Governance and planning
  - Accounting and reporting
  - Revenue and cash management
  - Payroll and related benefits
  - Purchasing and related expenditures
  - Facilities and equipment
  - Student services
  - Student related data
  - Information technology
- We identified the key risks based on our understanding of these business processes.
- We identified the stated controls that are currently in place to address those risks.

These procedures were accomplished through interviewing District management and accounting and other departmental personnel to determine the flow of accounting information and controls placed in operation. The scope of our engagement did not include testing the operating effectiveness of such controls.

T:\Office\50,000's\51550\Financial\2018\RA Update Report 18.doc

Our procedures were not designed to express an opinion on the internal controls of the District, and we do not express such an opinion. Additionally, because of inherent limitations of any internal control, errors or fraud may occur and not be prevented or detected by internal controls. Also, projections of an evaluation of the accounting system and controls to future periods are subject to the risk that procedures may become inadequate because of changed conditions.

We would like to express our appreciation for the cooperation and assistance that we received from the District's administration and other employees during our engagement, especially the Business Office personnel.

This report is intended solely for the use and information of the Board of Education and its Audit Committee and the management of the Farmingdale Union Free School District, and is not intended to be and should not be used by anyone other than these specified parties.

*Cullen & Danowski, LLP*  
July 19, 2018

## FARMINGDALE UNION FREE SCHOOL DISTRICT

## Introduction

July 19, 2018

Chapter 263 of the Laws of New York, 2005 requires most districts to create an internal audit function. The creation of this function requires districts to engage either a qualified audit firm or individual to make an initial risk assessment of the design of the district's internal controls; annually update this assessment; and, periodically test these controls for operational effectiveness and efficiency. This report addresses the second requirement, which is an annual risk assessment update.

Internal controls are the checks and balances over the various processes or functions that comprise the operations of a district. As previously mentioned, we have identified the following key processes to be considered in the risk assessment update (Note: each one of the key processes is comprised of sub-functions.)

- Governance and planning
- Accounting and reporting
- Revenue and cash management
- Payroll and related benefits
- Purchasing and related expenditures
- Facilities and equipment
- Student services
- Student related data
- Information technology

One key element in any internal control system is the concept of **segregation of duties**. This concept ensures that one person cannot execute a transaction without at least one other individual checking his or her work. Of course, where segregation of duties is not feasible, the district can employ compensating controls.

Nevertheless, there are some important concepts that should be understood when reviewing internal controls. These concepts are:

- An internal control system is designed to provide reasonable but not absolute assurance in safeguarding the assets of the district.
- The concept of reasonable assurance recognizes that the cost of the internal control should not exceed the benefits derived.
- There are inherent limitations that should be recognized in considering the potential effectiveness of any internal control system, e.g., errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. More importantly, it is **collusion** that poses the greatest threat to any internal control system. If two employees collude in order to circumvent the controls set up by the district, they could perpetrate a fraud.

The initial risk assessment required the internal auditor to obtain an understanding of both the inherent and control risks associated with the various functions within the District. The risk assessment update requires the internal auditor to identify the changes in procedures, policies, personnel, and systems that may have an impact on these risks and possibly alter the initial risk assessment's level of control risk.

**Control risk** measures the adequacy of internal controls designed to mitigate the inherent risk within the process. In this engagement, we have assessed the control risk based upon our interview process. The testing of the controls, which is performed during the detailed testwork, could support the lowering of the prior control risk assessment associated with individual processes and sub-functions.

**FARMINGDALE UNION FREE SCHOOL DISTRICT**  
**Introduction (Continued)**  
 July 19, 2018

We have organized this report into the following four sections:

The first section is a risk assessment table. In this table, we identify the processes or functions that we have reviewed. This table includes our assessment of the control risk associated with each process. There are two control risk columns to reflect the prior year risk assessment level and the current year risk assessment level based on the results of the risk assessment update as well as the detailed testwork performed for selected processes. **Since the testing of controls has not been done for all processes, it is important to note that this table should not be viewed as the final assessment of the District's control environment.** The Risk Assessment Table also includes our suggestions for processes to be tested during the coming year. However, the decision of which processes to review in detail is at the discretion of the Audit Committee.

The second section includes the current observations and recommendations based on new findings identified during this risk assessment update. These are categorized based upon the areas of our audit program similar to the prior risk assessment report and these findings have been considered in the assessment of the level of control risk.

The third section contains the current status of the observations and recommendations that are still open for areas of potential improvement in the District's internal controls or operations included in the following reports:

<i>Report Type</i>	<i>Issue Date</i>	<i>Area(s)</i>
Risk Assessment	August 11, 2017	District-wide
Agreed-Upon Procedures	August 11, 2017	Various Areas

These results have been considered in the assessment of the level of control risk.

The fourth section contains the observations and recommendations included in the prior risk assessment and/or agreed-upon procedures reports that are now considered closed. The fact that these items have been implemented or resolved was considered in the assessment of the level of control risk.

Some of the recommendations may require a reassignment of duties and/or an addition to Business Office personnel. However, any enhancement of controls should be done after a careful cost-benefit analysis.

Commissioner of Education Regulation §170.12(e)(4) requires that a Corrective Action Plan (CAP), approved by the Board of Education, must be filed within 90 days of issuance with the New York State Education Department.

The District should submit the CAP along with the respective Internal Audit Report via the New York State Department of Education portal system.

**FARMINGDALE UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Table**  
 July 19, 2018

(L=Low, M=Moderate, H=High)

Business Process Area	Date of Detailed Testing*	Date of Limited Testing **	Control Risk		Proposed Detailed Testing
			Prior Year	Current Year	
<b>Governance and Planning</b>					
Governance Environment			L	L	
Control Environment			L	L	
Strategic Planning			M	M	
Budget Development			M	M	
Budget Administration			M	M	✓
<b>Accounting and Reporting</b>					
Assessing Financial Condition			L	L	
Financial Accounting and Reporting			M	M	✓
Auditing			L	L	
Financial Oversight			M	M	
Fund Balance Management			M	M	
<b>Revenue and Cash Management</b>					
Real Property Tax			L	L	
State Aid			M	M	
Medicaid			M	M	
Out of District Tuition			M	M	
Use of Facilities			L	L	
Donations			M	M	
Collection & Posting of Receipts	12/06/11	7/22/16	L	L	
Cash Management			M	M	
Investment Management			M	M	
Petty Cash			L	L	
Bank Reconciliations	12/06/11	7/22/16	L	L	
<b>Grants and Special Education</b>		08/11/17 ***			
General Processing/Monitoring	3/26/13		L	L	
Grant Application			M	M	
Allowable Costs	3/26/13		L	L	
Cash Management			M	M	
Reporting and Monitoring	3/26/13		L	L	
Compliance	3/26/13		L	L	
<b>Payroll, HR and Related Benefits</b>		08/11/17			
Payments to Employees	8/13/15		L	L	
Allocation of Expenditures	8/13/15		L	L	
General Employee Administration			M	M	
Employee Benefit Administration	10/28/08	08/11/17	L	L	
Employee Attendance	4/26/10	08/11/17	L	L	
Hiring/Termination of Employees			M	M	

\* Indicates the issuance date of an agreed-upon procedures report (AUP) for that area.

\*\* Limited testing of controls performed in this area. Date shown is the date of the AUP report.

\*\*\* Review of STAC processing.

Attachment: Risk Assessment Update Report & Corrective Action Plan for the 2017-18 School Year - October 3, 2018 (5144 : Acceptance of Risk

**FARMINGDALE UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Table (Continued)**  
 July 19, 2018

(L=Low, M=Moderate, H=High)

Business Process Area	Date of Detailed Testing*	Date of Detailed Testing **	Control Risk		Proposed Detailed Testing
			Prior Year	Current Year	
<b>Purchasing and Related Expenditures</b>					
PO System	12/16/11		L	L	✓
Payments Outside PO System	12/16/11		L	L	✓
Purchasing Process	12/16/11		L	L	✓
Allocation of Expenditures	12/16/11		L	L	✓
Payment Processing	12/16/11		L	L	✓
Travel and Conferences	12/16/11		L	L	✓
Credit Cards/House Accounts	12/16/11	08/11/17	L	L	✓
<b>Facilities</b>					
Facilities Maintenance			M	M	
Construction Planning			M	M	
Construction Monitoring			M	M	
Construction Completion			M	M	
<b>Fixed Assets</b>					
Acquisition and Disposal	7/12/14		L	L	
Inventory	7/12/14		L	L	
<b>School Environment</b>					
Safety and Security			M	M	
<b>Student Transportation</b>					
Fleet Maintenance			M	M	
Risk Management			M	M	
Personnel Compliance			M	M	
Facilities Maintenance and Security			M	M	
<b>Food Service</b>					
Federal and State Reimbursement			M	M	
Sales Cycle and System		7/22/16	M	L	
Inventory and Purchases			M	M	
Eligibility Verification			M	M	
<b>Extracurricular Activity Fund</b>					
General	5/29/09		M	M	
Cash and Cash Receipts	5/29/09	7/22/16	M	M	
Expenditures and Purchasing	5/29/09	7/22/16	L	L	
Inventories	5/29/09		M	M	
<b>Student Related Data</b>					
Tracking Student Attendance	4/26/11		M	M	
Student Performance Data			M	M	
<b>Information System</b>					
Governance			M	M	
Network Security			M	M	
Financial Application Security	8/13/15	7/22/16	M	L	✓
Other Application Security			M	M	
Disaster Recovery			M	M	

\* Indicates the issuance date of an agreed-upon procedures report (AUP) for that area.

\*\* Limited testing of controls performed in this area. Date shown is the date of the AUP report.

Attachment: Risk Assessment Update Report & Corrective Action Plan for the 2017-18 School Year - October 3, 2018 (5144 : Acceptance of Risk

**FARMINGDALE UNION FREE SCHOOL DISTRICT  
Risk Assessment Update Report  
July 19, 2018**

**CURRENT OBSERVATIONS AND RECOMMENDATIONS**

None noted.

**STATUS OF PRIOR OBSERVATIONS AND RECOMMENDATIONS (OPEN ITEMS)**

*Recommendations from the Agreed-Upon Procedures report dated August 11, 2017:*

We made the following recommendations for consideration by the District:

The District is in the process of changing its fuel storage system as part of the capital projects started. However, the following recommendations for improved controls over fuel usage should be considered:

1. **Reconciliation of Usage** - The daily reconciliation process should improve by getting daily usage reports from the Gasboy system (eliminate manual calculations), and by properly recording and reconciling to physical inventory amounts based on stick readings or other electronic inventory methods.
2. **Identify the user of the Fuel System** - The capability of the Gasboy system to record the person doing the fueling, as well as using the system to calculate miles per gallon, should be implemented.
3. **Monitoring the use of Gas Cans** - The District should determine if there is an effective method to record and monitor the fuel supplied to gas cans. We acknowledge that this could be complex and might not be worth the effort.

**Update 2018**

Each of the three issues noted above will be addressed by the District when implementing a new gas disbursement system as part of the on-going capital projects. The systems under consideration will address each of the issues noted above. All disbursements of fuel will identify both the vehicle or gas can and the person using the fuel pump. The system accounting and reporting will allow efficient monitoring of the activity.

**STATUS OF PRIOR OBSERVATIONS AND RECOMMENDATIONS (CLOSED ITEMS)**

**Home Depot Invoices** - We recommended that the District review the procedures related to purchasing goods from Home Depot, determining whether some explanation of the use of the goods and materials should be provided on invoices above a threshold (on all invoices). Once the procedures are developed, District-wide Operations staff, Accounts Payable and the Claims Auditor should be advised of the procedures.

**Update 2018 (This issue is now closed)**

The District has substantially improved the documentation related to purchases from Home Depot. We reviewed the file and the documentation related to the purchases matched the procedures implemented to address this issue.



# Farmingdale School District

**MICHAEL MOTISI**

*Assistant to the Superintendent for Business  
(516) 434-5120*

**PAUL DEFENDINI**

*Superintendent of Schools*

October 4, 2018

Office of the State Comptroller  
110 State Street  
Albany, NY 12236

Attention: The Honorable Thomas P. DiNapoli  
New York State Comptroller

Dear Mr. DiNapoli:

Below please find the district's response to findings and recommendations of the 2017/18 Risk Assessment Audit which was performed by the district's internal auditors, Cullen & Danowski.

**Recommendation #1**

It was recommended that the District improve controls over the fuel usage and reconciliation processes.

**Response**

The district is in full agreement with this recommendation, and will implement a process to improve controls over fuel usage and the associated reconciliation process. This recommendation will be fully implemented by the district's Director of Districtwide Operations when the district upgrades to a new gas disbursement system during the 2018/19 school year.

If you have any questions, please do not hesitate to contact my office.

Very truly yours,

Michael Motisi  
Assistant to the Superintendent for Business

MM/rf

cc: J. Conway - Director, NYSED Audit Services  
D. Hoffmann - Partner, Cullen & Danowski  
P. Defendini - Superintendent, Farmingdale UFSD  
B. Ernst - School Business Administrator, Farmingdale UFSD

**Board of Education**

50 Van Cott Ave  
Farmingdale, NY 11735

Meeting: 10/03/18 08:00 PM

Department: Assistant to the Superintendent for Business

Category: Action Item

Prepared By: Ro Fullam

Initiator: Mike Motisi

Sponsors:

DOC ID: 5145

**SCHEDULED****CONSENT ITEM (ID # 5145)**

## **Approval of Tax Levy for the 2018/19 School Year**

RESOLVED, that the Farmingdale Union Free School District Board of Education approve the attached tax levy for the 2018/19 School Year.

## Farmingdale Union Free School District 2018-2019 Tax Levy

### TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED, that the following budget of necessary claims and expenditures for school purposes in the Farmingdale Union Free School District located in the Towns of Oyster Bay and Babylon, State of New York, for the school year July 1, 2018 to June 30, 2019 in the amount of \$165,707,424 is hereby accepted.

RESOLVED, that the sum of \$97,630,951 being the amount to be raised by taxation for the portion of Farmingdale Union Free School District located in the Town of Oyster Bay, County of Nassau, and the sum of \$26,192,210 being the amount to be raised by taxation for the portion of Farmingdale Union Free School District located in the Town of Babylon, County of Suffolk, for the school year 2018-2019 be levied upon the taxable property of said School District as certified to by the Boards of Assessors for the school year 2018-2019 for the purposes specified within this resolution.

RESOLVED, that the Assistant to the Superintendent for Business of the Farmingdale Union Free School District, Town of Oyster Bay, Nassau County and Town of Babylon, Suffolk County is hereby authorized and directed to file a certified copy of these resolutions with the Board of Assessors, Nassau County, and the Town of Babylon, New York after receiving finalized assessed values from the Departments of Assessment, Nassau County and Town of Babylon and finalized equalization rates from the Office of Real Property Tax Services.

Amount of assessed valuation (apportion base) in the confines of Farmingdale Union Free School District, Nassau County and Town of Babylon being \$10,022,393 and \$13,093,213 respectively, and that the equalization rates for apportioning said tax levy to Nassau County and Town of Babylon respectively, as recommended by the State Board of Equalization are .0023 and .0112, and that the aforementioned figures be placed in the file of minutes of the regular meeting of October 3, 2018.

Tax Levy By Organization			
	Nassau County	Town of Babylon	Totals by Agency
Schools	\$97,630,951	\$26,192,210	\$123,823,161
Library	\$3,071,961	\$824,139	\$3,896,100
Youth Council	\$468,229	\$125,616	\$593,845
<b>Total Tax Levy</b>	<b>\$101,171,141</b>	<b>\$27,141,965</b>	<b>\$128,313,106</b>

### Vote

Suzanne D'Amico \_\_\_\_\_  
 Mario Espinosa \_\_\_\_\_  
 Anthony Giordano \_\_\_\_\_  
 Kathy Lively \_\_\_\_\_  
 Arlene Soete \_\_\_\_\_  
 Ralph Morales \_\_\_\_\_  
 Michael Goldberg \_\_\_\_\_

Attachment: Tax Levy for 2018-2019 - October 3, 2018 (5145 : Approval of Tax Levy for the 2018/19 School Year)

**Board of Education**  
50 Van Cott Ave  
Farmingdale, NY 11735

Meeting: 10/03/18 08:00 PM  
Department: Superintendent's Office  
Category: Discussion and Action  
Prepared By: Pat Celano  
Initiator: Paul Defendini  
Sponsors:  
DOC ID: 5153

**SCHEDULED**

**DISCUSSION AND ACTION (ID # 5153)**

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## **2018 Proposed NYSSBA Amendments & Resolutions**

See attached 2018 Proposed NYSSBA Amendments & Resolutions

# 2018 PROPOSED BYLAW AMENDMENTS & RESOLUTIONS



Attachment: 2018 Proposed Bylaw Amendments & Resolutions (5153 : 2018 Proposed Amendments & Resolutions)

### **Please Note:**

The proposals contained within this booklet are not the official positions of the New York State School Boards Association (NYSSBA). Rather, these proposals represent items introduced by individual NYSSBA member boards or the NYSSBA Board of Directors for consideration at the 2018 Annual Business Meeting.

No individual board, including the NYSSBA Board of Directors, can adopt a formal position statement or change to the Association bylaws. Only a vote of the delegates at the Annual Business Meeting can adopt a formal position statement or change to the bylaws of the Association.

To view NYSSBA's current bylaws and position statement, please see the links below.

[NYSSBA Bylaws](#)

[NYSSBA 2018 Position Statements](#)



# New York State School Boards Association

*Better School Boards Lead to Better Student Performance*

24 Century Hill Drive, Suite 200  
Latham, New York 12110-2125

Tel: 518.783.0200 | Fax: 518.783.0211  
www.nyssba.org

**TO:** School Board Members and Chief School Administrators

**FROM:** Judith Breese, Resolutions Committee Chair

**DATE:** August 20, 2018

This is the report of the recommendations of the Resolutions Committee on proposed resolutions, which will be acted upon by the delegates at the New York State School Boards Association's Annual Business Meeting on Saturday, October 27th, 2018 at 8:00 a.m. at the Sheraton New York Times Square Hotel, New York Ballroom, 3<sup>rd</sup> Floor.

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## ANNUAL BUSINESS MEETING

**SATURDAY, OCTOBER 27, 8:00 A.M., Sheraton New York Times Square Hotel, New York Ballroom, 3<sup>rd</sup> Floor.**

## DELEGATE ORIENTATION / ASK THE PARLIAMENTARIAN

**FRIDAY, OCTOBER 26, 11:15 – 12:15 P.M.**

**Sheraton New York Times Square Hotel, Bowery Room, Lower Level**

An orientation for delegates will be led by Jay Worona, NYSSBA's Deputy Executive Director, General Counsel and Parliamentarian and Julie M. Marlette, Director of Governmental Relations and Staff Liaison to the Resolutions Committee for the Annual Business Meeting. This meeting will acquaint voting delegates with the business meeting process and answer any questions regarding conduct of the meeting.

## NYSSBA BOARD OF DIRECTORS

President .....	WILLIAM MILLER
1 <sup>st</sup> Vice President .....	FRED LANGSTAFF
2 <sup>nd</sup> Vice President .....	PEGGY ZUGIBE
Treasurer .....	THOMAS NESPECA
Immediate Past President .....	SUSAN BERGTRAUM
Area 1 .....	LINDA R. HOFFMAN
Area 2 .....	RODNEY GEORGE
Area 3 .....	CHRISTINE SCHNARS
Area 4 .....	SANDRA H. RUFFO
Area 5 .....	RUSSELL STEWART
Area 6 .....	WAYNE ROGERS
Area 7 .....	CATHERINE LEWIS
Area 8 .....	BRIAN LATOURETTE
Area 9 .....	JOHN REDMAN II
Area 10 .....	PEGGY ZUGIBE
Area 11 .....	ROBERT "B.A." SCHOEN
Area 12 .....	FRED LANGSTAFF
Area 13 .....	RICHARD CARRANZA
Director, Big 5 School Districts .....	WILLA POWELL
Director, Caucus of Black School Board Members .....	MICHAEL JAIME

## RESOLUTIONS COMMITTEE

Area 8 .....	JUDITH BREESE
Area 1 .....	SCOTT M. JOHNSON
Area 2 .....	MARK ELLEDGE
Area 3 .....	THOMAS DEJOE
Area 4 .....	BRADLEY GRAINGER
Area 5 .....	DAVID P. CORDONE
Area 7 .....	C. DAVID GAYNOR
Area 9 .....	JOHN PASICHNYK
Area 10 .....	FRANK SCHNECKER
Area 11 .....	MICHAEL WEINICK
Area 12 .....	BETTY DESABATO
Area 13 .....	SHARON RENCHER
Big 5 .....	EDGAR R. SANTANA

**ORDER OF BUSINESS  
2018 BUSINESS MEETING**

**ORDER OF BUSINESS**

- President's Welcome and Comments
- Announcement of a Quorum
- Adoption of Order of Business
- Adoption of Rules of Conduct for the Business Meeting

**THE BUSINESS MEETING**

- Announcement of Election Results – Areas 2, 4, 6, 8, 10 and 12
- Introduction of Officers and Directors

**ELECTION OF OFFICERS**

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Treasurer

**PRESENTATIONS**

- Report of the Executive Director
- Report of the Treasurer

**CONSIDERATION OF PROPOSED BYLAW AMENDMENTS AND RESOLUTIONS**

- Report of the Resolutions Committee
  - Consideration of Expiring NYSSBA Positions Recommended for Adoption
  - Consideration of Proposed Resolutions Recommended for Adoption
  - Consideration of Proposed Resolutions Not Recommended for Adoption

**OTHER BUSINESS**

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**PROPOSED RESOLUTIONS (2013 Sunsetting Position Statements)  
RECOMMENDED BY THE RESOLUTIONS COMMITTEE FOR ADOPTION**

**PROPOSED RESOLUTION 1 (Sunsetting Position Statement)**

Submitted by the *New York State School Boards Association Board of Directors (6/9/18)*

- 1 **RESOLVED**, that the New York State School Boards Association opposes any legislative and  
2 **regulatory mandates that would impose new unfunded or underfunded mandates.**

**Rationale**

New unfunded and underfunded mandates should not be enacted. Each time a new unfunded or underfunded mandate is passed by the state or federal government, school districts are put in a difficult position of having to reallocate resources or reduce programs.

Unfunded and underfunded mandates can be expensive and time consuming. Under a statewide tax cap, flat federal funding, and the future increase in cost of health benefits, schools boards are struggling to find ways to maintain current programs and services. Local boards of education have been elected to act as the financial stewards for their districts. Each board represents a unique community with different goals, needs and a variety of resource levels. These locally elected boards are in the best position to understand the needs of their individual districts. As such, they should not be forced to pay for unfunded and underfunded mandates. If the state or federal government wants to prioritize spending in a certain area or program, the state or federal government should adjust their budgets to finance that priority, just as school districts do.

**PROPOSED RESOLUTION 2 (Sunsetting Position Statement)**

Submitted by the *Northport-East Northport Union Free School Board (7/13/18)*

- 1 **RESOLVED**, that the New York State School Boards Association supports legislation at the state level  
2 **to hold school districts financially harmless whenever they experience the unanticipated, significant**  
3 **loss of revenue due to tax certiorari cases or the unexpected loss of a significant portion of the value of**  
4 **their taxable property.**

**Rationale**

Power generating companies and their authorities are actively seeking to aggrieve their property taxes in their host communities across New York State. Tax certiorari cases across New York State would shift the assessed burden from the power generating companies to host communities and their school districts.

Most school officials agree the tax challenges by power generating plant authorities have the potential to devastate programs in school districts that are part of these host communities. If tax challenges are successful,

school districts would have to cut programs and staff significantly, which would leave schools in these host communities with a lack of adequate resources and would damage educational opportunities for students.

Therefore, school districts in these host communities will need the full support of our legislature to broaden the use of the state's existing power plant cessation mitigation fund as well as legislative support of tax stabilization reserve funds to help soften the impact for school districts that face potentially drastic losses to their tax bases.

It is imperative that NYSSBA continue its long-standing position of supporting adequate resources to assure the opportunity of a sound education of all students.

**PROPOSED RESOLUTIONS  
RECOMMENDED BY THE RESOLUTIONS COMMITTEE FOR ADOPTION**

**PROPOSED RESOLUTION 3**

Submitted by the *NYSSBA Board of Directors (6/9/18)*

- 1 **RESOLVED**, that the New York State School Boards Association supports legislation to improve  
2 school safety by reducing access to guns.

**Rationale**

Since the Columbine High School shooting, legislators have argued back and forth over what laws to put in place to better ensure the safety of American citizens and students. Little has been done on a national scale to make guns more difficult to acquire and as the two decades since the Columbine incident come to a close, we have been exposed to many more incidents of shooters entering school grounds and injuring or killing students and faculty.

On February 14, 2018, a former student of Marjory Stoneman Douglas High School in Parkland, Florida took an Uber to campus, pulled a fire alarm and opened fire indiscriminately at students and staff. There were 17 casualties. Now, this is considered one of the world's deadliest school shootings. In the weeks that followed, schools around the country and the state experienced an uptick in violent threats against schools and their students and, more instances of violence. While many school districts have chosen to respond with greater security measures such as the hiring of School Resource Officers (SROs) or the purchasing of metal detectors, preventative measures should be taken as well.

However, despite these preventative measures, individuals who mean our students harm are still able to access firearms, frequently legally without adequate screening. The advent of 3-D printer technology, which will allow individuals to produce their own firearms will further erode the regulation of acquisition and use of fire arms. One of the best ways we can protect our students is to prevent individuals who mean them harm from accessing the tools to act on that intent.

**Explanation of the Resolutions Committee**

The committee had a lengthy and robust conversation about this resolution before narrowly voting 6-5 to recommend it for adoption. As a result of the narrow vote and the sensitive nature of the topic, the decision was made to explain the Committee's deliberations and decision. The decision to recommend was not intended to infringe on the rights of responsible gun owners throughout the state, nor ignore the fact that New York has stronger gun laws than many states. However, evolving methods for accessing guns, which were not contemplated when current laws were enacted, most recently 3-D printing, resonated with the Committee. Therefore, a determination was made to recommend the resolution with the expectation that the resolution will require further discussion by the voting delegates.

**PROPOSED RESOLUTION 4**

Submitted by the NYSSBA Board of Directors (6/9/18)

- 1 **RESOLVED**, that the New York State School Boards Association supports legislative proposals that  
 2 would allow districts to adopt an earlier start to the instructional year with those dates being eligible  
 3 for state aid.

**Rationale**

Current law requires that school districts be in session for 180 days in order to receive their allocation of state aid. Moreover, the instructional year is limited to September through June for the district to receive state aid. Otherwise, the days do not count towards the district's 180 day requirement and a penalty is applied to the district's regular aid appropriation. Such days can instead be considered "summer school" and aided through a different, less generous mechanism.

Many districts have been experiencing increasing pressures to adjust their calendars for various reasons including increasingly diverse religious observations and election days. Additionally, increasing instances of severe inclement weather have in some parts of the state resulted in increases in school closures.

As the cultural, religious, security and climate-related circumstances in which school districts must operate change, so must our laws. Most of our communities are no longer tied to an agrarian calendar. Our state school funding laws and school calendars should be updated to represent the diverse needs of today's students, and driven by what works for their communities.

**PROPOSED RESOLUTION 5**

Submitted by the NYSSBA Board of Directors (6/9/18)

- 1 **RESOLVED**, that the New York State School Boards Association supports preserving Medicaid  
 2 funding to school districts.

**Rationale**

Nationally, Medicaid covers nearly 37 million children. Schools receive approximately \$4 billion a year in Medicaid funding which they use to provide a range of services including: psychiatric, mobility and vision, speech-language pathology, and other needed services.

New York receives more than \$273 million in Medicaid funding annually for school-based services that cover over 1.8 million students. School districts use Medicaid funding to create and sustain school-based health centers. There are over 180,000 students enrolled in the 252 school-based health centers that currently operate in New York State. These health centers provide services to students who live in poverty and who have little or no other access to such services. Improving the overall health of students leads to fewer absences and improved

academic performance. Students learn better when their health needs are met, and Medicaid funding is critical to ensuring schools are able to teach the whole child.

Medicaid funding also covers the costs of medical services for students with disabilities, such as physical therapy, feeding tubes and wheelchairs. In New York State, more than 450,000 school-aged children with disabilities receive some form of special education programming or services annually funded through Medicaid.

Medicaid funded services provided in schools contribute to fewer absences, better grades, higher likelihood of on-time graduation and even higher earnings for students after they have graduated. Medicaid funding plays a vital role in ensuring that school districts have the resources to support all students in achieving success.

#### **PROPOSED RESOLUTION 6**

Submitted by the *NYSSBA Board of Directors (6/10/17)*

- 1 **RESOLVED**, that the New York State School Boards Association supports proposals making
- 2 kindergarten attendance mandatory.

#### **Rationale**

Kindergarten plays a pivotal role in preparing children for school attendance, socialization, collaborating, communicating and reading. In addition, academic research suggests that early childhood education can provide critical preparation for school success and reduce the need for remediation in later years. Experts agree that children who attend kindergarten and other early education programs have better skills in areas such as communication, reading, numeracy and problem solving throughout their education.

Furthermore, there are also significant social benefits. Kindergarten offers a great avenue for children to interact with other children and possibly make new friends. Kids in kindergarten programs have better positive behaviors as compared to other children, and made notable gains in areas such as independent learning, productivity and originality.

#### **PROPOSED RESOLUTION 7**

Submitted by the *NYSSBA Board of Directors (6/9/18)*

- 1 **RESOLVED**, that the New York State School Boards Association oppose any legislative or regulatory
- 2 effort to grant tenure status to non-instructional school employees.

#### **Rationale**

School district employees, like all public employees, are protected by a variety of legal protections. While

instructional staff is protected by their tenure status and the due process rights that accompany that status, non-instructional employees have their own protections. As public employees, non-instructional staff are generally covered by Civil Service protections. These protections regulate issues that include but are not limited to discipline, seniority, excessing and recall.

Moreover, most school district employees, instructional or not, are members of collective bargaining units, and are able to negotiate collectively for their terms and conditions of employment. Extending tenure rights to non-instructional staff would add an additional, potentially costly set of administrative processes and procedures to staff that already enjoy greater protections than most employees who serve at will.

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### PROPOSED RESOLUTION 8

Submitted by the *Shenendehowa Central School Board (7/11/18)*

- 1 **RESOLVED**, that the New York State School Boards Association shall seek legislation to streamline
- 2 the tenured teacher hearing process set forth in Education Law §3020-a in a way that preserves due
- 3 process while addressing spiraling costs and the extraordinary length of time to conduct hearings.

#### Rationale

It is recognized that legislators and the Board of Regents sought a number of modifications to expedite the process and reduce costs. However, the problem still persists and is increasingly profound, with school districts incurring significant costs while pursuing dismissal of tenured teachers. These costs increase as the time to complete the process increases, therefore school districts seek further legislative relief to expedite completion of the process and otherwise limit their expenditures.

School boards and school board members are expected, in fact required by law to follow the United States and New York State constitutions and the laws established under their articles and provisions. In addition, there is body of legal traditions or principles that underlie all judicial proceedings; these guide our actions and good conscience requires that they be followed. The US Constitution, the basic law of the land, requires that no one shall suffer the loss of life, property or loss of liberty without due process of the law. Application of this principle required that no penalty shall be suffered before the legal process is completed and a penalty has been justly determined.

Therefore, in seeking legislation to further streamline the tenured teacher hearing process set forth in Education Law §3020-a, NYSSBA, while seeking to be good stewards of public resources, shall not seek legislative relief that goes against the fundamental fabric of our legal system and legal rights of all citizens.

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**PROPOSED RESOLUTION 9**

Submitted by the *New York Mills Union Free School Board (7/12/18)*

1 **RESOLVED**, that the New York State School Boards supports legislation that allows the date of the  
2 annual reorganizational meeting to be on or before the Monday following the 20th of July.  
3

**Rationale**

Between end of school year activities and the July 4th holiday, many Board of Education members are not available to meet during the first 15 days of July. By adding the extra 5 days to the current law, Boards of Education will have a better opportunity for all members to be available for this very important meeting.

**PROPOSED RESOLUTION 10**

Submitted by the *Washingtonville Central School Board (7/12/18)*

1 **RESOLVED**, that the New York State School Boards Association supports legislation to exempt  
2 expenditures related to school safety from the tax cap.

**Rationale**

The increase of attacks on our schools has made safety a priority. The existence of the property tax cap creates a situation where school districts often have to decide between keeping important educational programs or putting security measures in place.

**PROPOSED RESOLUTION 11**

Submitted by the *Washingtonville Central School Board (7/12/18)* - Endorsed by the *Hewlett Woodmere Union Free School Board*

1 **RESOLVED**, that the New York State School Boards Association supports additional state and federal  
2 funding which would be dedicated for school safety programs, staff, and equipment.

**Rationale**

The epidemic of violence in our schools continues to grow. Due to the limitations of the 2% tax cap, school districts have minimal resources to hire security personnel and add additional safety upgrades. Our responsibility is not only to educate our children, but also to ensure their safety.

**Statement of Support by the Hewlett-Woodmere Union Free School Board:**

Students and school district employees have a right to learn and work in a safe and secure environment. A safe environment provides the conditions for positive academic achievement, learning, and engagement. As incidences of violence in schools increase, communities look to school districts to continue to invest in the most sophisticated systems, programs, and equipment available.

Further, it is essential that students and staff receive the necessary training on all district safety and security systems to ensure applicable and timely responses to emergent situations.

Each individual school district must be provided funding to make critical upgrades and enhancements to support the safety and security of the entire District community.

**PROPOSED RESOLUTION 12**

Submitted by the *Hewlett-Woodmere Union Free School Board (7/12/18)* Endorsed by the *Freeport Union Free School Board*

- 1 **RESOLVED**, that the New York State School Boards Association supports proposals establishing
- 2 **additional dedicated funding for student health and mental health services.**

**Rationale**

Good physical and mental health is essential to children's success in school and life. Comprehensive school-based health and mental health centers have the capability to provide primary and preventive care, chronic care, and referral as needed. They provide services for children and adolescents within the context of their family, social/emotional, cultural, physical, and educational environment. Available funding would be utilized to create and/or supplement programs deemed appropriate by individual districts.

Research demonstrates that students who receive physical, social-emotional, and mental health support achieve better academically. School climate, classroom behavior, on-task learning, and students' sense of connectedness and well-being improve as well. Without proper support and intervention, physical and mental health problems are linked to costly negative outcomes such as academic and behavior problems, dropping out, and delinquency.

**Statement of Support from the Freeport Union Free School District:**

School districts are responsible for educating the whole child so that students not only progress academically, but socially and emotionally as well. The Centers for Disease Control and Prevention report that 1 in 5 children ages 3 – 17 have a diagnosable mental, emotional or behavioral disorder with only 20 percent being diagnosed and receiving treatment. Mental disorders are treatable with early intervention, but can become chronic and lifelong without proper treatment. Without diagnosis and treatment, children with mental health disorders can

have issues at school and home. Districts have felt the impact with an increase in referrals to mental health clinics, hospitals, and special education based on mental health issues in children. Follow up services can often take months for the initial intake appointment.

There is an increased need in schools to address the mental health issues of students. Among these issues are anxiety, depression, suicidal ideation, and emotional disturbances. Early intervention in mental health disorders is key. Appropriately trained and certified staff is vital to meeting the needs of our students. Many districts do not have sufficient staffing to address the intensive needs of students. Psychologists, school counselors, social workers and behaviorists are necessary to maintain student health and well-being on all grade levels. While the state budget acknowledged the need to further fund mental health, limited additional funding was made available to districts. Staffing, programming, and training to meet the rising mental health needs of students would place another burden upon school district budgets who are struggling to remain within the tax levy cap.

Additional funding for school services to address mental health concerns would allow districts to better provide early intervention and on-going support services. The NYSSBA should support legislation and funding initiatives for school based mental health programs and services.

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### PROPOSED RESOLUTION 13

Submitted by the *Hewlett-Woodmere Union Free School Board (7/12/18)*

- 1 **RESOLVED**, that the New York State School Boards Association supports legislation that would allow
- 2 for “piggybacking” transportation services.

#### Rationale

School districts are encouraged to enter into shared services agreements to improve efficiencies. Under the tax levy limit, school districts must look for efficiencies wherever possible to continue to provide quality educational programs for their students. “Piggybacking,” which gives districts opportunities for further efficiencies, is permitted for existing goods and services contracts, but not for transportation services. The ability to create efficiencies for transportation services is very limited because there is no provision for “piggybacking” under the law.

According to the New York State Education Department on Pupil Transportation and in keeping with Education Law 3635:

“A shared service may exist when a neighboring school district has the need to send pupils to the same non-public school as another school district. Thus, school district B may contract with school district A to pay for their pupils to ride the bus that school district A owns and operates to transport their pupils to the same non-public school. Shared services may only exist when one of the school districts is actually providing the services.

A shared services agreement does not exist when school district B requests school district A to add a bus/child/route to an existing contract that school district A has with a pupil transportation services contractor. That would be considered "piggybacking," which is not permissible under the law. School district B did not bid the services and has no legal authority to accept services from the contractor. They may not enter into a contract with school district A to permit their pupils to ride the contractor bus and make payment to school district A to cover the expense."

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#### **PROPOSED RESOLUTION 14**

Submitted by the *Freeport Union Free School Board (7/13/18)*

- 1 **RESOLVED**, that the New York School Boards Association opposes shifting financial responsibility
- 2 **for pre-school special education from counties to school districts.**

#### **Rationale**

Pre-school special education programs and services are mandated by federal and state regulations for those children meeting the criteria. These necessary services provide young children with the early intervention needed in order for them to make developmental milestones and access the world around them. While school districts make the determination of eligibility and any required services, funding for these services comes from the state and counties. Services are given through approved providers and rates are set based on reported costs to SED and must be in compliance with strict SED guidelines. Approximately 80,000 pre-school special education students receive services at an annual cost of about \$1.4 billion. The counties' share of the cost is 40.5 percent of this amounting to about \$567 million.

The federal government has never met their obligation to provide sufficient funding of IDEA. New York State has added additional requirements to special education in the Part 200 regulations that further increase the cost of providing proper programs and services to special education students. Shifting the financial responsibility for pre-school special education to the school districts would place another unfunded mandate on the districts creating a further burden on already tightened budgets. For districts with large or increasing enrollments, the number of pre-school students eligible for special education would represent a significant increase in expenditures. It is conceivable that districts would not be able to raise the additional needed funds and still remain within the tax levy cap.

Further consideration would be needed to review the current structure of providing pre-school special education services and programs. Currently, these are supervised by the counties who approve lists of providers. There is often a shortage of providers in the areas of occupational and physical therapy. Shifting this responsibility to the districts would place another burden on districts.

School districts already face numerous unfunded or under-funded mandates including special education unaccompanied minors, enrollment changes and English Language Learners mandates. Districts cannot afford

to take on more financial responsibility without sufficient funding. The NYSSBA should oppose legislation to shift the financial responsibility of pre-school education from counties to school districts.

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### PROPOSED RESOLUTION 15

Submitted by the *DCMO BOCES Board* (7/13/18)

- 1 **RESOLVED**, that the New York School Boards Association pursue an amendment to Penal Law
- 2 **Article 240 entitled Falsely Reporting an Incident to criminalize falsely threatening use of a gun or**
- 3 **making threats of mass violence on public school property.**

#### Rationale

Currently, if an individual makes a bomb threat against a school, falsely reports a fire or other alarming incident, or threatens to release a hazardous substance on school grounds, the individual may be charged with a felony. When this law was adopted in 1999, it recognized the frightening trend of people making such threats of violence against our schools. Since that time, we have seen a broadening of the types of violence people threaten to inflict. But because current law specifically mentions only certain threats, other threats are only treated as a misdemeanor, resulting in much lesser penalties.

Threats of violence are dangerous, disruptive and costly for schools. Students, parents and teachers may feel their safety is at risk. In extreme circumstances, such disruption can result in long term emotional trauma. Such instances can also negatively impact attendance and as a result, state aid that a district would otherwise be eligible to receive is jeopardized. Making it clear that all threats of violence made against schools could result in a felony charge would allow law enforcement officials to charge any offenders with the appropriate crime at first occurrence. Districts and students are paying the price for such threats; the perpetrator should as well.

Under current law, Penal Code section 240.55 does not apply to false reports of gun violence, only the three enumerated threats within the statute: bombs, fires and hazardous materials. Since this resolution was first adopted in 2013, legislation that would address this inequity has been drafted and introduced, and passed the Senate multiple times. Reauthorizing this position would direct NYSSBA, our statewide advocacy organization, to continue working on this important issue until it passes the Assembly as well.

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### PROPOSED RESOLUTION 16

Submitted by the *Fayetteville Manlius Board of Education* (July 16, 2018)

- 1 **RESOLVED**, that the New York School Boards Association supports state legislation that would allow
- 2 **school districts, by vote of the school board, the option to hold their school district elections at publicly**
- 3 **accessible locations within their district boundaries based on security concerns.**

### Rationale

New York State Education Law Section 2017 (B) states that school district elections are to "be held so far as may be possible in the public schoolhouses within any such election district". The law further states that "if the schoolhouse shall not be accessible or adequate then the annual meeting and election shall be held at such a place as the trustees or board of education or the clerk shall designate in the notice". There is no current guidance to clarify "accessible or adequate". The current law does not allow school districts to consider the security risks associated with opening school buildings to the public as a reason for holding school elections at other public locations such as a town or village hall or other established voting locations.

Presently, school districts across New York State are reviewing their security measures to better control public access to school buildings and prevent violent acts on school property. Public access to school buildings during the school day presents a security risk. Hundreds and in some cases thousands of individuals will enter a school building to vote during periods of time that range from 8 to 14 hours. These periods of time include both the regular school day and afterschool activities. Many of these school buildings do not have metal detectors or security personnel. Those that do have these security resources are often forced to relocate those assets to the school buildings hosting the election to provide adequate security leaving other buildings without coverage. NYSSBA and its members are currently advocating for more funding for security resources.

It would stand to reason during this time of heightened awareness of violence on public school campuses and the need for additional security resources in schools that NYSSBA would advocate for legislation that allows school districts to move the elections to a publically accessible location other than a school building based on security concerns.

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### PROPOSED RESOLUTION 17

Submitted by the *Half Hollow Hills School Board (July 16, 2018)*

- 1 **RESOLVED**, that the New York School Boards Association supports legislation that would
- 2 substantially increase the earning limitations for retired police and other law enforcement officers who
- 3 are serving as school resource or safety officers.

### Rationale

Recent events across the nation have emphasized the need to increase security at our schools. The presence of School Resource Officers/School Safety Officers would provide experienced law enforcement officers within the school community. These officers are retired members of the law enforcement community. Due to their training, background and experience; they are highly sought out to be hired by educational institutions for their unique role in preserving order and promoting safety within the school community. Currently, there is a cap of \$30,000/year on the annual earnings of School Resource Officers/School Safety Officers.

School Resource Officers/School Safety Officers are an effective asset when working collaboratively with the

administration, staff, students and community. They provide improved safety and security in and around school grounds. Additionally, the School Resource Officers/School Safety Officers serve in another capacity. Besides the protection they provide, they are a beneficial resource for the administration, staff, students and community, as they foster positive relationships and build trust with all they come into contact with on a daily basis. They are another familiar, consistent and trusted adult in the building for students. Furthermore, the School Resource Officers/School Safety Officers' duties are not limited to the actual school day. They are present before school, during after school extracurricular activities, evening performances and on the weekend, as well.

Keeping our school community safe and sound is a priority for us all. School Resource Officers/School Safety Officers are essential to creating a safe and secure learning environment, where students can thrive and reach their fullest potential. As stated, when School Resource Officers/School Safety Officers are integrated into the school community, the benefits for all the stakeholders are voluminous.

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### **PROPOSED RESOLUTION 18**

Submitted by the *Half Hollow Hills School Board (July 16, 2018)*

- 1 **RESOLVED**, that the New York State School Boards Association supports legislation that would
- 2 **require the Smart Schools Review Board ("SSRB") to meet monthly and promptly acknowledge,**
- 3 **review and act on all school district submissions.**

#### **Rationale**

The Smart School's Bond Act of 2014 ("Bond Act") was passed in a statewide referendum that authorized the issuance of \$2 billion for the improvement of educational technology and infrastructure to improve learning and opportunities for students throughout New York State by funding capital projects such as:

1. the installation of high-speed broadband/wireless connectivity for schools and communities;
2. the acquisition of learning technology equipment or facilities;
3. the construction, enhancement and modernization of educational facilities to accommodate pre-kindergarten programs; and/or
4. the installation of high-tech security features in school buildings and on school campuses.

Time is of the essence; essential district decisions often rely on an efficient review of these proposals. For some districts, the academic success of their students hangs in the balance. For others, the safety and security of their students are at risk.

All districts are required to submit a Smart Schools Investment Plan in order to demonstrate how Bond Act funds will be used to provide the educational tools and opportunities for students throughout New York State to succeed in the 21st century economy. Once a plan is received, the SSRB meets to determine whether it adheres to the guidelines and to ensure that all criteria necessary for the long-term success of the Bond Act are included. When a plan is approved, the district project(s) will begin, and upon completion, the district will

submit reimbursement request(s). Upon receipt of such reimbursement request(s), the SED/State will reimburse the district for the full amount spent, in accordance with obligations established in the Bond Act.\*\*

Presently, districts across the state, which have followed all the guidelines and have submitted their plans in a timely manner, are paralyzed, waiting to hear back from the SSRB. Districts are provided with little, if any, information regarding the status of their applications, and in the interim, cannot plan for their future.

*\*\*Source: [http://www.p12.nysed.gov/nigtserve/smart\\_schools/](http://www.p12.nysed.gov/nigtserve/smart_schools/)*

**PROPOSED RESOLUTIONS  
NOT RECOMMENDED BY THE RESOLUTIONS COMMITTEE FOR ADOPTION**

**PROPOSED RESOLUTION 19**

Submitted by the *Shenendehowa Central School Board (7/11/18)* Endorsed by the *Hampton Bays Union Free School Board*

- 1 **RESOLVED**, that all school board members complete at least one required training session on
- 2 cultural competency, inclusive of, but not limited to, the examining of and strategizing about
- 3 formulating intentional actions to address disproportionality in the education workforce and in
- 4 student outcomes as it relates to diverse backgrounds.

**Rationale**

The fundamental tenet of public education is being challenged by the simple, yet profound question: *Are we doing all we can to empower every child to learn?* The heart of the issue lies within our beliefs as educators, as supporters of systems and structures within schools.

The Education Trust- New York has done critical work in this area. In its recently released study, *See Our Truth* (October 2017), Ed Trust cites the statistics; that "across New York State, Latino and Black students together make up 43 percent of total enrollment, while Latino and Black teachers are 16 percent of the teacher workforce." The study further reminds us of the fact that a "diverse education workforce benefits all students, and White students across New York State also lack access to Latino and Black teachers. In fact, nearly half of all White students are enrolled in schools without a single Latino or Black teacher."

Grissom and Redding's work, "Discretion and Disproportionality: Explaining the Underrepresentation of High Achieving Students of Color in Gifted Programs," reinforces the importance of highly skilled, well- trained, and diverse educators in our sector. Studies indicate that for students of color, having a teacher of color in their educational experience can positively improve student performance in reading and math, increase the likelihood that students of color are identified as gifted, reduce suspension and dropout rates, and improve students' hopes of attending college.

School boards and system leaders are in a leveraging position to foster and facilitate change in this regard. By prioritizing the creation of culturally responsive districts and schools through policy and practice, the adverse impacts of an achievement gap between diverse groups and the socio-economic spectrum can be eliminated at the local level. This training session would help address structural barriers, policies, practices, or values that perpetuate bias, bigotry or racism, whether intentional or unintentional. School boards and governance teams have the responsibility and authority to make decisions that can support diversity and inclusion in schools to achieve the goal of an excellent education for all students.

There is a need to increase diversity among professional educators to reflect changing student demographics in New York State. School boards can garner strategies and emerging best practices to recruit and retain

multiethnic and multiracial staff and build a sustainable pipeline for the future. When school boards support policies that prioritize the active recruitment of multiethnic and multiracial staff, support training that develops cultural competence, and develop culturally responsive interview protocols and competency requirements in job descriptions, increased equity in student achievement becomes the expected outcome.

Governance and administration must champion efforts that will yield increased equity in opportunities for students across subgroups. Local school boards and district leaders shall be those who create policies and oversee their implementation and foster positive outcomes. NYSSBA as an organization should engage in advocacy efforts to encourage the Board of Regents/NYSED to take an active role endorsing, but not mandating this effort.

Further, NYSSBA shall collaborate with other organizations and agencies such as NYSCOSS, SAANYS, NYSUT, and the Educational Conference Board. This work will ultimately lead to equity in outcomes for all New York students.

#### **Statement of Support by the Hampton Bays Union Free School Board:**

The Education Trust-NY recently released a study, *See Our Truth* (October 2017), and they cite the statistics; that "across New York State, Latino and Black students together make up 43 percent of total enrollment, while Latino and Black teachers are 16 percent of the teacher workforce." The study further reminds us of the fact that a "diverse education workforce benefits all students, and White students across New York State also lack access to Latino and Black teachers. In fact, nearly half of all White students are enrolled in schools without a single Latino or Black teacher."

#### **Explanation of the Resolutions Committee**

The Committee recognizes the importance of cultural competency and workforce diversity, and fully supports efforts by NYSSBA to provide information and training opportunities to advance members' knowledge about such matters. However, Committee members did not recommend the proposal that school board members statewide should be mandated to receive such training.

#### **PROPOSED RESOLUTION 20**

Submitted by the *New York Mills Union Free School Board* (7/12/18)

**RESOLVED**, that the New York State School Boards Association supports legislation that changes the date that a student is eligible to attend kindergarten to September 1 of the school year the student turns 5, with the option for a superintendent waiver if the student will be 5 before September 15 of that school year.

### **Rationale**

Students under the age of 5 are often not ready emotionally and/or academically for school before they reach their fifth birthday. Although parents have the option of holding the student back until the following year, many preschool programs (i.e. Headstart) are not available if the student is "eligible" to be in kindergarten.

### **Explanation of the Resolutions Committee**

Under current law, a student must turn five years old on or before December 1 of the year of enrollment in kindergarten, or the student must wait until the following year. However, parents are not required to enroll their child in school until he or she turns six years old. While the Committee acknowledged that there are challenges associated with the current date, primarily around eligibility for prekindergarten programs, the Committee fears that the proposed change could replace one set of problems with another and eliminate an option for parents who feel their child is ready to attend school the fall that he or she turns five. In addition, the committee expressed concern about making the superintendent responsible for waivers, which could regularly call upon superintendents to decide who and why an exception is in order, and would almost certainly guarantee conflict with anyone who might disagree with a waiver decision.

## AMENDMENTS, REBUTTALS AND LATE RESOLUTIONS

Proposed resolutions and bylaw amendments were submitted to NYSSBA by July 16<sup>th</sup> (and reviewed by the Resolutions Committee on August 6).

No additional bylaw amendments can be proposed at this time. However a member school board may propose an amendment or rebuttal to any resolution printed in this report. A member school board may also propose a late resolution.

Amendments and rebuttals intended to be included in the *Voting Delegate Guide – Proposed Bylaw Amendments and Resolutions*, must be received in NYSSBA's office by **Friday, September 21<sup>st</sup> at 5:00 p.m.**

Amendments to resolutions printed in the *Voting Delegate Guide – Proposed Bylaw Amendments and Resolutions* need not be submitted in writing at the rostrum of the Annual Business Meeting, but must be moved and seconded from the floor to be considered.

**\*Any amendments not received in the NYSSBA offices by 5:00 p.m. September 21<sup>st</sup>, and not included in the *Voting Delegate Guide – Proposed Bylaw Amendments and Resolutions*, must be submitted in writing at the rostrum, moved, seconded and voted upon at the Annual Business Meeting. A majority of those voting is necessary to approve an amendment. Proposed amendments to the bylaws may not be amended on the floor.**

Members may also choose to transmit amendments and rebuttals to the membership directly rather than submitting to NYSSBA for inclusion in the *Voting Delegate Guide – Proposed Bylaw Amendments and Resolutions*. Even if transmitted to the membership directly, amendments and rebuttals not included in the *Voting Delegate Guide – Proposed Bylaw Amendments and Resolutions* will need to be submitted in writing at the rostrum of the Annual Business Meeting and must be moved and seconded from the floor to be considered.

Members may also wish to advance resolutions that were not considered by the resolutions committee. These "late" resolutions may be considered at the business meeting under "Other Business." At that time a motion to suspend the bylaws for the purpose of considering a particular resolution may be offered. A motion to suspend the bylaws is required to be moved, seconded and adopted by a two-thirds vote for every resolution submitted from the floor. Once the motion to suspend the bylaws is adopted, the new resolution can be moved and seconded, and a simple majority of those present and voting is required to be approved. If the motion to suspend the bylaws fails, the resolution cannot be considered.

**\*Amendments and rebuttal statements to proposed resolutions must reach NYSSBA's headquarters before the close of business on September 21.**

- Amendments and rebuttal statements must be on school district letterhead or the form on NYSSBA's website and emailed or mailed directly to NYSSBA.
  - Email: [danielle.grasso@nyssba.org](mailto:danielle.grasso@nyssba.org)
  - Mail: NYSSBA, 24 Century Hill Drive, Suite 200, Latham, NY 12110, Attention: Danielle Grasso

## PRECEDENCE OF MOTIONS

Included here are those motions likely to be used in meetings of this Association.

While any motion on this list is under consideration, any other motion below it may be introduced.

1. Action on resolution
2. Postpone consideration of the resolution indefinitely
3. Amend resolution
  - a. by striking out designated words, or  
by adding words at the end of the resolution, or  
by inserting words somewhere within the resolution (specify where), or  
by striking out certain words and in the same place inserting new words
  - b. amend above amendment of resolution – by any of the four methods above
4. Refer that resolution to a committee
  - a. amend above motion to refer
  - b. amend above amendment of motion to refer
5. Postpone consideration of a resolution to a specified time later in this meeting
  - a. amend time to which it is to be postponed
  - b. amend above amendment of motion to limit or extend debate
6. Limit or extend debate on any debatable motion
  - a. amend above motion to limit or extend debate
7. Close debate and vote immediately on any debatable motion
8. Lay the resolution on the table (in order to take it from the table later in the meeting)
9. Any “incidental” motion
  - a. a motion to withdraw a motion previously introduced
  - b. a request for information
  - c. call for division (i.e., for a show of hands or standing count when the result of any “yes” and “no” vote is in doubt)
  - d. a parliamentary inquiry
  - e. a point of order (be sure that it designates a parliamentary error by the president)
  - f. an appeal from any decision of the president
  - g. a quorum call
10. A request to raise a question of privilege
11. Recess
12. Adjourn

## PROPOSED RULES OF CONDUCT FOR THE BUSINESS MEETING

The following rules are recommended for adoption by the delegates. Once adopted, all delegates will know the rules by which they will be bound. Following them will make for orderly progress.

1. **CREDENTIALS.** The credentials of all voting delegates shall be displayed where they may be easily recognized.
2. **PARLIAMENTARIAN.** There shall be an official parliamentarian to whom questions may be directed only through the chair.
3. **FLOOR ACCESS.** All voting delegates shall be seated on the convention floor. Voting delegates shall be permitted full access to the floor including the right to speak on proposed bylaw amendments, resolutions and nominations. All nonvoting members in attendance shall be seated in locations designated by the chair. Seats on the floor shall be designated for the resolutions committee as well as the board of directors and non-board members serving as tellers. Such members shall not be permitted to speak on bylaw amendments and resolutions unless they are also the voting delegate for their district; with the exception of the members of the resolutions committee who may address the delegates if called upon by the chair or chair of the resolutions committee; and members of the board of directors who may speak on bylaw amendments and resolutions submitted by the board of directors if they have been designated to do so.
4. **NOMINATIONS.** Pursuant to Article 7 of the Association's bylaws, the chair, or his or her designee, shall announce the nominations from the Board of Directors for the offices of President, First Vice President, Second Vice President, and Treasurer. As set forth in Rule No. 8, once the nominee's consent has been secured, that individual shall have the right to address the delegates for not more than two minutes, after nominations are closed and prior to debate by the delegates as set forth in Rule No. 8. The order in which such nominees are asked to address the delegates will be determined by the drawing of lots.

If there are nominations from the floor, consistent with Article 7 of the Association's bylaws, such vote shall be by ballot. If more than two individuals are nominated for any office, the individual or individuals securing the greatest number of votes cast will be elected. If there are no such nominations from the floor, the vote shall be by a showing of hands.

If the chair of the meeting is nominated for any office in which other individuals are also nominated, the chair will call upon a Vice President, who has not also been nominated for such office, to chair the meeting during the time that the election for such office occurs. In the event that both vice presidents are also nominated for the same office for which the chair has been nominated, the chair will call upon another officer of the Association's Board of Directors, who has not been nominated for such office, to chair the meeting during the time that the election for such office occurs.

5. **BYLAW AMENDMENTS AND RESOLUTIONS.** All bylaw amendments and resolutions will be considered in the order printed in the corresponding year's *Voting Delegate Guide – Proposed Bylaw Amendments and Resolutions*. Resolutions recommended for adoption by the Resolutions Committee require no second (Robert's Rules of Order, Newly Revised).
6. **PRESENTATION OF BYLAW AMENDMENTS AND RESOLUTIONS.** The Resolutions Committee chair, or his or her designee, shall move resolutions recommended by the committee and such motions shall not require a second.
- 6A. **RESOLUTIONS ON CONSENT.** Existing NYSSBA positions that have been resubmitted and recommended for adoption by the Resolutions Committee may be considered first, on consent, as a single motion. Any delegate wishing to remove a resolution from the consent agenda (and thus have it debated by the delegates) may do so by simply requesting that action when the consent agenda is called. If a resolution is removed from the consent agenda, it will be considered under "Recommended Resolutions" and needs no second.
7. **RECOGNITION BY CHAIR.** A voting delegate or designated member of the board of directors wishing to speak from the floor shall rise and secure recognition of the chair before speaking. The delegate shall give his or her name in full and the name of the board he or she represents.
8. **DEBATE ON THE FLOOR.** No voting delegate or member of the board of directors shall speak in debate more than twice on the same question or nomination, with the first presentation limited to two minutes and the second limited to one minute. No voting delegate or member of the board of directors shall speak a second time on the same question or nomination until all other voting delegates have had an opportunity to speak once.

Discussion on nominations for officers shall be limited to five minutes per nominee. If more than one individual is nominated for any office and accepts, each such individual nominated will be permitted to address the delegates for no more than two minutes, which shall not be subtracted from the total time allotted for discussion of nominations described above.

In the event that there are two or more nominees for any office, the chair shall recognize delegates wishing to speak from the floor in support of particular nominees on a rotating basis at microphones designated for each candidate.

Discussion on a proposed amendment to the bylaws shall be limited to 15 minutes.

Discussion on a proposed resolution shall be limited to 10 minutes.

Debate on any amendment to a resolution shall be limited to five minutes. Such time is not to be counted in the time allotted to debate on the resolution itself. Amendments shall be considered and voted upon in the order presented. Amendments to a resolution should be voted upon prior to

consideration of a second amendment. "Amendments to the amendment" should be avoided.

If continuation of a debate on a proposed amendment to the bylaws or a resolution is desired, a motion may be passed by a majority vote to extend the debate for no more than five minutes. A separate motion is required for each such extension of debate time.

If continuation of a debate on such a proposed amendment to the bylaws or a resolution is desired after the time has already been extended once, a motion may be passed by a majority vote to extend the debate time for no more than two minutes. A separate motion is required for each such extension of debate time.

9. **WRITTEN SUBMISSION OF RESOLUTIONS.** No late resolution may be introduced until it has been submitted in writing at the rostrum. A late resolution shall be considered under "Other Business." Such resolution shall be submitted by a motion to suspend Article 9, Section 2, of the Association's bylaws. Such motion shall identify the subject matter and purpose of the resolution, shall require a second, be debatable, and shall require a two-thirds vote of the voting delegates present and voting.
10. **WRITTEN SUBMISSION OF AMENDMENTS.** No amendment to a resolution may be introduced until it has been submitted in writing at the rostrum.
11. **PRIVILEGE OF THE CHAIR.** The chair may call upon the Parliamentarian, Association staff members, members of the Board of Directors, and members of the Resolutions Committee to provide delegates with essential information regarding resolutions, bylaws and procedures. Time allotted for such requested explanations shall not be deducted from the total time allotted for discussion of the resolution.
12. **RECORDING AND APPROVAL OF MINUTES.** The Secretary shall be responsible for recording the minutes of the Annual Business Meeting. The Board of Directors is authorized to review and approve the minutes of the Annual Business Meeting at the first regular meeting of the board subsequent to the Annual Business Meeting.

## **INFORMATION FOR THE VOTING DELEGATES**

The voting delegates at the Annual Business Meeting vote on a slate of officers for the Association, including a President, a First Vice President, a Second Vice President and a Treasurer. They debate and vote on changes to the Association's bylaws; and debate and vote on resolutions that will establish the Association's position on various legislative and policy matters.

### **CHECK-IN PROCEDURE**

NYSSBA's bylaws require that a quorum of 200 voting delegates be present at the Annual Business Meeting in order for any business to be conducted. The 2018 meeting starts promptly at 8:00 a.m., Saturday, October 27. There is a check-in/check-out procedure for Business Meeting delegates. Each delegate must wear a delegate button to be admitted to the delegate floor where he or she will be issued a voting paddle. To ensure a quorum is present throughout the meeting, each delegate will be issued a number. This number will be on the voting paddle. The voting paddle must be turned in each time a delegate leaves the floor. This procedure will allow NYSSBA to ensure only voting delegates are voting. If a delegate's alternate takes over during any part of the meeting, the alternate must follow the same procedure.

### **ORDER OF BUSINESS**

The Order of Business for the Annual Business Meeting (page 4) is the agenda for the meeting. It sets forth the items of business which are scheduled to be accomplished during the course of the meeting.

The meeting will begin promptly at 8:00 a.m. with several procedural items. First, the Association President, who presides throughout the meeting, announces the presence of a quorum.

Following the announcement of a quorum, the President calls for a motion to adopt the Order of Business. The President also calls for a motion to adopt the Proposed Rules of Conduct for the meeting. These rules were prepared to be consistent with the Association's bylaws. The rules describe how delegates must conduct themselves during the meeting, such as setting out the time allotted for discussion of certain items. Delegates can find a summary and clarification of the Proposed Rules of Conduct on pages 26 through 28.

### **THE BUSINESS MEETING**

Next, the President will announce the winners of this year's Area Director Elections, which was conducted locally in each of the designated areas. According to NYSSBA's bylaws, Area Directors serve for two-year terms. Election of Area Directors in Areas 1, 3, 5, 7, 9 and 11 occur in odd-numbered years. Election of Area Directors in Areas 2, 4, 6, 8, 10 and 12 occur in even-numbered years. This year, election results will be announced for Areas 2, 4, 6, 8, 10 and 12.

## ELECTION OF THE NYSSBA OFFICERS

Next item on the Order of Business, each June the Board of Directors, which acts as the nominating committee for the delegates to the Annual Business Meeting, nominates a slate of officers who stand for election at the Annual Business Meeting. These individuals are automatically placed in nomination.

Once this occurs, the President, or his or her designee, calls for other nominations from the floor. If there are no such nominations, the vote is taken by hand at the time. If there is a nomination from the floor, the vote is also taken by ballot after such individual accepts the nomination. The President then announces the winner.

## PRESENTATIONS

A series of reports from the following individuals and committees will be given next:

- President Elect (when applicable)
- Executive Director
- Treasurer

## ADOPTION OF RESOLUTIONS

The next item is the Report of the Resolutions Committee. The Resolutions Committee is a standing committee of the Association created by Article 9 of the Association's bylaws. The committee chair reports directly to the delegates rather than the Board of Directors. The Resolutions Committee is appointed by the President upon recommendation of the Area Directors. The committee has one member from each Association area and one representative from the Conference of Big 5 School Districts.

The chair is designated by the President from among those appointed to the committee. In accordance with Robert's Rules of Order, once the chair moves adoption of a bylaw amendment or resolution recommended for adoption by the Resolutions Committee, no second is required.

The Resolution Committee Chair first moves recommended bylaw amendments. Each recommended bylaw amendment will be debated and voted on separately. *Any amendment to the bylaws must have the approval of a two-thirds majority of those present and voting.* In accordance with Article 17 (2) of the bylaws, bylaw amendments may not be proposed or amended from the floor of the business meeting. Thus, all proposed bylaw amendments had to be submitted by July 16 and all amendments to the bylaws must be sent to each member board by a date that will allow each member board time to review them in advance of the Annual Business Meeting.

The Resolutions Committee Chair next moves those existing NYSSBA positions that have been recommended for adoption. This may be done under a consent agenda. These previously approved resolutions are established NYSSBA positions that are scheduled to sunset if they are not renewed. Because these resolutions have been previously approved by voting delegates, these resolutions can be moved on consent (where several resolutions may be voted on en masse). Delegates may remove any resolution from a consent agenda simply by making a request at the time the resolution is called for consideration. No second

or vote is required. Resolutions removed from the consent agenda are considered under the "Resolutions Recommended for Adoption" portion of the meeting.

After the consent agenda has been considered and voted upon, delegates will next be asked to address newly recommended resolutions individually. The Resolutions Committee Chair moves each resolution recommended for adoption by the committee. Each recommended resolution is presented and voted upon separately. The Resolutions Committee Chair will move those resolutions recommended by the committee for adoption; a second is not needed. Resolutions require approval by a simple majority of those present and voting for passage. Any resolution submitted to the Resolutions Committee may be amended from the floor. All information on how to offer amendments from the floor, as well as the length of debate, can be found in the Proposed Rules of Conduct on pages 26 through 28.

Following consideration of the report of the Resolutions Committee consisting of those bylaw amendments and resolutions recommended for adoption, the President shall provide voting delegates the opportunity to move any of the "not recommended" bylaw amendments and resolutions. (Since the Resolutions Committee Chair will not move items that were not recommended, each motion requires a second by a voting delegate).

#### **OTHER BUSINESS**

At the end of the Annual Business Meeting, the President will open the floor to Other Business. Other Business may include a motion to suspend the rules for the purpose of considering a particular resolution submitted from the floor. This motion requires a second and a two-thirds majority vote of the delegates before the resolution may be considered. A two-thirds majority is required because this type of motion calls for suspending the bylaws. A motion to suspend the bylaws is required to be moved, seconded and adopted for each and every resolution submitted from the floor. Once the motion to suspend the bylaws is adopted, the new resolution can be moved and seconded, and a simple majority of those present and voting is all that is required to adopt a resolution proposed under Other Business. If the motion to suspend the bylaws fails, the resolution cannot be considered.