

## ADMINISTRATION

**JASON A. MITCHELL**

*Superintendent*

**BRIAN J. LATELLA**

*Director of Curriculum,  
Instruction and Special  
Education*

**LARRY NICHOLS**

*Middle/High School Principal*

*Elementary Principal*

**MELANIE BROUILLETTE**

*Treasurer*



## BOARD OF EDUCATION

**JENNIFER LAVOIE**

*President*

**MICHAEL FILIPOVICH**

*Vice President*

**LAURA BILLINGS**

**JESSICA CLARK**

**BRITTANY RIZZO**

**JONA SNYDER**

**JENNAH TURNER**

**TRACEY LEWIS**

*District Clerk*

# Madison Central School District

7303 State Route 20, Madison, NY 13402

315-893-1878 • 315-893-7111 Fax

madisoncentralny.org

## BOARD OF EDUCATION REGULAR MEETING

JULY 6, 2021

6:30 P.M. - AUDITORIUM

- I. Call to Order
- II. Agenda Additions
- III. Consent Agenda
  - a. Approval of Agenda for This Meeting
  - b. Approval of Minutes
    1. June 15, 2021 Regular Meeting Minutes
- IV. Public Forum
- V. Reports
  - a. Treasurer
    1. Internal Claims Auditor's Report
    2. Fund Balance Report
    3. Student Activities Quarterly and year end report
  - b. Superintendent – Information Items
    1. Director of Curriculum, Instruction and Special Education
    2. Elementary Principal Search
    3. Discovery Trail
    4. New Logo / Website
  - c. Superintendent – Approval Items
    1. Approval of Transfers
    2. Approval of Surplus of Books as per list
- VI. Committee Reports
- VII. Policy
  - a. Second Reading of Policy
    1. Policy # 0020 Code of Ethics for All District Personnel
    2. Policy # 2200 Annual District Meeting and Election
    3. Policy # 2202 Absentee Ballots When Schools Use Personal Registration
- VIII. Old Business
- IX. Board of Education Discussion Items

*Commitment to Excellence*

- X. New Business
  - a. Personnel
    - 1. 2021-22 Advisor Appointments
      - a. Senior Class -
      - b. Junior Class -
      - c. Sophomore Class -
      - d. Freshman Class -
      - e. MADKA -
      - f. Athletic Director -
      - g. SADD -
      - h. TAP -
      - i. Instrumental Music -
      - j. High School Art -
      - k. Choral -
      - l. FFA -
      - m. Student Council -
      - n. NHS -
      - o. Music/Drama -
      - p. Detention Monitors -
      - q. Mathletics -
      - r. Foreign Language -
    - 2. Summer School Appointments
      - a. Amber Neiss - English
      - b. Jessica Chenel - Math
      - c. William Hunter - Science
      - d. Mackenzie Elliott - Special Education
      - e. Hannah Kimball - Non Certified Substitute for Study Hall Coverage
    - 3. Appointments
      - a. Elijah Hafelin - Substitute Bus Driver effective July 6, 2021
      - b. Matt Bruno - Mentor to Molly Huttar from September 1, 2021-December 31, 2021 with a pro-rated stipend
      - c. Ronald Rudwall - Cleaner effective July 12, 2021 as per contract
  - b. CSE/CPSE Recommendations – in official packet
  - c. Principal / Director Reports
- XI. Correspondence
- XII. Question & Answer Opportunity
- XIII. Executive Session
  - a. To discuss the stipend of a Non-Instructional Employee
- XIV. Adjourn Executive Session
- XV. Adjournment

The Regular Meeting of the Board of Education of Madison Central School was held on June 15, 2021 at 6:00 pm in the auditorium.

**MEMBERS PRESENT:** Mrs. Laura Billings  
Mrs. Jessica Clark  
Mr. Mike Filipovich - 6:37 pm  
Mrs. Jennifer Lavoie  
Mrs. Brittany Rizzo  
Mr. Jona Snyder  
Ms. Jennah Turner

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mr. Jason Mitchell, Superintendent  
Mr. Larry Nichols, Middle/High School Principal  
Mr. Brain Latella, Elementary Principal  
Mrs. Melanie Brouillette, Treasurer  
Ms. Tracey Lewis, District Clerk

- I. Call to Order
  - a. Mrs. Lavoie, president, called the meeting to order at 6:35 pm.
- II. Enter Executive Session
  - a. To discuss the tentative agreement between the District and the Non Instructional Employees Unit
  - b. To discuss contracts for Non Negotiating Employees
  - c. To discuss the Superintendent's Contract

**MOTION # 1 - ENTER EXECUTIVE SESSION**

ON THE MOTION of Mrs. Billings, seconded by Mrs. Turner, the Board moved to enter into Executive Session at 6:36 pm to discuss the tentative agreement between the District and the Non Instructional Employee Unit, the contracts for Non Negotiating Employees and the Superintendent's Contract. Motion carried 6 yes, 0 no.

Mr. Filipovich joined Executive Session at 6:37 pm.

- III. Adjourn Executive Session and Resume Regular Meeting

**MOTION # 2 - ADJOURN EXECUTIVE SESSION AND RESUME REGULAR MEETING**

ON THE MOTION of Mrs. Rizzo, seconded by Mrs. Turner, the Board moved to adjourn Executive Session and to resume the Regular Meeting at 7:30 pm. It was noted that the board will go back into Executive Session at the end of the meeting to resume discussions. Motion carried 7 yes, 0 no.

- IV. Agenda Additions
- V. Consent Agenda
  - a. Approval of Agenda for This Meeting
  - b. Approval of Minutes
    1. June 3, 2021 Special Meeting Minutes

**MOTION # 3 - APPROVAL OF AGENDA AND MINUTES**

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the Board moved to approve the agenda for this meeting and the minutes from the June 3, 2020 Special Meeting. Motion carried 7 yes, 0 no.

- VI. Public Forum
  - a. None

VII. Reports

a. Treasurer

1. Internal Claims Auditor's Report

**MOTION # 4 - APPROVAL OF INTERNAL CLAIMS AUDITOR'S REPORT**

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the Board moved to approve the Internal Claims Auditor's Report. Motion carried 7 yes, 0 no.

2. Treasurer's Report dated May 31, 2021

**MOTION # 5 - APPROVAL OF TREASURER'S REPORT DATED MAY 31, 2021**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the Board moved to approve the May 31, 2021 Treasurer's Report. Motion carried 7 yes, 0 no.

3. Detail Warrants

**MOTION # 6 - APPROVAL OF DETAIL WARRANTS**

ON THE MOTION of Mr. Snyder, seconded by Mr. Filipovich, the Board moved to approve the Detail Warrants as follow: Warrant Number 38 - Fund A - 5/10/21 - 5 pages, Warrant Number 39 - Fund A - 5/21/21 - 6 pages, Warrant Number 40 - Fund A - 5/24/21 - 1 page, Warrant Number 41 - Fund A - 6/2/21 - 1 page, Warrant Number 16 - Fund C - 5/10/21 - 3 pages, Warrant Number 17 - Fund C - 5/21/21 - 1 page, Warrant Number 12 - Fund TA - 6/2/21 - 3 pages, Warrant Number 13 - Fund FA21 - 5/21/21 - 1 page. Motion carried 7 yes, 0 no.

4. There was no Financial Status Report available at this time.

b. Superintendent – Information Items

1. Mr. Mitchell discussed the Second Cares Act and American Rescue Plan Funding and the ways that the District anticipates utilizing these funds.
2. Mr. Mitchell shared the new MCS Logo which should be used for all future identification for Madison Central School.

c. Superintendent – Approval Items

1. Approval of July 6, 2021 for Reorganizational Meeting at 6:00 pm

**MOTION # 7 - APPROVAL OF REORGANIZATIONAL MEETING DATE**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Rizzo, the Board moved to approve the date for the Reorganizational Meeting for July 6, 2021 at 6:00 pm. Motion carried 7 yes, 0 no.

2. Approval of the Agreement between the Superintendent of Madison Central School and the Non-Instructional Employees' Association of Madison Central School for July 1, 2021-June 30, 2024

**MOTION # 8 - APPROVAL OF AGREEMENT BETWEEN THE SUPERINTENDENT AND THE NON INSTRUCTIONAL ASSOCIATION**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Rizzo, the Board moved to approve the Agreement between the Superintendent of Madison Central School and the Non-Instructional Employees' Association of Madison Central School for July 1, 2021 - June 30, 2024. Motion carried 7 yes, 0 no.

3. Creation of new position entitled Director of Curriculum, Instruction and Special Education

**MOTION # 9 - APPROVAL OF CREATION OF NEW POSITION**

ON THE MOTION of Mrs. Turner, seconded by Mr. Snyder, the Board moved to approve the creation of a new position entitled Director of Curriculum, Instruction and Special Education. Motion carried 7 yes, 0 no.



4. Approval of Contracts for Non Negotiating Employees
  - a. Melanie Brouillette, Treasurer
  - b. Tracey Lewis, Superintendent's Secretary/District Clerk
  - c. Jeff Pieters-Hayduke, Head Bus Driver

**MOTION # 10 - APPROVAL OF CONTRACTS FOR NON NEGOTIATING EMPLOYEES**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Turner, the Board moved to approve the contracts for Non Negotiating Employees for Tracey Lewis, Superintendent's Secretary/District Clerk and for Jeff Pieters-Hayduke, Head Bus Driver. Motion carried 7 yes, 0 no. The Board needed more time for Mrs. Brouillette's and Mr. Mitchell's contracts.

5. Approval of Non Resident Applications for 2021-22
  - a. Student entering PreK - if space allows

**MOTION # 11 - APPROVAL OF NON RESIDENT APPLICATION**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Turner, the Board moved to approve the Non Resident application for 2021-22 for a student entering PreK if space allows. Motion carried 7 yes, 0 no.

6. Approval of creation of a stipend position of District Clerk to be approved annually with a stipend of \$5,000.00 for the 2021-22 school year

**MOTION # 12 - APPROVAL OF CREATION OF STIPEND POSITION OF DISTRICT CLERK**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Turner, the Board moved to approve the creation of a stipend position of District Clerk to be approved annually with a stipend of \$5,000.00 for the 2021-22 school year. Motion carried 7 yes, 0 no.

- VIII. Committee Reports
  - a. Mrs. Rizzo shared an update for the Policy Committee and the recommendations are in the Policy Section.
- IX. Policy
  - a. The First Readings of the following Policies were done at this time.
    1. Policy # 0020 "Code of Ethics for All District Personnel"
    2. Policy # 2200 "Annual District Meeting and Election"
    3. Policy # 2202 "Absentee Ballots when Schools Use Personal Registration"
- X. Old Business
  - a. None
- XI. Board of Education Discussion Items
  - a. None
- XII. New Business
  - a. Personnel
    1. Appointments
      - a. Amanda Barton - Learning Coach effective July 1, 2021 and approval of Amanda Barton's Contract for said position with tenure anticipated for July 1, 2025 in the area of Instructional Support Services in Mathematics

**MOTION # 13 - APPROVAL OF AMANDA BARTON AS LEARNING COACH**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the Board moved to approve the appointment of Amanda Barton as Learning Coach effective July 1, 2021 and the approval of Amanda Barton's contract for said position with tenure anticipated for July 1, 2025 in the area of Instructional Support Services in Mathematics. Motion carried 7 yes, 0 no.

- b. Cassie Head - Long Term Substitute Teacher for Elementary at B1, Step 1 effective September 1, 2021

**MOTION # 14 - APPROVAL OF CASSIE HEAD AS LONG TERM SUBSTITUTE TEACHER**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the Board moved to approve Cassie Head as a Long Term Substitute Teacher for Elementary at B1, Step 1 effective September 1, 2021. Motion carried 7 yes, 0 no.

- c. Brian Latella - Director of Curriculum, Instruction and Special Education effective July 1, 2021 and approval of Brian Latella's Contract for said position with tenure anticipated for July 1, 2025 in the area of District Leader

**MOTION # 15 - APPROVAL OF BRIAN LAELLA AS DIRECTOR OF CURRICULUM, INSTRUCTION AND SPECIAL EDUCATION**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the Board moved to approve Brian Latella as the Director of Curriculum, Instruction and Special Education effective July 1, 2021 and approval of Brian Latella's contract for said position with tenure anticipated for July 1, 2025 in the area of District Leader. Motion carried 7 yes, 0 no.

- d. Kristi Jaquays - Non Certified Substitute Teacher effective June 15, 2021

**MOTION # 16 - APPROVAL OF KRISTI JAQUAYS AS NON CERTIFIED SUBSTITUTE**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Rizzo, the Board moved to approve Kristi Jaquays as a Non Certified Substitute Teacher effective June 15, 2021. Motion carried 7 yes, 0 no.

- e. Kim Holic - Full Time Bus Driver effective July 1, 2021 as per contract

**MOTION # 17 - APPROVAL OF KIM HOLIC AS FULL TIME BUS DRIVER**

ON THE MOTION of Mr. Snyder, seconded by Mr. Filipovich, the Board moved to approve Kim Holic as a Full Time Bus Driver effective July 1, 2021 as per contract. Motion carried 7 yes, 0 no.

2. Resignations

- a. Chad Putney, Spanish Teacher, effective August 31, 2021
- b. Brian Latella - Elementary Principal effective July 1, 2021

**MOTION # 18 - ACCEPTANCE OF RESIGNATIONS**

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the Board moved to accept the resignations of Chad Putney as Spanish Teacher effective August 31, 2021 and Brian Latella as Elementary Principal effective July 1, 2021. Motion carried 7 yes, 0 no.

3. Tenure Recommendations

- a. Ryan Hobart effective September 4, 2021 in Music
- b. William Hunter effective September 4, 2021 in 7-12 Science

**MOTION # 19 - APPROVAL OF TENURE RECOMMENDATIONS**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the Board moved to accept the Tenure Recommendations of Ryan Hobart effective September 4, 2021 in Music and William Hunter effective September 4, 2021 in 7-12 Science. Motion carried 7 yes, 0 no.

- b. CSE/CPSE Recommendations – in official packet

**MOTION # 20 - APPROVAL OF CSE/CPSE RECOMMENDATIONS**

ON THE MOTION of Mrs. Clark, seconded by Mr. Filipovich, the Board moved to approve the CSE/CPSE Recommendations as found in the official packet. Motion carried 7 yes, 0 no.

c. Principal Reports

1. Mr. Latella discussed the PreK screenings which are currently underway and that we have 29 PreK students anticipated for the 2021-22 school year. He also shared information of the field trips for the elementary including the Utica Zoo, Green Lakes, The Wild, The Chenango Canal, Madison Lake and Enchanted Forest as well as the upcoming field days.
2. Mr. Nichols discussed the FFA banquet which was held outdoors, the 4/8 Science testing, the upcoming Regents Exams and the fact that due to the pandemic, all students who fail the Regents will still get Regents credit for the class if the student passes the class. He shared that Senior Awards night is the 23rd and Graduation the 25th.
3. Mr. Mitchell added that the District has a new Public Relations person through BOCES named Ray Biggs and that even though the Governor has announced that we have reached the 70% threshold, that school districts are still required to enforce the wearing of masks.

XIII. Correspondence

- a. The Library Media Center Monthly Report for May 2021 was provided.

XIV. Question & Answer Opportunity

- a. A question was asked about filling the now vacated Elementary Principal position. Yes, it will be filled.

XV. Enter Executive Session

**MOTION # 21 - ENTER EXECUTIVE SESSION**

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the Board moved to re-enter Executive Session at 8:03 pm to continue discussion on Mrs. Brouillette's and Mr. Mitchell's contracts with Mrs. Rizzo acting as temporary District Clerk. Motion carried 7 yes, 0 no.

XVI. Adjourn Executive Session

**MOTION # 22 - ADJOURN EXECUTIVE SESSION AND RESUME OPEN SESSION**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Billings, the Board moved to adjourn Executive Session and resume Open Session at 9:27 pm. Motion carried 7 yes, 0 no.

**MOTION # 23 - APPROVAL OF CONTRACT FOR MRS. BROUILLETTE**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Turner, the Board moved to approve the contract of Melanie Brouillette, Treasurer. Motion carried 7 yes, 0 no.

**MOTION # 24 - APPROVAL OF CONTRACT ADDENDUM**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Turner, the Board moved to approve the addendum to the current contract for Mr. Mitchell to include a 3.5% raise. Motion carried 7 yes, 0 no.

XVII. Adjournment

**MOTION # 25 - ADJOURNMENT**

ON THE MOTION of Mrs. Billings, seconded by Mr. Filipovich, the Board moved to adjourn for the evening at 9:28 pm. Motion carried 7 yes, 0 no.

		<u>Internal Claims Auditor Report</u>					
		July 2021					
<u>Warrant Number</u>	<u>Warrant Date</u>	<u>Check # Sequence</u>	<u>Fund</u>	<u>Date of ICA Review</u>	<u>Amount of Warrant</u>	<u>Internal Claims Auditor Findings/Questions</u>	<u>Final Findings</u>
14	6/21/21	7041-7079	TA	6/23/2021	\$5,775.00	#7032-7040 ?	OK
15	6/5-6/18/21	3619-3622	FA21	6/23/2021	\$21,568.72	\$8640.57 towards Invoice F109535	OK
19	6/5-6/18/21	4197	C	6/23/2021	\$531.90	OK	OK
45	6/5-6/18/21	22647-22673	A	6/23/2021	\$161,129.09	\$239.43 towards Invoice F109535	OK
48	6/28/21	22674-22693	A	6/30/2021	\$5,567.46	OK	OK
49	6/29/21	22694-22697	A	6/30/2021	\$1,775.59	OK	OK
<b>TOTAL</b>							
						<b>\$196,347.76</b>	

Prepared 6/30/21 jk





June

MADISON CENTRAL SCHOOL				
STATEMENT OF REVENUE AND EXPENDITURES				
MONTHLY REPORT				
June , 2021				
ACTIVITY	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
SALES TAX	269.82	32.59	0	302.41
INTEREST	10.38	0.89	11.27	0
Bank Expenses	-13.96	11.27	75.68	-78.37
CLASS OF 2020	0	0	0	0
CLASS OF 2021	2435.4	210	2645.4	0
CLASS OF 2022	6547.72	90	382.5	6255.22
CLASS OF 2023	1461.92	335.3	0	1797.22
CLASS OF 2024	6314.1	125	2380	4059.1
BAND	2006.29	50	0	2056.29
CHORUS	3344.14	0	37.5	3306.64
DRAMA	744.38	0	0	744.38
FFA	11794.8	342	2969.37	9167.43
FOREIGN CLUB	1827.59	0	0	1827.59
LIBRARY CLUB	314.99	0	0	314.99
MADKA	4766.89	1157.41	849.28	5075.02
Mathletics	279.7	0	0	279.7
NATIONAL HONOR SOCIET	185.59	0	0	185.59
SADD	526.66	0	0	526.66
STUDENT COUNCIL	9077.17	1256.07	2289.01	8044.23
TECH	2060.43	0	0	2060.43
TOTALS:	53954.01	3610.53	11640.01	45924.53
				45924.53
RESPECTFULLY SUBMITTED,				
_____ Tracey Lewis, District Clerk				



TOTALS

MADISON CENTRAL SCHOOL				
STUDENT ACTIVITY FUND				
2020-21				
ACCOUNT NAME	BEGINNING BALANCE	REVENUE	EXPENDITURES	ENDING BALANCE
SALES TAX	205.28	662.42	565.29	302.41
INTEREST	0.00	11.27	11.27	0.00
Bank Expenses	-13.96	11.27	75.68	-78.37
CLASS OF 2020	8430.58	510.00	8940.58	0.00
CLASS OF 2021	11879.44	11864.10	23743.54	0.00
CLASS OF 2022	4223.61	4361.96	2330.35	6255.22
CLASS OF 2023	650.29	2072.30	925.37	1797.22
CLASS OF 2024	0.00	8614.60	4555.50	4059.10
BAND	279.64	5037.00	3260.35	2056.29
CHORUS	92.14	3252.00	37.50	3306.64
DRAMA	744.38	0.00	0.00	744.38
FFA	12006.07	8296.20	11134.84	9167.43
FOREIGN CLUB	1827.59	0.00	0.00	1827.59
LIBRARY	462.15	0.00	147.16	314.99
MADKA	5011.52	3665.44	3601.94	5075.02
MATHLETICS	279.70	0.00	0.00	279.70
NATIONAL HONOR SOCIETY	185.59	0.00	0.00	185.59
SADD	566.71	350.00	390.05	526.66
STUDENT COUNCIL	9077.17	1542.07	2575.01	8044.23
TECH	2060.43	0.00	0.00	2060.43
TOTALS:	57968.33	50250.63	62294.43	45924.53

**ADMINISTRATION**

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July 1, 2021

To: Board of Education

From: Melanie Brouillette

Re: Book Surplus

I am requesting that the Board of Education Surplus the following books. These books are not being used or old and missing pages.

15 - Glencoe - Sociology and You - Copyright 2003

36 - Glenco Science Voyages - Copyright 2000

46 - New York Biology The Living Environment - Copyright 2008

16 - Forensic Science for High School - Copyright 2005

8 - Glencoe Biology The Dynamics of Life - Copyright 2000

11 - Biology Concepts and Connections - Copyright 2008

Thank you

## GENERAL COMMITMENTS

### CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

#### I. Statement of Policy

The Madison Central School District (District) must act as a careful steward of the resources given to us by the community for the education of our children. Observing ethical standards of conduct promotes public confidence in the District and its officers and employees.

The standard of conduct expected of every District officer and employee is that they will not engage in any conduct that calls into question the integrity of the management or operation of the District. The specific examples of conduct that violates this Code of Ethics which are set forth below are illustrative, and not exhaustive.

#### II. Scope of Policy

##### A. Positions to Which the Policy Applies

This Code of Ethics governs the conduct of members of the Board of Education, all District officers, whether paid or unpaid, and all District employees to include individuals working on a volunteer basis for the District.

##### B. Statutory Obligations

The Board has adopted this Policy to meet its obligation under General Municipal Law Section 806. All District officers and employees are reminded that they may be subject to civil or criminal penalties for conduct that violates Article 18 of the General Municipal Law.

The Board may conclude that a person's conduct violates the general standard of conduct required in Part I of this Policy, even if that conduct is not considered a violation of the General Municipal Law; however, nothing in this Policy shall be interpreted to permit any conduct that is prohibited by the General Municipal Law.

##### C. Reservation of Rights

It shall not be a violation of this Policy for a present or former officer or employee of the District to file on their own behalf, or on behalf of a family member, a claim, account, demand or suit against the District arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

## GENERAL COMMITMENTS

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

## III. Consequences of Unacceptable Conduct

If the conduct of a Board member or other officer fails to adhere to this Code of Ethics, the Board member or officer may be subject to removal from the Board. If the conduct of an employee fails to adhere to this Code of Ethics, the employee will be subject to adverse employment action, including possible termination of employment, following procedures consistent with any applicable employment contract, collective bargaining agreement, or statute.

## IV. Standards of Conduct

## A. Gifts Worth \$75 or More

No officer or employee shall solicit or accept or receive a gift, directly or indirectly, under circumstances where it can reasonably be inferred that the gift was intended: (1) to influence them in the performance of their official duties, or (2) as a reward for any official action on their part. Among the prohibited gifts are money, services, loans, travel, entertainment, hospitality, and promises. This prohibition does not apply to gifts having a value less than \$75.

## B. Confidential Information

No officer or employee shall disclose confidential information acquired by them in the course of their official duties or use such information to further their personal interest.

## C. Services to Parties Coming Before the Board

No officer or employee may receive compensation for rendering any services to an outside party with a matter before the Board; nor may they enter into an express or implied agreement to receive such compensation. These prohibitions apply to agreements whether or not the compensation is to be contingent upon the Board or the District administration taking, or not taking, a particular action.

## D. Conflicts of Interest

1. *Definition of "Interest"*: An officer or employee has an interest in a transaction or contract if that person may experience a monetary or material gain or loss, based on the outcome of the contract award or transaction, whether the gain or loss is direct or indirect. An officer or employee is considered to have an interest in a transaction or contract if the contract or transaction is with: (a) that person's spouse, minor child, or

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

dependent, except a contract of employment with the District which such officer or employee serves (b) a firm, partnership, or association of which that person is a member or employee, or (c) a corporation of which that person is a director, officer, or employee, or of which that person owns or controls any stock.

2. *General Rule:* No officer or employee shall have an interest in any contract to which the District is a party, or in any other matter coming before the Board for action, if that individual's duties include: (a) negotiation, preparation, or approval of the contract or payment under the contract, (b) auditing bills or claims made under the contract, or (c) appointing someone who does any of those things. No chief fiscal officer or treasurer, or their deputy or employee, shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or investor of funds of the District.
3. *Exceptions:* The situations described in Section 802 of the General Municipal Law shall not be considered violations of this Code of Ethics.
4. *Disclosure of Interests:* Any officer or employee of the District who has an actual or potential interest, or whose spouse has an actual or potential interest, in any proposed or existing contract to which the District is a party, or other matter coming before the Board for action, must disclose the nature and extent of their interest to the Board, in writing, as soon as that person has knowledge of the circumstances. This disclosure shall be made a part of the Board's minutes. The District will disclose in writing any potential conflict of interest to NYSED in accordance with applicable Federal Awarding Agency Policy.\*

## E. Investment Conflicts

No officer or employee shall invest or hold any investment directly in any financial, business, commercial, or other private transaction that creates a conflict with their official duties.

## F. Employment Conflicts

No officer or employee shall hold, seek, or promise to take employment that creates a conflict with, or impairs the proper discharge of, their duties and responsibilities at the District.

## G. Post-Service Conflicts

GENERAL COMMITMENTS

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

After an officers or employees service with the District has ended, that person may not appear before the Board, or any panel or committee of the Board, in relation to any matter in which they had participated as an officer or employee of the District. Where a conflict of interest exists see Section IV. D. of this policy. This provision should only apply to one year post service with the District.

V. Procedure for Seeking an Opinion Involving the Code of Ethics

In those instances where an officer or employee has questions as to whether their actions or involvement in a particular matter may constitute or cause a question as to a potential conflict of interest, that officer or employee may contact the Superintendent or his/her designee for guidance on the issue.

VI. Distribution of Code of Ethics

As part of the Superintendent's general responsibility for implementation of Board Policy, the Superintendent shall ensure that: (1) each officer (including Board members) and employee of the District receives a copy of this Code of Ethics before entering into their duties, and (2) a copy of Article 18 of the General Municipal Law is posted in each building under the control of the District in a place conspicuous to District officers and employees.

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Madison Central School District

Legal Ref: General Municipal Law §§800-808

Adopted: 1984

Revised: 08/20/98, 10/16/12, 09/18/18, \_\_\_\_\_



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## SCHOOL BOARD OPERATIONS

### ANNUAL DISTRICT MEETING AND ELECTION

- I. The district shall hold an annual meeting and election at which the district's authorized voters will elect members of the Board of Education and vote on the district budget for the coming school year. The annual district meeting and election will be held on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case the annual meeting and election will be held on the second Tuesday in May.
- II. The District Clerk shall publish a notice of the time and place of the annual meeting and election at least four times within the seven weeks prior to the meeting, in two newspapers having general circulation, or one newspaper of general circulation if there is only one within the district. The first publication of the notice shall be at least 45 days prior to the meeting. The notice shall also contain notice of any other matter required by law.
- III. Copies of the budget to be voted upon at the annual meeting election will be available in each district school building for district residents upon request at the time of the annual meeting and election and fourteen (14) days (other than Saturday, Sunday and holidays) prior to the meeting.
- IV. The Board shall appoint assistant clerks and election inspectors necessary for the annual meeting and election at a Board meeting held before the annual meeting and election.
- V. Propositions
  - A. The Board has the authority, under the Education Law, to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot which may amend the budget. Pursuant to those provisions, the Board establishes the following guidelines:
    1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum of twenty-five (25) signatures of qualified voters of the district, or five (5) percent of the number of voters at the last annual election, whichever is greater.
    2. Petitions must be filed with the District Clerk at least sixty (60) days prior to the annual meeting to facilitate the preparation and printing of the ballots.
    3. Propositions must include the specific appropriations necessary for the purposes listed.



SCHOOL BOARD OPERATIONS

ANNUAL DISTRICT MEETING AND ELECTION

4. Wording of a petition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.
- B. Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget may be submitted to the voters more than twice.
  - C. The Board may also, on its own motion, submit propositions.

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Madison Central School District

Legal Ref: Education Law Sections 416(3); 1608(2); 1716(2); 1804(4); 1906(1);2002(1); 2003(1) and (2); 2004(1)-(7); 2009, 2021; 2022(1), (4)-(5); 2035(2); 2601-a(2); 2602(3) General Construction Law Section 60, Matter of Hebel, 34 EDR 319 (1994), Matter of Martin, 32 EDR 567 (1993), Matter of Como, 30 EDR 214 (1990)

Adopted: 1984, 01/13/05

Revised: 10/16/98, 08/20/13, \_\_\_\_\_

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## SCHOOL BOARD OPERATIONS

### ABSENTEE BALLOTS WHEN SCHOOLS USE PERSONAL REGISTRATION

- I. The District shall make absentee ballots available for all district elections.
- II. A. 1. An applicant for such an absentee ballot must submit an application which sets forth:
  - a. Name and residence address, including street and number, if any, town and rural delivery route, if any.
  - b. That on the day of the election he/she will be a qualified voter, is over eighteen years old, is a U.S. citizen and has resided in the district at least thirty (30) days preceding the date of the vote.
  - c. Whether he/she is registered in the district.
  - d. That he/she will be unable personally to appear to vote because he/she is or will be
    - i. A patient in a hospital, or unable due to illness or physical disability.
    - ii. Out of town because of his/her duties, occupation, business or studies.
    - iii. On vacation outside the district.
    - iv. In jail.
2. If to be absent from the district due to business, occupation or studies, applicant must provide description of duties or special circumstances.
3. If on vacation, the date of beginning and ending of vacation, where he/she will be; name and address of employer, or statement of self-employment or a statement of retirement (Chapter 26 of the Laws of 1994).
4. If in or to be in jail, the affidavit must state if detained awaiting action of grand jury or confined after conviction for a non-felony.
- B. A qualified voter's spouse, parent or child is also entitled to vote as absentee if expected to be absent from district accompanying applicant upon personally making and signing an application in accordance with above.
- C. A "true statement" certification must accompany application.

## SCHOOL BOARD OPERATIONS

ABSENTEE BALLOTS WHEN SCHOOLS USE PERSONAL REGISTRATION

- D. If the board of registration is satisfied that applicant is a qualified voter, absentee ballot is issued to applicant and appropriate entry made on the poll list.
- E. 1. If the ballot is to be received by mail, application must be received by the clerk at least seven (7) days before the election. A valid application must accompany the ballot.
2. Ballots should be in the same form as those to be used in district election as nearly as practicable. If vote is to be by machine, ballot shall conform as closely as possible to manner in which names of candidates, questions and propositions appear on voting machines and shall contain space for write-ins. Ballots shall contain instructions as to proper marking.
- On back of absentee ballot shall be printed the words "OFFICIAL BALLOT, ABSENTEE VOTER".
3. The board of registration should enclose the ballot in envelope with specified wording (refer to Section 2018-a)
4. A statement with specified wording to be signed and dated by the absentee voter shall be printed on the reverse side of the envelope (refer to Section 2018-a)
5. On the side opposite the statement there shall be instructions as to the duties of the voter after marking the ballot including specific direction that the envelope must reach clerk of the board not later than 5:00 p.m. on day of election.
- F. A person making a material false statement shall be guilty of a misdemeanor.
- G. The board of registration files in the office of the clerk a list of persons to whom absentee ballots have been issued. The list must be available for public inspection during regular office hours until day of election.

Any qualified voter may file a written challenge of the qualifications of any person, listing stated reasons for challenge. Challenges are to be transmitted by the clerk to the inspectors of election on Election Day.

- H. List must be posted in a conspicuous place during the election, and any qualified voter may challenge the acceptance of the absentee voters' ballot by making his/her challenge with reasons known to the inspectors of election before the close of polls.



## SCHOOL BOARD OPERATIONS

ABSENTEE BALLOTS WHEN SCHOOLS USE PERSONAL REGISTRATION

- I. The board of registration is authorized to call upon police for assistance in enforcing provisions of section.
- J. The board of registration may subpoena any person to appear and to be examined before it at the office of the clerk of the district in relation to any matter for which the board has a duty under this section.
- K. No absentee ballot shall be canvassed if received after 5:00 p.m. on day of the election.
- L. Clerk of district shall, on day of the election, transmit all absentee voters' envelopes timely received to inspectors of election.
- M. Inspectors examine absentee voters' envelopes after close of polls comparing signature on each envelope with signature on the register. If signature corresponds, inspectors sign initials in register opposite name of voter. If voter has not voted in person and if no objection is made, envelope is opened and ballot deposited in proper box without unfolding. Inspectors enter words "absentee vote" at the appropriate place in the register. If the person has already voted in person, or if name, residence and signature are not on the register, or if there is no signature on the envelope, inspectors return envelope unopened to the clerk of the district.
- N. During the examination of the envelope, any qualified voter present may object on grounds that:
  - 1. person named is not qualified;
  - 2. he/she was within the county or city while polls were open except in hospital, jail, physical disability
  - 3. able to appear personally while polls were open
  - 4. not entitled to cast such ballot
- O.
  - 1. Inspectors shall make objection if he/she knows the above. Unless the inspectors by majority vote sustain the objection, the chairman shall endorse upon the envelope the objection and the words "not sustained," sign the endorsement, open the envelope, deposit it.
  - 2. If inspectors by majority vote sustain objection, word "sustained" shall be endorsed on envelope, envelope shall not be opened, and shall be returned unopened to clerk of district.
  - 3. If inspectors know person is deceased, they write "deceased-objection sustained" on envelope and return it unopened to clerk of district.

SCHOOL BOARD OPERATIONS

ABSENTEE BALLOTS WHEN SCHOOLS USE PERSONAL REGISTRATION

- P. 1. If no ballot is in envelope, inspectors shall make a memo showing that ballot was missing. When casting ballots is completed, inspectors determine the number of absentee ballots deposited in the ballot box by deducting from the number of envelopes opened the number of missing ballots and make a separate return thereof in duplicate.
- 2. Number of absentee voters' ballots in ballot box shall be added to the other ballots to determine the number of all ballots to be accounted for. Ballots then counted or canvassed by inspectors, or where voting machines are used, shall be added to the votes recorded on such machines.
- Q. Where district is divided into election districts, provisions of this section apply provided that any reference to term "board of registration" shall refer to the board of registration appointed by the board of education for each election district.

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Madison Central School District

Legal Ref: Section 2018-b, New York State Education Law

Adopted: 01/13/05

Revised: 08/20/13, \_\_\_\_\_