



## ARDSDLEY BOARD OF EDUCATION MEETINGS OVERVIEW

### **WELCOME**

The Ardsley Board of Education (the “Board”) welcomes you to the public session of our meeting. Thank you for taking the time to join us.

### **THE MEETING**

The Board consists of five members who are residents of the Ardsley school district (the “District”) elected by District voters to a three-year, unpaid term of office. The Board President, elected by Board members at an annual organizational meeting each summer, presides at all Board meetings.

The Board is joined by the Superintendent of Schools; the Assistant Superintendent for Business, Facilities and Operations; the Assistant Superintendent for Curriculum and Instruction; and the District Clerk. Others may be invited to sit with the Board while making a presentation, providing information or during a work session. You may access Board meeting agendas and accompanying materials at <https://www.boarddocs.com/ny/aufsdny/Board.nsf>.

The Board conducts all official business in public session, except for voting on disciplinary charges against tenured pedagogical employees (i.e., teachers, teaching assistants, and administrators). However, the Board may hold an executive session at any time during the course of a meeting to discuss those matters permitted under the [Open Meetings Law](#).

### **PUBLIC COMMENT**

Each meeting provides two opportunities when District residents may present comments to the Board. Please note the public comment period is not designed to be an active discussion; the Board is here to listen.

- Public comment periods will last no more than thirty (30) minutes.
- During the first public comment period, the Board will give priority to comments relating to items that are included on the agenda for the meeting.
- During the second public comment period, after the Board has completed its agenda, residents may comment on any matter related to the affairs of the school district, including items not on the agenda.

If you plan to comment during the meeting, please note:

- Each speaker should sign in with the District Clerk prior to the public comment period and will be called in the order listed on the sign-in sheet. By signing up for public comment, you are agreeing to the rules of the meeting and the public comment period.
- When called, please proceed to the microphone and state your name and school affiliation. Any written materials that you would like to distribute to the Board should be provided to the District Clerk prior to your comments.
- Each speaker is permitted up to three (3) minutes for their comments. The District Clerk will notify speakers when their time is finished.
- The Board expects comments to be made without audience interference and in a civil manner so that our meeting can serve as a model of respectful discourse.

### **STAFF JOB PERFORMANCE**

The Board takes personnel concerns and individual student matters very seriously. However, the public comment period is not the forum to discuss the job performance of individual staff members. Speakers offering public comment should refrain from identifying individual staff members, either by name or by

describing facts and circumstances sufficient to identify the individual staff member. This prohibition applies regardless of whether the commentary is positive, negative, or neutral toward the staff member.

If you wish to bring a complaint regarding any aspect of the school operation (including any matter that may disclose information about a specific student or staff member), please refer to the administrative process described in [Policy 3230](#). Concerns should be addressed in the first instance to the unit closest to the source (e.g., teacher, coach, staff member), followed by escalation to the building principal and then the Superintendent. If your concern is not resolved satisfactorily at the Superintendent level, you may submit the matter in writing to the Board for further consideration.

If you wish to submit commentary to the Board regarding any other matter, please feel free to email us at [boe@ardsleyschools.org](mailto:boe@ardsleyschools.org).

### **VIDEO RECORDINGS**

Video recordings of Board meetings are available at the District's website at <https://www.ardsleyschools.org/domain/868>.

### **CONTACTING THE BOARD**

You may contact the Board by email at [boe@ardsleyschools.org](mailto:boe@ardsleyschools.org) or by postal mail at: Board of Education, Ardsley Union Free School District, 500 Farm Road, Ardsley, NY, 10502.