



ARDSLEY 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, the official policy-making body of the Ardsley Union Free School District (the “District”), consists of five members who are District residents elected by District voters to three-year, unpaid terms of office. The Board President, elected by BOE 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. Please take an agenda and any other accompanying materials to enable you to follow the evening’s discussion. Meeting agendas and accompanying materials may also be accessed online at the District’s website (www.ardsleyschools.org) by navigating to the “Board of Education” menu and clicking on the link to “Board Docs” (<http://www.boarddocs.com/ny/aufsdny/Board.nsf/Public>).

All official business of the Board is conducted in public session. However, an executive session may be held before, during, or after a public session to discuss matters involving personnel, litigation, negotiations, or other matters as allowed under state law.

PUBLIC COMMENT

Each meeting provides two opportunities when District residents may present public comment to the Board.

- The first “Recognition of Audience” is the opportunity for public comment on items that are included on the agenda planned for the meeting.
- The second “Recognition of Audience”, after the agenda is complete, is the opportunity to comment on any item of concern, including items not included on the agenda.
- “Recognition of Audience” periods will last no more than thirty (30) minutes.

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

- Each speaker should sign in with the District Clerk prior to the public comment section and will be called in the order in which they have signed up.
- By signing up for public comment, you implicitly agree to the rules of the meeting and the public comment section.
- When called, please step up to the podium and begin by stating your name and school/s affiliation. Letters, petitions, or other written material should be handed to the District Clerk PRIOR to your comments.
- Each speaker is permitted three minutes for their comments and must be recognized by the Board President. The Board Vice President will be timing comments, will give a 30 second warning to the speaker and notify when the speaker’s time is finished is exceeding three minutes.
- Although we take personnel concerns and individual student matters very seriously, the Board is not permitted to address these in open session as per state and federal privacy laws. We would ask that you use appropriate administrative channels for these items.

- The Board expects comments to be made without interference from the audience and in a civil manner so that our meeting can serve as a model of appropriate civil discourse for our students.
- Please remember, if you prefer not to participate in the public comments portion of the meeting, written comments to the Board of Education may be submitted in lieu of speaking. Please see the agenda or the district website for contact information.

CONTACTING THE BOARD

You may contact the Board by email at boe@ardsleyschools.org or by postal mail at: Board of Education, Ardsley Union Free School District, 500 Farm Road, Ardsley, NY, 10502. Video recordings of Board meetings are available at the District's website (www.ardsleyschools.org) by navigating to the "Board of Education" menu and clicking on the link to "Video-Taped Sessions" (<http://videos.ardsleyschools.org>).