

Board Meetings

School Board meetings fall into the following categories:

The Annual Organizational Meeting is the meeting during which the Board elects and appoints its officers for the coming year. During this same meeting, Board members take or renew their oaths of office. By law, this meeting must be held on the first Tuesday in July. If the first Tuesday in July is a legal holiday, then the meeting must be held on the first Wednesday in July. Alternatively, the Board may, by resolution, decide to hold the annual reorganizational meeting at any time during the first 15 days in July.

Regular Board Meetings are the regularly scheduled business meetings held throughout the year. The public is invited and encouraged to attend these Board meetings. See the District website for up-to-date meeting dates and times.

Executive Sessions: In addition to its regular meetings, it may be necessary for the Board of Education to hold executive sessions for the discussion of a limited number of specific subjects such as personnel matters, legal matters, real estate and employee contract negotiations. These sessions may precede or follow regular meetings. With certain limited exceptions, all official actions must take place at public meetings.

Special or Workshop Board Meetings are meetings that are not regularly scheduled and may be called by any member of the Board to address a particular item(s). These meetings are posted as soon as possible throughout the District.



BOARD OF EDUCATION MEMBERS

Matthew Gribbin, President

Kevin Craine, Vice President

Trustees:

**Emily Cianci, Dana Fritch, Brandon Solomon,
Bernadette Ackerman and Theresa Donahue**

Ex-Officio Student Members: Alexa Lipp and Madelyn Donaghy

Maureen O'Connor, District Clerk

CONTACT US

BOE Email: boe@smithtown.k12.ny.us

District Clerk Email: moconnor02@smithtown.k12.ny.us

District Clerk Phone: (631) 382-2012

DISTRICT ADMINISTRATION

Mark Secaur, Ed.D., Superintendent of Schools

Daniel Helmes, Asst. Supt. for Pupil Personnel Services

Neil Katz, Asst. Supt. for Personnel

**Kevin Simmons, Ed.D., Asst. Supt. for
Instruction & Administration**

Paul Strader II, Asst. Supt. for Curriculum & Assessment

Andrew Tobin, Asst. Supt. for Finance & Operations

2025-2026 MEETING SCHEDULE

Meetings of the Board of Education are normally held the second and fourth Tuesday of the month at the Joseph M. Barton Building located at 26 New York Ave., Smithtown, beginning at 7 p.m. unless otherwise noted.

July 1, 2025 –
Organizational Meeting

July 8, 2025

August 12, 2025

September 9, 2025

September 30, 2025

October 14, 2025

October 28, 2025

November 18, 2025

December 9, 2025

January 13, 2026

January 27, 2026

February 10, 2026

February 24, 2026

March 10, 2026

March 24, 2026

April 14, 2026

April 28, 2026

May 12, 2026

May 19, 2026 – *Annual
Budget Vote & Election*

May 26, 2026

June 9, 2026

June 23, 2026



WELCOME to a Meeting of Your Board of Education

Thank you for your interest in our school system and its operations. We hope this brochure will help you understand the governance of the Smithtown Central School District. We welcome your input at all Board meetings, and are pleased to be working with you to provide excellence in education for all our children.

www.smithtown.k12.ny.us

Conduct of Business

Board meetings are the meetings of the Board of Education being held in public. They are not public meetings. To ensure the fair and efficient conduct of the business before the Board, the Board follows "Robert's Rules of Order," the standard guide to parliamentary procedure.

AGENDAS: Board meeting agendas are posted on the District's website at <https://go.boarddocs.com/ny/smith/Board.nsf/Public>. These agendas are prepared by the Board president and superintendent, and are provided to Board members prior to the meeting.

PUBLIC COMMENT: The following people are eligible to address the Board of Education, in accord with the rules established herein:

- *All residents of the School District, including students enrolled in district schools.*
- *Any employee of the School District.*
- *Any taxpayer of the School District.*
- *Any other person, if authorized by a majority vote of the Board.*

At any public meeting, eligible speakers may address any item on the agenda, at the designated time on the agenda for public comment on agenda items only. When discussing agenda items, speakers are only able to address the agenda item being spoken about at that time.

At only Regular Meetings, eligible speakers may address any issue not on the agenda for that meeting at the time prescribed by the Board of Education on the agenda.

Procedure for Addressing the Board of Education

Being Recognized. Any person wishing to speak during the public comment portions of a Regular Meeting shall write on a card provided by the District Clerk, their name,

address, affiliation and a brief statement of the point they wish to make or question they wish to ask. Anyone wishing to speak must sign up prior to the start of the meeting. Any person who does not complete the card with all the required information will not be permitted to speak.

Identification. Upon being recognized by the president, the person wishing to speak shall identify themselves and shall provide, as requested by the president, any information relating to their eligibility to address the Board.

Time Limit. The normal time limit allotted for individual speakers shall be three minutes during the time prescribed for public comment/participation on agenda items only and three minutes during the time prescribed for public comment/participation on the nonagenda items.

The Role of the Board of Education

The School Board is comprised of seven members elected by district residents for overlapping terms of three years. The Board of Education is both an agent of the state and a representative body of the people of the district. The Board derives its authority from the state constitution, state statutes and the regulations of the Commissioner of Education.

The school board has the authority and duty to present a detailed statement of expenditures (i.e., the proposed budget) for the ensuing school year, which must be submitted to the district voters annually for approval.

The Board appoints the superintendent of schools to provide the educational leadership, expertise and knowledge to lead the district in the direction established by the Board. The superintendent oversees the day-to-day operation of the school system and implements the

priorities and policies set by the Board. Board members volunteer their service to the community and are not financially compensated. Voting for school board positions takes place on the same day as the budget vote, the third Tuesday in May.

Qualifications and Responsibilities of the Board of Education

Qualifications for Board members are set by law. They are required to be qualified voters in the School District where they reside for at least one year before the election, must be able to read and write, and cannot be employed by the school district they serve. Board members receive no pay for their service.

The Board of Education is the official policy-making body of the School District. It is the Board's responsibility to:

- Establish policies for the operation of the district.
- Set goals and develop a vision for the district.
- Build community support and promote understanding of public education.
- Develop academic standards based on high expectations.
- Hire a superintendent of schools.
- Take action on matters only after consulting with the superintendent.
- Attract and retain excellent staff members.
- Work to ensure that there are necessary funds for the District, maintaining a balance between needs and resources.

