



MIDLAKES

2023 Board of Education Candidate Packet
PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

Prepared by:

*Krystal Plante, District Clerk
1490 State Route 488,
Clifton Springs, NY 14432
kplante@midlakes.org
(315) 548-6423*



2023 Board of Education Election Information PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

February 1, 2023

Dear Prospective Board of Education Candidate,

On behalf of the Phelps-Clifton Springs Board of Education, thank you for exploring the possibility of becoming a candidate for the Board of Education.

Two (2) of our seven (7) board seats will become vacant on May 17, 2023. Qualified voters of the district will elect two (2) Board Members to full three (3) year terms at the Annual School Election on May 16, 2023, to the seats currently held by Mr. Matthew Murphy and Mr. Jamie McCarrick. In the documents to follow, you will find detailed information regarding the Vacancies and Terms of Office, Qualifications for School Board Members, Nominating Petitions, Statements of Campaign Contributions and Expenses, Training Requirements, School Board Member Roles and Responsibilities, and Best Practices for Board of Education Members.

Serving as a school board member demands time, energy, and a willingness to listen. It is a voluntary position and requires flexibility in daily, evening, weekend, and summer schedules to serve. It can be a rewarding experience by giving back to the community, influencing the lives of children, and carrying out an essential democratic responsibility. Setting the vision for education in the local community, making curriculum decisions, allocating resources, and establishing student performance standards are just a few of the types of issues that a board member must face. Decisions on these issues will influence what happens in the school district well into the future.

For your convenience, the following documents have been included in this packet:

1. Candidacy For Board of Education Letter
2. Candidate Certification Statement
3. Nominating Petition for Office of Member of the Board of Education
4. Declaration of Campaign Expenditures Memo and 3 Statements
5. Additional Information for Board of Education Candidates
6. Four County School Boards Association Prospective Board Member Zoom Session March 4, 2023

I welcome your interest in potential candidacy and invite you to contact me to discuss school board service in Phelps-Clifton Springs, or with any questions that you may have. You are also encouraged to contact Superintendent Nicholas Ganster for further discussion regarding the role and responsibilities of a Phelps-Clifton Springs Board of Education Member.

Sincerely,

Krystal Plante

Krystal Plante - District Clerk
(315) 548-6423
kplante@midlakes.org



2023 Board of Education Election Information PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

CANDIDACY FOR BOARD OF EDUCATION

February 1, 2023

Dear Prospective Board of Education Candidate,

Two seats on the Board of Education of the Phelps-Clifton Springs Central School District will be filled by election on May 16, 2023. In order to become a candidate for the office of member of the Board of Education, you must meet the following qualifications:

- Residency in the Phelps-Clifton Springs Central School District for at least one year prior to the day of election (May 16, 2023)
- 18 years of age or older
- A citizen of the United States
- Be able to read and write
- Not employed by the district in which he or she serves
- Not residing with another member of the same school board as a member of the same family
- Not hold another incompatible public office
- Not a convicted felon
- A school board member does not have to be a taxpayer.
- Individuals removed from any office of any school district within one year of the day of election may not be elected to a Board of Education.

In addition, you must submit a Nominating Petition signed by at least **25** qualified voters of the District.

A qualified voter is any individual who is a citizen of the United States, 18 years of age or older, a resident of the District for at least 30 days prior to the date of the election, and not disqualified to vote because of a violation the New York Election Law. A person is not required to own property to be qualified to vote in a school district election OR to sign a nominating petition for a school board candidate. A person may sign petitions for more than one candidate. Candidates alone are responsible for ensuring their compliance with the Education Law. You must be prepared to serve a three-year term if elected.

For your convenience in obtaining the required number of signatures, copies of the Nominating Petition are enclosed. The number of signatures obtained on all three (3) copies of the Petition must meet or exceed the required number of signatures. **Additional signatures should be obtained in case a signature is later disqualified.** Please note all signatures must be accompanied by a residence address (Street and Town) within the Phelps-Clifton Springs Central School District. **PO Box addresses will not be accepted.** Signatures must be in ink and number consecutively. Lastly, all signatures must be INDIVIDUALIZED, i.e., Jane Doe or John Doe (not Mrs. John Doe or Mr. and Mrs. John Doe).

All Nominating Petitions must be filed with the District Clerk by delivering them to the District Office, 1490 State Route 488, Clifton Springs, NY 14432, between the hours of 8:00 a.m. and 5:00 p.m. on or before Monday, April 17, 2023.



2023 Board of Education Election Information

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

As required by State Education Law, candidates' names are listed on the voting machine ballot in order of random drawing. At 9:00 a.m. on the day after the day that nominating petitions are due, the District Clerk will conduct a drawing of the names of the candidates to determine their order on the ballot in the District Office. Candidates are welcome to attend this drawing or designate a person to attend this drawing as their representative if they wish to. If you are not present in person or represented by a person designated as proxy, the District Clerk will act as your proxy.

Each candidate is required to complete a Candidate Certification Statement certifying they are eligible to run for a seat on the Board of Education. In addition, each candidate is also required to file a sworn expenditure statement with the Clerk of the District, and in some cases the Commissioner of Education, relating to all monies or other valuable things paid, given, or expended in connection with the candidate's election. The specifics relating to the expenditure statements and the various filing requirements are further detailed in an enclosed document.

As noted above, the annual election will be held on May 16, 2023 between the hours of 12:00 p.m. and 9:00 p.m. in the Midlakes Middle School Gymnasium. The Board of Education will hold a public hearing on May 8, 2023 to discuss the budget for the fiscal year beginning July 1, 2023.

Biographies of the candidates for the Phelps-Clifton Springs Central School District Board of Education will be published in the spring edition of the Midlakes Journal, the district newsletter, and online at Midlakes.org. The District Clerk will contact each candidate, via email, to complete an online candidate biography and to arrange a time to have headshots taken by the District.

If you have any questions concerning on the above or the School District Election in general, please feel free to contact me.

Sincerely,

Krystal Plante

Krystal Plante
District Clerk
(315) 548-6423
kplante@midlakes.org

NOTE: This Candidate Certification Statement must be filed on or by **April 17, 2023 at 5:00 p.m.** with Krystal Plante, District Clerk, Phelps-Clifton Springs CSD, 1490 Route 488, Clifton Springs, NY 14432.

**PEHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT
CANDIDATE CERTIFICATION STATEMENT**

**ANNUAL SCHOOL DISTRICT ELECTION
MAY 16, 2023**

TO: Krystal Plante – District Clerk
Phelps-Clifton Springs Central School District
Ontario County, New York

The undersigned, a candidate for the office of member of the Board of Education of the Phelps-Clifton Springs Central School District, does hereby certify as follows:

1. I am 18 years of age or older.
2. I am a citizen of the United States.
3. I have not been disqualified as a voter of the District because of a violation of Section 5-106 of the New York Election Law.
4. I have not been convicted of a felony.
5. I am not employed by the Phelps-Clifton Springs Central School District.
6. I do not reside with another member of the same school board as a member of the same family.
7. I have not been removed from an office of any school district within one year of the day of election.
8. I currently reside at _____
_____.
9. I have been or will be a resident of the Phelps-Clifton Springs Central School District for at least one year prior to May 16, 2023.

Date: _____

(Printed Name)

(Signature)

NOTE: This petition must be **signed by at least 25 qualified voters** of the District and must be filed by **April 17, 2023 at 5:00 p.m.** with Krystal Plante, District Clerk, Phelps-Clifton Springs CSD, 1490 Route 488, Clifton Springs, NY 14432.

**PELPHS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT
NOMINATING PETITION FOR OFFICE OF MEMBER OF THE BOARD OF EDUCATION**

**ANNUAL SCHOOL DISTRICT ELECTION
MAY 16, 2023**

TO: Krystal Plante – District Clerk
Phelps-Clifton Springs Central School District
Ontario County, New York

WE, the undersigned, being qualified voters of the Phelps-Clifton Springs Central School District
(i.e., 18 years of age or older, a United States Citizen and a resident of the District of at least 30 days)
do hereby nominate _____ residing at _____
_____, as a candidate for the office of member of the
Board of Education of the Phelps-Clifton Springs Central School District for a term of three (3) years
commencing July 1, 2023, to fulfill expiring terms held by Matthew Murphy and Jamie McCarrick.

	<u>PRINT NAME</u> (FOR SIGNATURE VERIFICATION)	<u>DATE</u>	<u>SIGNATURE</u>	<u>RESIDENCE ADDRESS</u> (INCLUDE STREET & TOWN, PO BOX NOT ACCEPTED)
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11.				
12.				
13.				
14.				
15.				

NOTE: This petition must be **signed by at least 25 qualified voters** of the District and must be filed by **April 17, 2023 at 5:00 p.m.** with Krystal Plante, District Clerk, Phelps-Clifton Springs CSD, 1490 Route 488, Clifton Springs, NY 14432.

**PELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT
NOMINATING PETITION FOR OFFICE OF MEMBER OF THE BOARD OF EDUCATION**

**ANNUAL SCHOOL DISTRICT ELECTION
MAY 16, 2023**

TO: Krystal Plante – District Clerk
Phelps-Clifton Springs Central School District
Ontario County, New York

WE, the undersigned, being qualified voters of the Phelps-Clifton Springs Central School District
(i.e., 18 years of age or older, a United States Citizen and a resident of the District of at least 30 days)
do hereby nominate _____ residing at _____
_____, as a candidate for the office of member of the
Board of Education of the Phelps-Clifton Springs Central School District for a term of three (3) years
commencing July 1, 2023, to fulfill expiring terms held by Matthew Murphy and Jamie McCarrick.

	<u>PRINT NAME</u> (FOR SIGNATURE VERIFICATION)	<u>DATE</u>	<u>SIGNATURE</u>	<u>RESIDENCE ADDRESS</u> (INCLUDE STREET & TOWN, PO BOX NOT ACCEPTED)
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NOTE: This petition must be **signed by at least 25 qualified voters** of the District and must be filed by **April 17, 2023 at 5:00 p.m.** with Krystal Plante, District Clerk, Phelps-Clifton Springs CSD, 1490 Route 488, Clifton Springs, NY 14432.

**PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT
NOMINATING PETITION FOR OFFICE OF MEMBER OF THE BOARD OF EDUCATION**

**ANNUAL SCHOOL DISTRICT ELECTION
MAY 16, 2023**

TO: Krystal Plante – District Clerk
Phelps-Clifton Springs Central School District
Ontario County, New York

WE, the undersigned, being qualified voters of the Phelps-Clifton Springs Central School District
(i.e., 18 years of age or older, a United States Citizen and a resident of the District of at least 30 days)
do hereby nominate _____ residing at _____
_____, as a candidate for the office of member of the
Board of Education of the Phelps-Clifton Springs Central School District for a term of three (3) years
commencing July 1, 2023, to fulfill expiring terms held by Matthew Murphy and Jamie McCarrick.

	<u>PRINT NAME</u> (FOR SIGNATURE VERIFICATION)	<u>DATE</u>	<u>SIGNATURE</u>	<u>RESIDENCE ADDRESS</u> (INCLUDE STREET & TOWN, PO BOX NOT ACCEPTED)
31.				
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2023 Board of Education Election Information PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

DECLARATION OF CANDIDATE EXPENDITURES STATEMENTS

Chapter 359 of the Laws of 1978, Chapter 151 of the Laws of 1981 and Chapter 466 of the Laws of 2004 require that all candidates for election as a school board member file sworn statements of campaign contributions and expenses, both before and after the annual school election with the Clerk of the District and, in some cases, with the Commissioner of Education, setting forth all moneys or other valuable things paid, given, promised or expended by the candidate and by others with the candidate's approval. Such expenditures must be related to the candidate's nomination or election.

Certain expenditures are considered by law to be "personal expenses." They are expenses incurred and paid directly and personally by the candidate and include, for example, travel expenses, printing, stationery, postage, or telephone charges.

If a candidate's personal expenses, plus expenditures incurred by others on the candidate's behalf and with the candidate's approval, range from \$0 to \$500, the candidate must file a sworn statement to that effect with the District Clerk 30 days and 5 days before the election which are **April 17, 2023** and **May 11, 2023**. A third statement must be filed on or before **June 5, 2023**, within 20 days after the election.

If less than \$500 in aggregate is contributed or spent, sworn statements are still required to be filed with the District Clerk stating that total election contributions or expenses did not exceed \$500 – even if \$0 has been spent. If contributions or expenses exceed \$500, itemized statements must be filed with the District Clerk and with the Commissioner of Education. The statements must itemize the date of each contribution or expenditure, as well as the names and addresses of individuals who have contributed to the candidate's campaign and of the individuals to whom expenses have been paid. **All Expenditure Statements must be signed and notarized.**

Please note: campaign expenditure forms are provided as a courtesy.

Candidates alone are responsible for ensuring their compliance with the Education Law.



STATEMENT 1

Due on or before the 30th
day before the election.
For 2023: by April 17, 2023

MIDLAKES DISTRICT OFFICE

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488, Clifton Springs, NY 14432

PHONE: (315) 548-6420 | FAX: (315) 548-6439

DECLARATION OF CAMPAIGN EXPENDITURES

Note: Any election expenses that you incur in the pursuit of election to the Board of Education are not reimbursable by the District. They are considered personal expenses.

NAME _____

DATE _____

ADDRESS _____

Please select one:

_____ In relation to my candidacy for Board of Education, I affirm that all money or other valuable things paid, given, expended or promised by me, or incurred for or on my behalf with my approval, together with all personal expenses incurred by me, do not exceed \$500.00. **If selected, you are only required to file this statement with the District Clerk.**

_____ In relation to my candidacy for Board of Education, I affirm that all money or other valuable things paid, given, expended or promised by me, or incurred for or on my behalf with my approval, together with all personal expenses incurred by me, exceed \$500.00. Attached to this statement is a complete list of all such expenses. (Note: This list must include the dollar amount of any receipt, contribution or transfer, or the fair market value of any receipt, contribution or transfer which is other than of money, the name and address of the transferor, contributor or person from whom received, and if the transferor, contributor or person is a political committee as defined in subdivision one of section 14-100 of the Election Law; the name of and the political unit represented by the committee, the date of its receipt, the dollar amount of every expenditure, the name and address of the person to whom it was made or the name of and the political unit represented by the committee to which it was made and the date thereof.) **If selected, you are required to file this statement with the District Clerk and the Commissioner of Education, c/o Educational Management Services, NYS Education Department, Room 475 EBA, Albany, NY 12234.**

SIGNATURE

STATE OF NEW YORK)
COUNTY OF _____) ss:

On this _____ day of _____, 20____, before me, the subscriber, personally appeared to me personally known and known to me to be the same person described who executed the within Instrument, and s/he duly acknowledged to me that s/he executed the same.

Notary Public

*This form is provided as a courtesy by the Phelps-Clifton Springs CSD.
Candidates alone are responsible for ensuring compliance with the Education Law.*



STATEMENT 2

Due on or before the 5th day
before the election.
For 2023: by May 11, 2023

MIDLAKES DISTRICT OFFICE

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488, Clifton Springs, NY 14432
PHONE: (315) 548-6420 | FAX: (315) 548-6439

DECLARATION OF CAMPAIGN EXPENDITURES

Note: Any election expenses that you incur in the pursuit of election to the Board of Education are not reimbursable by the District. They are considered personal expenses.

NAME _____

DATE _____

ADDRESS _____

Please select one:

_____ In relation to my candidacy for Board of Education, I affirm that all money or other valuable things paid, given, expended or promised by me, or incurred for or on my behalf with my approval, together with all personal expenses incurred by me, do not exceed \$500.00. **If selected, you are only required to file this statement with the District Clerk.**

_____ In relation to my candidacy for Board of Education, I affirm that all money or other valuable things paid, given, expended or promised by me, or incurred for or on my behalf with my approval, together with all personal expenses incurred by me, exceed \$500.00. Attached to this statement is a complete list of all such expenses. (Note: This list must include the dollar amount of any receipt, contribution or transfer, or the fair market value of any receipt, contribution or transfer which is other than of money, the name and address of the transferor, contributor or person from whom received, and if the transferor, contributor or person is a political committee as defined in subdivision one of section 14-100 of the Election Law; the name of and the political unit represented by the committee, the date of its receipt, the dollar amount of every expenditure, the name and address of the person to whom it was made or the name of and the political unit represented by the committee to which it was made and the date thereof.) **If selected, you are required to file this statement with the District Clerk and the Commissioner of Education, c/o Educational Management Services, NYS Education Department, Room 475 EBA, Albany, NY 12234.**

SIGNATURE

STATE OF NEW YORK)
COUNTY OF _____) ss:

On this _____ day of _____, 20____, before me, the subscriber, personally appeared to me personally known and known to me to be the same person described who executed the within Instrument, and s/he duly acknowledged to me that s/he executed the same.

Notary Public

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STATEMENT 3

Due within 20 days after election.
For 2023: by June 5, 2023

MIDLAKES DISTRICT OFFICE

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488, Clifton Springs, NY 14432

PHONE: (315) 548-6420 | FAX: (315) 548-6439

DECLARATION OF CAMPAIGN EXPENDITURES

Note: Any election expenses that you incur in the pursuit of election to the Board of Education are not reimbursable by the District. They are considered personal expenses.

NAME _____

DATE _____

ADDRESS _____

Please select one:

_____ In relation to my candidacy for Board of Education, I affirm that all money or other valuable things paid, given, expended or promised by me, or incurred for or on my behalf with my approval, together with all personal expenses incurred by me, do not exceed \$500.00. **If selected, you are only required to file this statement with the District Clerk.**

_____ In relation to my candidacy for Board of Education, I affirm that all money or other valuable things paid, given, expended or promised by me, or incurred for or on my behalf with my approval, together with all personal expenses incurred by me, exceed \$500.00. Attached to this statement is a complete list of all such expenses. (Note: This list must include the dollar amount of any receipt, contribution or transfer, or the fair market value of any receipt, contribution or transfer which is other than of money, the name and address of the transferor, contributor or person from whom received, and if the transferor, contributor or person is a political committee as defined in subdivision one of section 14-100 of the Election Law; the name of and the political unit represented by the committee, the date of its receipt, the dollar amount of every expenditure, the name and address of the person to whom it was made or the name of and the political unit represented by the committee to which it was made and the date thereof.) **If selected, you are required to file this statement with the District Clerk and the Commissioner of Education, c/o Educational Management Services, NYS Education Department, Room 475 EBA, Albany, NY 12234.**

SIGNATURE

STATE OF NEW YORK)
COUNTY OF _____) ss:

On this _____ day of _____, 20____, before me, the subscriber, personally appeared to me personally known and known to me to be the same person described who executed the within Instrument, and s/he duly acknowledged to me that s/he executed the same.

Notary Public

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Candidates alone are responsible for ensuring compliance with the Education Law.*



2023 Board of Education Election Information PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

ADDITIONAL INFORMATION FOR BOARD OF EDUCATION CANDIDATES

Training Requirements for Board of Education Members

School Board Members are required by New York State law to fulfill mandatory training within their first year of service. There are two required trainings, 1) Fiscal Oversight Training and 2) Governance Skills Training. Four County School Boards Association offers these trainings locally and in-person (recommended). NYSSBA also provides convenient online courses and regional academies (held regionally throughout the state) to fulfill these requirements.

New School Board Members requiring these trainings should contact the Midlakes District Clerk, who will assist in signing up for these trainings. New York State School Boards Association (NYSSBA) and Four County School Boards Association also offer additional training opportunities to further member knowledge of public education and the responsibilities of a Board Member.

Roles and Responsibilities of a BOE Member

The New York Education Law defines a school board's general powers and duties. Generally, a school board oversees the district's affairs (students' education), personnel and properties. The board has specific responsibilities to approve curriculum, employ a superintendent and submit a proposed budget to the district voters for their approval.

A Board Member has leadership and decision-making authority in accordance with New York State Education Law and Commissioner's Regulations when assembled as a Board. Board Members do not have leadership or decision-making responsibilities when acting as individuals outside of a Board meeting. The Board's role is to set and steward the goals and direction of the district through policy and active, open discussions with the Superintendent. The development and implementation of strategies to achieve these goals is a responsibility of the Superintendent's office. The Board's primary areas of responsibilities include:

- Establishing goals, evaluating outcomes, and setting the direction of the district's educational program
- Adopting and revising policies for the district to achieve its goals
- Hiring and evaluating the Superintendent and delegating administrative duties (Please see section Superintendent Evaluation Procedures)
- Approving the district's budget and setting the tax rate
- Overseeing school facilities and operations
- Nurturing school, community, and government relationships.
- To carry out the above responsibilities, Board Members are expected to attend each regularly scheduled Board meeting and participate in all committee assignments. If a Board Member will miss a meeting, notify the Superintendent, District Clerk, and the Board President.



2023 Board of Education Election Information

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

- Board Members should always model polite and considerate behavior towards each other and to those present at a meeting. If someone is behaving inappropriately, it will be the responsibility of the Board President and Superintendent to address the behavior and maintain control.

Board Members and District staff are focused on the education of our students. To achieve this goal, effective Board Members:

- Support the purpose and mission of the school district
- Make the success of students the fundamental principle for all decisions
- Keep the Superintendent and fellow Board Members informed about Board matters at all times
- Devote the time and energy to be a contributing Board Member
- Represent the entire community
- Are respectful and civil to all other Board Members
- Respect dissenting viewpoints
- Are loyal to the Board and support its decisions
- Maintain open, honest, and direct communications with other board members
- Conduct Annual Board Self-Evaluation - Piloting Board Self-Evaluation process at the mid-school year (2021-2022) Board Retreat.
- Prepare for group meetings and tasks.
- Consider all issues fairly without bias.
- Practice the highest levels of ethics and integrity.
- Uphold the constitution of the United States and the State of New York; and
- Are fully engaged in BOE meetings.
- The role of a school Board Member extends beyond the attendance at regularly scheduled Board meetings. Board Members are expected to serve on various subcommittees, task forces and district, county, or statewide committees. They are also expected to serve as a Board representative at various functions, whenever possible. As an elected official, Board Members need to be cognizant that their actions and behavior are scrutinized whether at a Board function or not. An action of one can reflect on the entire Board.

The Officers of the Board serve as the primary contacts with the Superintendent of Schools. Together they share the responsibility for the development of the agendas for regular meetings of the Board, keep track of possible future agenda topics as suggested by other Board Members, attend the agenda setting meetings, and provide a short summary of that meeting to Board of Education Members before the Board of Education meeting. Board officers will also guide the Board on the evaluation of the Superintendent and represent the Board in discussions of the Superintendent's contract.

Confidentiality

It is against the law for any Member of the Board to reveal to any person or persons (including spouse or immediate family) any confidential information learned as a Board Member pertaining to staff Members, students, and Board Members. Examples include confidential information about negotiations or confidential information discussed in executive sessions.

Board Members are required to strictly observe the confidentiality of all items discussed in executive session, as well as confidential items contained in Board packets.



2023 Board of Education Election Information

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

Best Practices

It is the duty of each School Board Member to make a good faith effort to serve with integrity and to the best of one's ability. Each School Board Member should:

- Attend all school board meetings. If unable to attend, please notify Board President with as much advanced notice as possible.
- Be prepared for school board meetings by reviewing relevant information supplied by the superintendent or board clerk. School Board Meeting Agendas will be available to all Board Members by Friday of the week prior to the meeting. It is important to review these agendas and all accompanying documents prior to the meeting to be prepared to discuss the items on the agenda.
- Be well-versed in parliamentary procedure and the state Open Meetings Law.
- Communicate and interact in a civil and professional manner with fellow Board Members, the superintendent and district stakeholders with the aim of serving as role models for all students.
- Understand and honor the roles and responsibilities of a school board as opposed to those of the superintendent.
- Keep abreast of current issues in education.
- Participate in training and educational opportunities relevant to board service, ideally on an ongoing basis.
- Make decisions based on a careful review and discussion of relevant facts.
- Vote consistent with a sincere belief regarding what is in the best interest of students and other stakeholders, free from bias or favoritism.
- Respect and abide by each decision of the board as a whole, regardless of one's personal vote.
- Set high expectations for students and employees.

Seminar for Prospective School Board Members

Sponsored by:



Four County School Boards Association

Saturday, March 4, 2023

9:00 am - 11:00 pm

Panel Presentation with Question/Answer Session

REGISTRATION PREFERRED, BUT NOT REQUIRED

Location: Wayne-Finger Lakes BOCES Conference Center
131 Drumlin Court, Newark, NY 14513

Register on our website: www.fourcountysba.org under Current Events

Or Contact

Four County School Boards Association

Email: 4countysba@edutech.org

Phone: (315) 332-7294

**THIS
SEMINAR
IS
FREE**

School board elections will be held this year on Tuesday, May 16, 2023

Candidates for seats on boards of education must file petitions 30 days prior to the election (20 days for small cities). If you have been thinking about running for a seat on your board of education, know someone who is, or if you would just like to know more about what it is that school board members do, then this program is for you!

Panel includes:

Veteran School Board Members, New School Board Member, Superintendent, Legislative Committee Members, and Legal Representative from Harris Beach PLLC

RUNNING FOR THE SCHOOL BOARD



**What all prospective school board
members should know**



Commitment to Public Education

A school board member takes on one of the most important citizen responsibilities: overseeing the education of the community's youth. In these challenging times for public education, school boards are seeking men and women who find excitement and satisfaction in confronting tough challenges and working collegially to rise above them and help students in their communities succeed.

The board of education is a uniquely American institution. It oversees and manages the community's public school system. It ensures the public schools are flexible and responsive to the needs of the community.

School boards are comprised of volunteers within the community who dedicate their time to better public education. Except for those in Yonkers and New York City, board members are elected.

The size of a school board depends on the type of school district but generally ranges between three and nine members. With limited exceptions, school board members serve three-, four- or five-year terms. Terms are staggered so all board positions are never open at the same time. Voters have the power to change the size of the board as set forth within the law.

RUNNING FOR THE SCHOOL BOARD



Responsibilities of a board member

With schoolchildren always their ultimate focus, school board members act officially at the board table, working with other board members to serve students and accomplish the following:

- Create a shared vision for the future of education
- Set the direction of the school district to achieve the highest student performance
- Provide rigorous accountability for student achievement results
- Develop a budget and present it to the community, aligning district resources to improve achievement
- Support a healthy school district culture for work and learning
- Create strategic partnerships with the community stakeholders
- Build the district's progress through continuous improvement
- Adopt and maintain current policies
- Hire and evaluate the superintendent
- Ratify collective bargaining agreements
- Maintain strong ethical standards

Characteristics of a board member

Below are attributes that all effective board members should possess.

- **Effective Communicator:** Can describe what he or she wants and describe what others want; a good listener
- **Consensus Builder:** Capable of working toward decisions that all can support and willing to compromise to achieve goals
- **Community Participant:** Enjoys meeting a variety of people, can identify the community's key communicators and reaches out to the community
- **Decision Maker:** Is comfortable making decisions and can support group decision-making
- **Information Processor:** Can organize priorities and schedules to handle large amounts of verbal and written information
- **Leader:** Willing to take risks, be supportive of board colleagues, district staff and community
- **Team Player:** Helps promote the board's vision and goals

Running for Your Local School Board

Once you have made the commitment to run for your local school board, there are requirements, deadlines, and processes that must be adhered to.



April 17 – Petition must be filed for central, union free and common school districts

April 26 – Petition must be filed for all small city school districts

May 16 – Budget Vote & Election Day

Eligibility Requirements

Generally, school board candidates must be a U.S. citizen, at least 18 years old, qualified voters in the school district and able to read and write. They must be residents of their districts continuously for one year (as little as 30 days or as long as three years in some city school districts) before the election. They cannot be employed by the board on which they will serve or live in the same household with a family member who is also a member of the same school board.

Nominating Petitions

The requirements for filing nominating petitions for a school board vary depending upon the type of school district. Generally, candidates must submit a nominating petition to the school district clerk. The petition must be signed by at least 25 qualified district voters or two percent of the number of those who voted in the previous annual election, whichever number is greater. In small city school districts, nominating petitions must be signed by at least 100 qualified voters.

The petition must include the following:

- Candidate's name and residence
- Vacancy in question
- Incumbent's name (if any)
- Residences of the persons who signed the petition
- Length of the term of office for which the candidate is being nominated

Blank petitions are often available from the district clerk.

If a school district runs for seats "at large" such that each nominee is eligible for each vacancy, the nominating petition does not need to identify the specific incumbent's seat the nominee is seeking. This petition must be filed with the district clerk at least 30 days (20 days in small city districts) before the election, between 9:00 a.m. and 5:00 p.m. In 2023 nominating petitions in small city school districts must be filed by April 26th, in other districts nominating petitions must be filed by April 17th.

Campaigning

Once the petition is filed, the next step is to gather support. State law requires all candidates for election to a board of education to file a sworn statement with the district clerk disclosing both their campaign expenses and contributions received. Statements must be filed at three different times during the election period. If contributions received or expenditures made by the candidate or by the candidate plus others on the candidate's behalf exceed \$500, a statement also should be filed with the commissioner of education. Expenditures of not more than \$25 may be made without the candidate's permission if the donor or donors file a sworn statement with the clerk and the commissioner stating that the candidate did not approve the expenditure.

The expenditure and contribution statement prepared for the Commissioner of Education should be mailed to:
Commissioner of Education
c/o Educational Management Services
89 Washington Avenue, 1075 EBA
Albany, NY 12234



Election

By state law, school board and budget elections, in all districts except the Big 5 (Buffalo, New York City, Rochester, Syracuse and Yonkers), must be held on the third Tuesday in May. In 2023, the budget vote and election occurs on May 16th.

New York State School Boards Association

If you are elected, you don't need to face this new challenge alone. The New York State School Boards Association is here to help you!

The New York State School Boards Association (NYSSBA) was founded in 1896 in Utica, New York. With over 100 years of commitment, NYSSBA serves as the statewide voice of more than 650 boards of education.

The Association provides current information and advice on matters affecting school boards and works with other educational and related organizations in promoting excellence in public education. Consistent with our dedication to children, learning and the community, the Association provides advocacy, information, leadership development and custom services to public school boards.



Training

Once elected, you will be required by New York State law to fulfill mandatory training within your first year of service. This includes fiscal oversight training and governance skills training. NYSSBA provides convenient online courses and regional academies to fulfill these requirements and to further your knowledge of public education and your responsibilities as a board member.

NYSSBA is ready to assist you in your effort to serve your community. Good luck in your pursuit of school board service and thank you for your dedication to providing quality education for New York State public school children.

For more information on school board service training and support, visit [The School Board Member Experience at www.nyssba.org/experience](http://www.nyssba.org/experience) or contact The New York State School Boards Association at (518) 783-0200 or via email at info@nyssba.org.



SCHOOL BOARD CALENDAR

A Quick Reference Guide to School Board Responsibilities by Season



SUMMER Responsibilities

- ☀ Begin On-Boarding Process
- ☀ Take State-Mandated Training (Fiscal and Governance Courses)
- ☀ Determine Superintendent's Priorities
- ☀ Review Previous School Year's Academic Results
- ☀ Assess District Policy Manual



FALL Responsibilities

- 🍁 Create Budget Calendar
- 🍁 Review Quarterly Reports (i.e. student performance programs, discipline, attendance data, special education data)



WINTER Responsibilities

- ❄ Complete Mid-Year Report
- ❄ Review District's Ability to Meet the Board's Goals
- ❄ Prepare Budget Presentations



SPRING Responsibilities

- 🌱 Begin Superintendent Evaluation Process
- 🌱 Prepare for Budget Vote
- 🌱 Prepare for Board Elections

NYSSBA is here for you.
Call 800-342-3360 or visit nyssba.org/experience



THE SCHOOL BOARD MEMBER EXPERIENCE

FREQUENTLY ASKED QUESTIONS

Would I be a good school board member?

Yes, if:

- You value public education.
- You are deeply concerned about all students in your school district; each student is guaranteed a “sound basic education” under the state Constitution.
- You are both an effective speaker and a good listener.
- You can work effectively with fellow school board members in a group decision-making process.
- You are a lifelong learner; you want to understand more about what makes schools effective, learn about changes that affect schools and grow in your role as a school board member.
- You value the opinions of members of school community and are prepared to engage with them throughout your tenure as a school board member (this includes visits to the grocery store!).

What does a school board do?

In New York State, school boards:

1. Hire and evaluate the superintendent of schools.
2. Propose an annual budget to voters.
3. Create policies that guide all aspects of district functioning. Policies can serve to comply with legal requirements (e.g., describing how allegations of bullying or sexual harassment will be handled), provide notice of rights/responsibilities (e.g., Parent Bill of Rights Regarding Student Data Privacy and Security), articulate values (e.g., mission statement), and set rules unique to the district on issues that are locally decided (e.g., Will non-resident students be admitted to this district? What will be the tuition?).
4. Set goals (including goals involving student achievement) and evaluate progress.
5. Make key decisions including: acting on personnel actions recommended by the superintendent; adopting the school calendar; approving curricula and textbooks; approving purchases; and deciding whether a school should be closed (or built, with financial approval by the voters).
6. Hold public forums on the budget, provide required budget notices and otherwise engage and communicate with the public.
7. Set the district's priorities and positions in collective bargaining.
8. Form contractual agreements. These include purchases, articulation agreements with colleges and labor contracts.

THE SCHOOL BOARD MEMBER EXPERIENCE

FREQUENTLY ASKED QUESTIONS, Continued

9. Make decisions involving legal actions, including responding to claims related to student or teacher discipline, tenure, special education, bullying, harassment and discrimination, among other topics.
10. Seek to influence state and federal education policy by passing resolutions, working with advocacy groups such as NYSSBA and interacting with state legislators and other elected officials.

How much time is required?

Half of school board members in New York State spend five hours or less per week on school board business, excluding meetings. About 38 percent spend six to 10 hours, and 12 percent spend more than 10 hours. Boards typically meet one or two evenings a month, and board members typically have written material to review before each meeting. Board members are also expected to participate in committee meetings, work sessions and annual or semi-annual retreats. Furthermore, New York State law requires you complete six hours of financial training during your first year in office. NYSSBA strongly encourages school board members to attend other trainings, especially ones that cover the state Open Meetings Law, conflicts of interest, executive sessions (private, confidential meetings of the board) and the state Freedom of Information Law (which makes school board member's emails and other materials open to the public).

Any tips about campaigning?

Yes: don't make any promises you can't keep.

An individual board member has zero authority. It's only when a majority of the board takes action through a vote that the board's authority is exercised. So while it's appropriate to state your position on issues when campaigning, avoid promising that you will ensure that the district will take specific actions if elected.

I have a relative who works in the district. Can I be a school board member?

Yes; about 47 percent of school board members have relatives who work in their school district or a different school district. However, before voting on any teaching appointment that involves a relative by blood or marriage, board members should disclose the relationship. In such cases, the board member may vote but a two-thirds supermajority is required for the appointment to be effective.

As a board member, can I be held personally liable for legal claims against the board or the school district?

Generally, this should not be a concern. School board members cannot be held liable for actions taken in good faith and within the scope of their authority. A governing board member is not immune from liability, however, if he or she:

- Acts outside the scope of his or her authority.
- Knows (or should have known) that an action violates a person's constitutional rights.
- Engages in criminal activity.
- Has a conflict of interest in violation of state law.
- Commits an intentional tort, such as assault.
- Violates the state open meeting law.

School districts typically have insurance policies that provide for defense and indemnification, providing a shield from personal liability. Boards also have legal counsel and should consult with them as appropriate.

Is there a Code of Ethics for school boards and school board members?

Yes. State law requires districts to adopt a code of ethics for district officers (i.e., school board members) and employees. Read NYSSBA's Model Code of Ethics at <https://www.nyssba.org/about-nyssba/>.