



BOARD OF EDUCATION - CLARKSTOWN CENTRAL SCHOOL DISTRICT

MEMO TO: Prospective School Board Candidates
FROM: Lucy Crosbie, District Clerk
DATE: March 1, 2024
SUBJECT: Information for Board Candidates

This information kit for your candidacy for the Clarkstown Central School District Board of Education contains the following items:

1. **PETITION**
2. **GUIDELINES FOR PETITIONS**
3. **SCHOOL BOARD CANDIDATE INFORMATION SHEET**
4. **CAMPAIGN AND CONTRIBUTION STATEMENTS** – to be filed with the Clerk if less than \$500 and with both the Clerk and the Commissioner of Education if more than \$500, both prior to and after the election.
5. **CALENDAR OF EVENTS**
6. **POLICY #2121** – Board Member Qualifications
7. **POLICY #2120.1** – Candidates and Campaigning
8. **Chapter 173 Littering and Posting** – adopted by the Town Board of the Town of Clarkstown
9. **WPSBA Workshop Flyer** - for Prospective School Board Members
10. **NYSSBA Running for the School Board Information Packet**
11. **NYSSBA School Board Member Experience FAQs** <https://www.nyssba.org/clientuploads/nsbmx/>
12. **CTA Discussion Invitation**

Petitions must be filed no later than 5:00 p.m., April 22, 2024 at the Chestnut Grove District Offices. A drawing will be held on Tuesday, April 23, 2024 at 10:00 a.m., to determine the order in which candidates' names will be listed on the May 21, 2024 ballot. The names shall be drawn by the District Clerk as witnessed by the Superintendent or his/her designee. Candidates are welcome to view the drawing.

When a nominating petition is first filed with the district, it is only conditionally accepted and is subject to rejection after inspection should it be ascertained that it is invalid for any reason. Once a determination of validity has been made, the petition becomes part of the district's records and is accessible by operation of the Freedom of Information Law as with all other records.

If you intend to do a mailing, you may submit a FOIL (Freedom of Information Law) application request for registered voters of the Clarkstown Central School District to the Rockland County Board of Elections at <http://rocklandgov.com/departments/law/freedom-of-information-law-foil/>. The address for the Rockland County Board of Elections is 11 New Hempstead Road, New City, NY (phone# 845-638-5172).

If you have any questions regarding any of the above, feel free to contact me at 845-639-6455.

NOMINATING PETITION

To be filed with the CLERK OF THE BOARD OF EDUCATION, CLARKSTOWN CENTRAL SCHOOL DISTRICT, 62 Old Middletown Road, New City, New York not fewer than thirty days before the annual school district election – Monday, April 22, 2024 BY 5:00 p.m.

WE THE UNDERSIGNED, being qualified to vote at the annual district election to be held on May 21, 2024 of the Clarkstown Central School District, Town of Clarkstown, Rockland County, New York, hereby nominate...

Name of Candidate _____ Place of Residence _____

for the office of the Board of Education of said school district for a three (3) year term commencing July 1, 2024 and ending June 30, 2027

<u>DATE</u>	<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>RESIDENCE (street address required, no P.O. boxes)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

GUIDELINES FOR PETITIONS

You need not be a registered voter to sign the petitions; you must be a qualified voter.

That is, you must be:

- A citizen of the United States
- Aged 18 years or older
- A resident of the Clarkstown Central School District for a period of 30 days prior to the election the petition relates to
- Not otherwise prohibited from voting under the provisions of section 5-106 of the Election Law, such as a person with felony conviction or adjudged incompetent

Only individual signatures will be allowed; you may not sign for your spouse or anyone else. A person may sign more than one petition. Phone numbers are not required.

SCHOOL BOARD CANDIDATE INFORMATION

*Please complete the following questionnaire. The information may be sent by email to lcrosbie@ccsd.edu; in person at the District Office; or mailed to Clarkstown Central School District, 62 Old Middletown Road, New City, NY 10956. Candidate information may appear on the CCSD.EDU website, in district mailings and/or released to media outlets. To ensure your information is included, this form **MUST** be received no later than 5 p.m. Monday, April 22, 2024.*

CANDIDATE NAME: _____

ADDRESS: _____

RESIDE IN DISTRICT: ____ years ____ months

EMAIL: _____

PHONE # _____

IS ANY IMMEDIATE FAMILY MEMBER (SPOUSE/CHILD/PARENT/SIBLING) EMPLOYED BY CCSD?

_____ yes who? _____

DOES ANY IMMEDIATE FAMILY MEMBER ATTEND CCSD? PLEASE SPECIFY RELATIONSHIP(S) CHILDREN OR GRANDCHILDREN (INCLUDE SCHOOLS ATTENDED/ATTENDING AND GRADE LEVEL):

YOUR LEADERSHIP POSITIONS, ORGANIZATIONS, CLUBS, COMMITTEES, ETC.:

HAVE YOU PREVIOUSLY SERVED ON THE BOARD? IF SO, WHAT YEARS?

I give permission to the school to supply the following phone # and/or email address to PTAs, unions, newspaper reporters so they may contact me directly: Yes _____ No _____

Signature _____

Phone # _____ *Email Address* _____



**CAMPAIGN EXPENDITURE AND CONTRIBUTION STATEMENTS
FOR CANDIDATES FOR MEMBER OF THE BOARD OF EDUCATION
CLARKSTOWN CENTRAL SCHOOL DISTRICT
MAY 21, 2024 ELECTION**

All candidates for school board membership are required to file three statements regarding campaign expenditures and contributions pursuant to NYS Education Law Article 32, Section 1528-1531.

For candidates who have campaign expenditures and/or contributions of \$0-\$500, a sworn statement must be filed with the school's District Clerk, 62 Old Middletown Road, New City, NY 10956.

For candidates whose campaign expenses and/or contributions exceed \$500, an itemized sworn statement must be filed with the school's District Clerk and also the Commissioner of Education, Room 876 EBA, Albany, NY 12234.

If a candidate receives a contribution or loan in excess of \$1,000 after the closing date for the most recent required statement, but before the election, he or she must report it within 24 hours after its receipt.

The filing deadlines for statements for the J election are as follows:

1. Initial statement no later than 30 days before the election: **April 22*, 2024.**
2. Second statement no later than 5 days before the election: **May 16, 2024.**
3. Third and final statement within 20 days after the election: **June 10, 2024.**

All statements must be sworn before a notary public (or a public official authorized by New York State Law to administer oaths).

**Per NYS General Construction Law §25-a(1), when legal deadline falls on Saturday, Sunday or public holiday, act may be done on next succeeding business day.*

Attachment (sample statement)

**CLARKSTOWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Statement of Campaign Expenditures and Contributions
Article 32, Sections 1528 to 1531 of the Education Law**

CHECK ONE: _____ 1st Statement _____ 2nd Statement _____ 3rd Statement
(due 04/22/24*) (due 05/16/24) (due 06/10/24)

FILE STATEMENT WITH:

All Candidates:

Clarkstown Central School District
ATTN: District Clerk, Board of Education
62 Old Middletown Road
New City, NY 10956

PLUS for Candidates whose expenditures & contributions exceed \$500:

Commissioner of Education
NYS Education Department
Room 876 EBA
Albany, NY 12234

I _____, residing at _____, being duly sworn,
depose and say:

That I am a candidate for election to the Board of Education in the annual school election to be held on May 21, 2024,
and:

A. Sign and swear to one of the following statements:

1. That I have expended nothing for my election.

(Candidate's Signature)

2. That my only expenditures were for personal expenses which taken together with the total
expenditures incurred by others in my behalf and with my approval do not exceed \$500.

(Candidate's Signature)

3. That expenditures made by me or in my behalf exceeded \$500 and I have attached hereto an itemized
statement of such expenditures as required by law.

(Candidate's Signature)

B. Sign and swear to one of the following statements:

1. That I have received no contributions for my election.

(Candidate's Signature)

2. That the total contributions made to me or on my behalf and with my approval do not exceed \$500.

(Candidate's Signature)

3. That contributions made to me or on my behalf for my election exceeded \$500 and I have attached
hereto an itemized statement of such contributions as required by law.

(Candidate's Signature)

Sworn to before me this

____ day of _____, 2024

Notary Public

**CLARKSTOWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Statement of Campaign Expenditures and Contributions
Article 32, Sections 1528 to 1531 of the Education Law**

CHECK ONE: _____ 1st Statement _____ 2nd Statement _____ 3rd Statement
(due 04/22/24*) (due 05/16/24) (due 06/10/24)

FILE STATEMENT WITH:

All Candidates:

Clarkstown Central School District
ATTN: District Clerk, Board of Education
62 Old Middletown Road
New City, NY 10956

PLUS for Candidates whose expenditures & contributions exceed \$500:

Commissioner of Education
NYS Education Department
Room 876 EBA
Albany, NY 12234

I _____, residing at _____, being duly sworn,
depose and say:

That I am a candidate for election to the Board of Education in the annual school election to be held on May 21, 2024,
and:

A. Sign and swear to one of the following statements:

1. That I have expended nothing for my election.

(Candidate's Signature)

2. That my only expenditures were for personal expenses which taken together with the total
expenditures incurred by others in my behalf and with my approval do not exceed \$500.

(Candidate's Signature)

3. That expenditures made by me or in my behalf exceeded \$500 and I have attached hereto an itemized
statement of such expenditures as required by law.

(Candidate's Signature)

B. Sign and swear to one of the following statements:

1. That I have received no contributions for my election.

(Candidate's Signature)

2. That the total contributions made to me or on my behalf and with my approval do not exceed \$500.

(Candidate's Signature)

3. That contributions made to me or on my behalf for my election exceeded \$500 and I have attached
hereto an itemized statement of such contributions as required by law.

(Candidate's Signature)

Sworn to before me this

____ day of _____, 2024

Notary Public

**CLARKSTOWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Statement of Campaign Expenditures and Contributions
Article 32, Sections 1528 to 1531 of the Education Law**

CHECK ONE: _____ 1st Statement _____ 2nd Statement _____ 3rd Statement
(due 04/22/24*) (due 05/16/24) (due 06/10/24)

FILE STATEMENT WITH:

All Candidates:

Clarkstown Central School District
ATTN: District Clerk, Board of Education
62 Old Middletown Road
New City, NY 10956

PLUS for Candidates whose expenditures & contributions exceed \$500:

Commissioner of Education
NYS Education Department
Room 876 EBA
Albany, NY 12234

I _____, residing at _____, being duly sworn,
depose and say:

That I am a candidate for election to the Board of Education in the annual school election to be held on May 21, 2024,
and:

A. Sign and swear to one of the following statements:

1. That I have expended nothing for my election.

(Candidate's Signature)

2. That my only expenditures were for personal expenses which taken together with the total
expenditures incurred by others in my behalf and with my approval do not exceed \$500.

(Candidate's Signature)

3. That expenditures made by me or in my behalf exceeded \$500 and I have attached hereto an itemized
statement of such expenditures as required by law.

(Candidate's Signature)

B. Sign and swear to one of the following statements:

1. That I have received no contributions for my election.

(Candidate's Signature)

2. That the total contributions made to me or on my behalf and with my approval do not exceed \$500.

(Candidate's Signature)

3. That contributions made to me or on my behalf for my election exceeded \$500 and I have attached
hereto an itemized statement of such contributions as required by law.

(Candidate's Signature)

Sworn to before me this

____ day of _____, 2024

Notary Public

**CLARKSTOWN CENTRAL SCHOOL DISTRICT
CAMPAIGN CONTRIBUTION STATEMENT
FOR CONTRIBUTIONS OF MORE THAN \$1,000 RECEIVED
AFTER FILING OF SECOND EXPENDITURE AND CONTRIBUTION STATEMENT**

This report to be made within 24 hours of receipt of the contribution and sent to the Commissioner of Education by the candidate. NOTE: If Contributor is a Political Committee, Include Political Unit Represented, Date of Receipt, Dollar Amount of Every Expenditure and Name and Address of the Person to Whom it is Made.

I, _____, am a candidate for member of the Board of Education of the Clarkstown Central School District, at an election to be held on May 21, 2024.

I HEREBY CERTIFY THAT:

The following contribution(s) made by others, on my behalf, with my approval, exceeded \$1,000 and was received after the filing of the second statement.

Name and Address of Contributor	Date Received	Amount/Fair Market Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Candidate

Sworn to before me this _____ day of _____, 2024.

Notary Public

CLARKSTOWN CENTRAL SCHOOL DISTRICT

**TUESDAY, MAY 21, 2024 BUDGET VOTE AND ELECTION
KEY DATES FOR CANDIDATES**

Ongoing	NYS School Boards Association – School Board Experience: https://www.nyssba.org/clientuploads/nsbmx/
April 18 7:00 p.m. Thursday	Prospective Board Member Workshop (RSVP Westchester/Putnam School Boards Association - WPSBA), Zoom. Candidate to register: https://www.wpsba.org/site/Default.aspx?PageID=2&DomainID=4#calendar1/20240418/event/1513
April 22, 2024 (30 days before election) 5:00 p.m. Monday	<ol style="list-style-type: none"> 1. Deadline for submission of candidates’ petitions “directed to the District Clerk and signed by at least 25 qualified voters of the district, or 2% of the number of voters who voted in the last election, whichever is greater”: $3,078 \times 2\% = 61$ 2. Candidate Expense #1 of 3 Due – on or before the 30th day preceding the election. 3. Applications for absentee ballots will be accepted <u>no earlier</u> than April 22, 2024. 4. Applications for early voting will be accepted <u>no earlier</u> than April 22, 2024.
April 23, 2024 10:00 a.m. Tuesday	Drawing to determine order of candidates on ballot at Chestnut Grove District Offices.
April 25, 2024 Thursday	<ol style="list-style-type: none"> 1. Military voter registration & ballot applications due by 5:00 p.m. (26 days before vote) 2. CTA & Candidate Discussions – CHSS Planetarium – see invite letter
April 26, 2024 Friday	Military ballots distributed (25 days before vote).
May 14, 2024 (7 days before election) Tuesday	<ol style="list-style-type: none"> 1. Last day to register in person at District Offices (school elections only). Note: ALL voters registered with Rockland County Board of Elections are eligible to vote. 2. Last day for Clerk to receive absentee ballot or early voting application if ballot is to be mailed to the voter.
May 16, 2024 Thursday	Candidate Expense #2 of 3 Due – on or before the fifth day preceding the election.
May 8, 2024 Wednesday	PTA Council Candidates’ Forum, 6:00 p.m. Invite sent by PTA Council. See https://ptacouncilccsd.weebly.com/
May 20, 2024 Monday	Last day to receive absentee ballot application if ballot is to be delivered personally to voter (1 day before election).
MAY 21, 2024 Tuesday	Election Day – polls open 7:00 a.m. to 9:00 p.m. in four election districts. Military, early voter and absentee ballots due by 5:00 p.m. in the District Clerk’s office. Results approx. 10:00 p.m. – Chestnut Grove
June 10, 2024 Monday	Candidate Expense #3 of 3 Due – within 20 days after the election.

Policy 2121 BOARD MEMBER QUALIFICATIONS

The qualifications of a candidate for the office of member of the Board of Education are that the candidate:

1. must be able to read and write;
2. must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be an incompetent (Note: a convicted felon is barred from running for a seat on a board of education if his or her maximum prison sentence has not expired or if he or she has not been pardoned or discharged from parole);
3. must be and have been a resident of the school district for at least one year prior to election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the school board; and
7. may not simultaneously hold another incompatible public office.

Ref:

Education Law §§2102; 2103; 2502(7)

Election Law §5-106(2)-(4), (6)

Rosentock v. Scaringe, 40 N.Y.2d 563 (1976)

Matter of Schoch, 21 EDR 300 (1981)

Adoption date: March 31, 2015

Clarkstown Central School District

Policy 2120.1 CANDIDATES AND CAMPAIGNING

Nominations

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, shall contain the signatures and addresses of at least 25 qualified voters of the district or two percent of the voters who voted in the previous election, whichever is greater, and shall state the name and residence of the candidate. Each petition shall be filed with the District Clerk not later than 30 days, and not later than 5:00 p.m., preceding the Annual Election and Budget Vote at which the candidates so nominated are to be elected.

Ballots

The District Clerk will supervise the procedure used to establish the order of names on the ballot. The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve.

The order of names of candidates will be determined by lot one day after the final date for filing petitions. The names shall be drawn by the district clerk as witnessed by the superintendent or his or her designee. The District Clerk shall give notice of the drawing to the candidates who may attend.

Reporting Expenditures

If a candidate's campaign expenditures exceed \$500, the candidate must file a sworn statement with both the district clerk and the commissioner of education itemizing their expenditures and contributions received. The statement must list the amounts of all money or other valuable things paid, given, expended or promised by the candidate, or incurred for or on the candidate's behalf with his or her approval.

A candidate whose expenditures are \$500 or less is only required to file a sworn statement with the district clerk indicated this to be the case. No other campaign expenditure statement is required.

Expenditures incurred on behalf of a candidate without his/her approval are not included in the totals for reporting purposes. Such unapproved expenditures are limited to \$25, and those making the expenditures must file a sworn statement with the district clerk and the commissioner of education.

An initial statement must be filed at least 30 days before the election, a second statement must be filed on or before the fifth (5th) day preceding the election and a final statement must be filed within 20 days after the election.

Electioneering

It is the policy of the Board of Education that the district's assets, facilities, and funds not be used - whether directly or indirectly - in a politically partisan way in support of or in opposition to any candidate running for elected office, or in support of or in opposition to a proposition, referendum, or issue being voted upon by the electorate.

Therefore, for the purposes of this policy, to avoid even the slightest appearance of exhorting the voters to vote in a particular way, whether for or against a candidate or issue, the following rules are established for elections and votes of the Board and school district:

On days preceding the vote:

1. No sign, announcement, poster, banner or object of any kind which gives a message, whether by sight or sound, collectively called "partisan political signs," shall be attached, affixed, or in any way placed upon the ground, or in or on the buildings of the district. This rule also applies on voting days.
2. Distribution of campaign literature in school building or on school grounds is prohibited. Candidates cannot circulate at school events for the purpose of campaigning for office.

3. Campaign literature or political signs cannot be placed on vehicles parked on school grounds. This rule also applies on voting days, as further qualified below.
4. School district e-mail is reserved for educational purposes related to the school system's daily operations. As such, use of the school district's email system by candidates to solicit the support of school personnel is prohibited. Candidates must similarly instruct their supporters to not engage in campaigning using the district e-mail system. This rule also applies on voting days.

On the day of the vote:

1. Pursuant to law, electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Displays or handout items of any political nature, except those provided by law, shall be prohibited by any individual, group or organization in any school building on those days when the polls are open for voting on school district matters, including, but not limited to, the annual school budget, candidates for the Board of Education, special propositions, etc.
2. Candidates and their representatives can hand out literature and speak with prospective voters as long as this is done in a safe and non-intrusive manner and as long as this is done outside a 100-foot radius of the entrance to any school polling place. For the purpose of this portion of the policy, the entrance is defined as the door closest to the voting area in the building. However, persons engaged in such activities may not hold, wear, or have displayed on their person "partisan political signs", as defined above (exception: a lapel type pin or button, or badge not exceeding three inches in diameter containing a self-contained message - not to be read together with other pins, buttons or badges to complete a message).
3. Vehicles bearing a political sign cannot be parked within a 100- foot radius of the entrance to any school polling place, as defined in the prior paragraph.

Cross-ref:

1050, Annual District Election and Budget Vote

Ref:

Education Law §§1528; 1529; 2018

Weingarten v. Board of Education of the City School District of the City of New York, 680 F. Supp.2d 595 (2010)

Appeal of Himmelberg, 46 EDR 228 (2006)

Adoption date: March 31, 2015

Clarkstown Central School District

Chapter 173. Littering and Posting

§ 173-1. Littering prohibited.

[Amended 10-10-1989; 8-20-2013 by L.L. No. 6-2013; 8-15-2017 by L.L. No. 9-2017]

- A. No person shall litter, leave, clutter, throw, discharge, discard, abandon, dump, store or keep any nuisance, hazard or litter, as defined in § 216-2 of this Code, or a shopping cart on any public street, public road, public place, public property or any privately owned property open to the public, regardless of whether or not said privately owned property is temporarily closed to the public.
- B. No person shall throw or deposit or abandon any litter or foreign matter of any kind whatsoever in any fountain, pool, pond, lake, stream, culvert, creek, reservoir or its tributaries or watershed or any body of water in a park or elsewhere within the Town of Clarkstown; except that this provision shall not prohibit the authorized treatment and control of pools or reservoirs to control or regulate water purity or aquatic vegetation by persons or corporations having all required permits issued by state, county, Town or watershed authorities having jurisdiction over such treatment or such permits.

§ 173-2. Posting prohibited.

[Amended 1-14-1986 by L.L. No. 1-1986; 8-22-2006 by L.L. No. 11-2006;]

No person shall post, display or carry any handbill, placard, notice, sign or advertisement of any kind whatsoever or print, paint, stamp, deface or otherwise mark any words, letters, figures, signs or tokens of any sort or kind for any purpose in or on any flagstone, curbstone, sidewalk, landscaped area, utility pole, tree or fence within 20 feet beyond the edge of the paved portion of any limited-access road, within 40 feet of the center line of any major road, within 30 feet of the center line of any secondary road, or within 25 feet of the center line of any collector or local road, and in no case less than 10 feet from the edge of pavement, as such roads are shown on the Official Map of the Town of Clarkstown, or upon any Town-owned property within the unincorporated part of the Town of Clarkstown.

§ 173-4. Penalties for offenses.

[Amended 8-22-2006 by L.L. No. 11-2006; 4-9-2013 by L.L. No. 2-2013; 8-15-2017 by L.L. No. 9-2017]

- A. Any person committing an offense against any provision under §§ 173-1A and 173-2 of this chapter shall be guilty of a violation punishable by a fine not exceeding \$2,500. Any person found guilty of a second offense of any provision of this chapter within 18 months of the date of the first conviction shall be punished by a fine of not less than \$2,500 and not more than \$5,000. Any person found guilty of a third offense of any provision of this chapter within 18 months of the date of the second conviction shall be punished by a fine of not less than \$7,500 and not more than \$10,000. Any person found guilty of a fourth or subsequent offense of any provision of this chapter within 18 months of the date of the third conviction shall be punished by a fine of not less than \$10,000 and not more than \$15,000. Each day's continued violation of any provision of this chapter will constitute a distinct and separate offense.
- B. Any person committing an offense against any provision under § 173-1B of this chapter shall be guilty of a violation punishable by a fine not exceeding \$3,500. Any person found guilty of a second offense of any provision of this chapter within 18 months of the date of the first conviction shall be punished by

a fine of not less than \$3,500 and not more than \$6,000. Any person found guilty of a third offense of any provision of this chapter within 18 months of the date of the second conviction shall be punished by a fine of not less than \$8,500 and not more than \$11,000. Any person found guilty of a fourth or subsequent offense of any provision of this chapter within 18 months of the date of the third conviction shall be punished by a fine of not less than \$11,000 and not more than \$16,000. Each day's continued violation of any provision of this chapter will constitute a distinct and separate offense.

§ 173-5. Enforcement.

[Amended 8-22-2006 by L.L. No. 11-2006; 8-20-2013 by L.L. No. 6-2013; 3-22-2016 by L.L. No. 4-2016]
The Town of Clarkstown Superintendent of Highways and the Building Inspector, and such additional employees of the Town as may be designated thereby, are hereby authorized to remove, destroy or discard any material or remove any defacement placed, posted, stamped or marked in violation of §§ **173-1** and **173-2** in as timely and regular a manner as practicable. The Superintendent of Highways and the Building Inspector and/or their designee are further authorized to prepare a bill of costs for said removal for the reimbursement of the costs of removal and disposal by the offending person, organization or corporation. Any lawful means of collection may be employed to recover the actual costs for removal and disposal of such material or defacement. Enforcement of any provision of this chapter is to be performed by Town officials with code enforcement authority.

Prospective School Board Member Workshop

Learn what being a school board trustee is all about from WPSBA!

Thursday, April 18, 2024
7:00 pm - 8:30 pm
Via Zoom

Topics Include:

- Skills needed
- Board/Supt. relationship
- Roles & Responsibilities
- Issues addressed by school boards
- Advocacy
- Communicating with the public

This workshop is provided as a free public service by WPSBA to individuals interested in running for their local school board in Westchester & Putnam Counties.

REGISTRATION

To register, go to www.wpsba.org and click on Prospective School Board Member Workshop on our homepage. That will lead you to the registration link. (Please register by 4/12) or [CLICK HERE](#)



info@wpsba.org

NYSSBA

Running for the School Board

What all Prospective School Board Members Should Know

Launch your School Board Member Experience

[NYSSBA's School Board Member Experience](#)

Learn more about school board service from starting your campaign to becoming a school board leader

2024 Dates to Remember

- April 22 Petition must be filed for central, union free and common school districts
- May 1 Petition must be filed for all small city school districts
- May 21 Budget Vote & Election Day
- June 18 Budget Revote

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.

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.

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 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.

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.

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 670 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, visit the [School Board Member Experience site](#), or contact NYSSBA at 518.783.0200 or via email at info@nyssba.org.



Clarkstown Teachers' Association



Jon Wedvik, President

107 North Main Street, New City, New York 10956

Phone: 914-391-0011

email: president@clarkstownteachers.org

February 2024

Dear Board of Education Candidate:

We would like to invite you to participate in an informal discussion with the Political Action Committee of the Clarkstown Teachers' Association.

The purpose of this meeting is to discuss your vision and goals for our community.

The meeting will be held at the Planetarium at Clarkstown High School South on Thursday April 25th, 2024.

Please pick a time from the list below and email Annette Orlando, CTA PAC Chairperson at political@clarkstownteachers.org to schedule an appointment.

Thursday, April 25th at 4:00 p.m.

Thursday, April 25th at 4:20 p.m.

Thursday, April 25th at 4:40 p.m.

Thursday, April 25th at 5:00 p.m.

Thursday, April 25th at 5:20 p.m.

Thursday, April 25th at 5:40 p.m.

In Solidarity for Clarkstown,

Jon Wedvik

President