

ECASB 2024-2025 Team Appointments

** For the first meeting of the year we encourage both the delegate and the alternate to attend, so both members are oriented to the group! All meetings take place at Erie 1 BOCES, 355 Harlem Road, West Seneca 14224.*

I. ECASB Delegate Assembly – Please see job description previously sent

- Meeting dates for 2024-25 are:
 - Sept. 12 – 7:00–8:30 pm
 - Feb. 27 – 6:30-8:30 pm
 - May 1 – 6:30-8:30 pm

II. ECASB Budget & Finance Team – Please see job description previously sent

ECASB Treasurer serves as Team Leader.

- Meeting dates for 2024-25 are:
 - Sept. 12 – 6:00-7:00 pm
 - Feb. 6 – 6:30-8:30 pm
 - May 8 – 6:30-8:30 pm (Only if Needed)

III. ECASB Legislative Team – Please see job description previously sent

- Meeting dates for 2024-25 are:
 - Sept. 19 – 6:30-8:30 pm
 - Oct. 24 – 6:30-8:30 pm
 - Jan. 23 – 6:30-8:30 pm
 - March 20 – 6:30-8:30 pm

School District: _____

Board President for 2024 – 25

Board Vice-President for 2024 - 25

Voting Delegate for NYSSBA Convention October 20-22

Delegate _____ Alternate _____

** Note: The information provided below is for internal use only.*

ECASB Delegate Assembly Representative

Representative _____

Phone (H) _____ (W) _____ Fax (H) _____ (W) _____

e-mail (H) _____ (W) _____

Alternate _____

Phone (H) _____ (W) _____ Fax (H) _____ (W) _____

e-mail (H) _____ (W) _____

ECASB Budget & Finance Team Representative

Representative _____

Phone (H) _____ (W) _____ FAX (H) _____ (W) _____

e-mail (H) _____ (W) _____

Alternate _____

Phone (H) _____ (W) _____ FAX (H) _____ (W) _____

e-mail (H) _____ (W) _____

ECASB Legislative Team Representative

Representative _____

Phone (H) _____ (W) _____ FAX (H) _____ (W) _____

e-mail (H) _____ (W) _____

Alternate _____

Phone (H) _____ (W) _____ Fax (H) _____ (W) _____

e-mail (H) _____ (W) _____

Thank you, for taking time to make your Team appointments.

In addition: We ask Board Members to begin thinking of serving on one of the following committees or in one of the roles listed below. If you are interested in serving, please have your district clerk forward your name and contact information to ECASB. If you are interested in learning more about the roles and responsibilities or the committees, please contact ECASB at our office. The positions listed below will be approved at the first Delegate Assembly meeting in September 2024

Nominating Committee: (Generally meets twice a year)

Awards Committee: (Generally meets 2 times a year)

Financial Review Committee (Meets once a year)

WNED Education Rep. (Attends WNED meetings & reports back)

Buffalo Philharmonic Orchestra Education Rep. (Attends BPO meetings and reports back)

Niagara Frontier Industry Education Council (Attends NFIEC meetings and reports back)

***Erie County Industrial Development Agency (President serves)*

**Please respond via FAX (821-7296) or e-mail to: ssummers@e1b.org
by Monday, July 22nd!**



Erie County Association of School Boards Delegate Assembly 2024-2025

Welcome to your role as ECASB Delegate Representative and Alternate!

Purpose:

- Policy making body of the Association.
- Represent Member Boards to reflect the needs and interests of its members to help ECASB better establish goals and plan activities.

Activities:

Duties & responsibilities outlined in bylaws, Article VII

- Appoint the Executive Director
- Approve an annual budget (*A draft budget will be developed by the Budget & Finance Team presented to the ECASB Executive Board and recommended for approval by the Delegate Assembly.*)
- Approve dues formula (*A dues formula was adopted by the Delegate Assembly 1/29/98; dues are assessed based on that formula and the amount of total dues included in the budget.*)
- Accept annual audit report
- Elect officers, at-large Executive Board members, and appoint team members on all permanent teams.
- Approve Association activities and organizational strategies

Other activities may include

- Discussion/action regarding legislative issues
- Discussion/action regarding NYSSBA resolutions or other NYSSBA items
- Discuss items brought to the Delegate Assembly by member boards and consider whether further action will be taken.

Membership:

- One school Board Member from each member district is delegated as the representative and a second Board Member is delegates as an alternate. Attendees are marked present, excused (if they let us know ahead of time), or absent.
- ECASBS participation awards (Rising Star and Shining Star) are based on attendance at ECASB events, programs and committee meetings.
- Each member board is entitled to one vote on action taken by the Delegate Assembly (*By-laws Article VII*)
- NYSSBA Area 1 Director is an ex-officio member of the committee. He/she is a voting member if serving on a board and designated as the District Representative or Alternate.

Meetings:

- At least three times during the Association's fiscal year (*By-Laws Article VII*)
- ECASB President may call a special meeting of the Delegate Assembly with five days' notice.
- ECASB President presides over the Delegate Assembly meetings

Additional:

- If for any reason the delegate is unable to attend, please notify your alternate and encourage them to attend. If neither of you can attend, have your board select another member of your board to take your place and notify the ECASB office to update the office who will be representing your district.
- The final portion of the meeting is a roundtable discussion. Please be mindful of the time and share 2-3 items of interest that are happening within your district.

- Executive Director: Dave Lowrey dlowrey@e1b.org; cell (716) 867-3531
Program Services Manager: Jane Sullivan jsullivan@e1b.org; cell (716) 235-0369
Information Specialist: Sue Summers ssummers@e1b.org Office Phone: (716) 821-7297

2024 – 2025 Meeting Dates:

September 12, 2024 @ 7:00 pm – 8:30 pm. B-2B

February 27, 2025 @ 6:30 pm – 8:30 pm; B1

May 1, 2024 @ 6:30 pm – 8:30 pm, B1

*See ECASB By-laws: Article IV - Organizational Structure, Sections 3 & 4; Article V- Election of Officers:
Article VII – Delegate Assembly*



Erie County Association of School Boards Legislative Team 2024-2025

Welcome to your role as ECASB Legislative Representative and Alternate

Purpose:

- Develop ECASB's Legislative priorities and platform for the current school year.
- Review state and federal legislation affecting public education and the ECASB member districts.
- Advocate for public education and the ECASB member districts with local, state, and federal elected officials.

Activities:

- Establish a schedule to meet with Legislators both at their Albany/Washington D.C. offices as well as at their local offices.
- Host a Legislative Breakfast or Round Table with elected officials and district representatives.
- Collaborate with other organizations on issues related to public education.
- Review and discuss NYSSBA's and NSBA's Resolutions.
- Host a legislative dinner at the conclusion of the legislative session when appropriate.

Other activities may include

- Develop letter writing campaigns / petitions for issues related to ECASB member districts.
- Develop advocacy alerts for ECASB Members and provide talking points for contacting elected officials.
- Develop media awareness using our web page, Facebook, twitter accounts and other social media accounts to engage and inform our membership.
- Host an advocacy training to teach Board Members how to advocate with elected officials.
- Participate in state and federal lobby days for public education.
- Possibly attend political rallies and fundraisers.
- Attend workshops to learn about the political landscape of the federal government and state government and the impact of legislation on public education.
- Utilize ECASB generated post cards to let legislators know what issues ECASB supports/opposes.

Membership:

- One school Board Member from each member district is delegated as the representative and a second Board Member is delegates as an alternate. Attendees are marked present, excused (if they let us know ahead of time), or absent.
- ECASBS participation awards (Rising Star and Shining Star) are based on attendance at ECASB events, programs and committee meetings.

Meetings:

- ECASB Legislative Chair, Co-Chair and ECASB Program Services Manager lead team meetings.

Additional:

- If for any reason the designated representative is unable to attend, please notify your alternate and encourage them to attend. If neither of you can attend, have your board select another member of your board to take your place and then notify the ECASB office to update our office who will be representing your district.
- The final portion of the meeting is a roundtable discussion. Please be mindful of the time and share 2-3 items of interest that are happening within your district.
- Executive Director: Dave Lowrey dlowrey@e1b.org ; cell (716) 867-3531
Program Services Manager: Jane Sullivan jsullivan@e1b.org; cell (716)235-0369
Information Specialist: Sue Summers ssummers@e1b.org Office Phone: (716) 821-7297

2024 – 2025 Meeting Dates:

September 19, 2024, 6:30 pm – 8:30 pm, Room TBD
October 24, 2024, 6:30 pm – 8:30 pm; (Legislative Sub Committee) Room TBD
January 23, 2025, 6:30 pm – 8:30 pm, B1
March 20, 2025, 6:30 pm – 8:30 pm, B1

Also:

August 22, 2024 - Back to School Dinner
October 17, 2024 – Rick Timbs Dinner
November 10, 2024 – NYSSBA Business Meeting
November 16, 2024 – Legislative Breakfast
February 7, 2025 – Virtual Capital Conference
February 12, 2025 – NYSSBA Capital Conference
May 22, 2025 – Legislative Dinner – Date and place to be determined



Erie County Association of School Boards Budget & Finance Team 2024 - 2025

Welcome to your role as ECASB Budget & Finance Team Representative and Alternate!

Purpose:

- In conjunction with the Executive Director, the Association Treasurer, and the Executive Bookkeeper, the committee will develop and approve the annual budget and develop a dues structure.
- The committee reviews the financial procedures of the organization annually.
- The committee reviews the finances quarterly through the year.

Activities:

- Establish a dues structure (*A dues formula was adopted by the Delegate Assembly 1/29/98; dues are assessed based on that formula. Dues have been held at the same rate for 9 years*).
- Review and make recommendations prior to final approval of an annual budget.
- Review the annual audit report.
- Review appropriate investments when funds exceed those necessary to meet current expenses based on any approved investment policies.

Other activities may include

- Review of the financial procedures and documents used by the organization.
- Discuss school board issues that have a financial impact on school districts, and if appropriate refer topic to the Delegate Assembly, Executive Board, Legislative Committee Executive Director or Program Service Manager as appropriate.

Membership:

- One school Board Member from each member district is delegated as the representative and a second Board Member is delegates as an alternate. Attendees are marked present, excused (if they let us know ahead of time), or absent.
- ECASBS participation awards (Rising Star and Shining Star) are based on attendance at ECASB events, programs and committee meetings.

Meetings:

- At least three times during the Association's fiscal year.
- ECASB Treasurer presides over the Budget and Finance meetings.

Additional:

- If for any reason the designated representative is unable to attend, please notify your alternate and encourage them to attend. If neither of you can attend, have your board select another member of

your board to take your place and then notify the ECASB office to update the office who will be representing your district.

- The final portion of the meeting is a roundtable discussion. Please be mindful of the time and share 2-3 items of interest that are happening within your district that are related to a financial matter.
- Executive Director: Dave Lowrey dlowrey@e1b.org ; cell (716) 867-3531
Program Services Manager jsullivan@e1b.org ; cell (716) 235-0369
Information Specialist: Sue Summers ssummers@e1b.org Office Phone: (716) 821-7297

2024 – 2025 Meeting Dates:

September 12, 2024 – 6:00 p.m. – 7:00 p.m.; B-2B

February 6, 2005, 6:30 pm – 8:30 pm (Budget Approval); Room TBD

May 8, 2025, 6:30 p.m. – 8:30 p.m. (Meeting if needed); Room TBD

Additional:

Program

October 17, 2024 – Dr. Rick Timbs – Foundation Aid Dinner – TBD

November 16, 2024 – Legislative Breakfast – TBD

June 24th and 28th – Fiscal Oversight Responsibility Training – B2a-B2b