



MARCH 2025

AMAGANSETT
BOARD
OF
EDUCATION

CANDIDATE
PACKAGE

Jennifer A. Miller
District Clerk
631-267-3652
districtclerk@aufsd.org

AMAGANSETT UNION FREE SCHOOL DISTRICT
POB 7062, 320 Main Street
Amagansett, New York 11930-7062
Tel. (631) 267.3572/Fax. (631) 267.7504
Website: www.aufsd.org

BOARD OF EDUCATION
Wayne Gauger, President
Addie Slater-Davison, Vice-President
Kristen V. Peterson, Member
Dawn Rana-Brophy, Member
Robin J. Jahoda, Member
Thomas Mager, Treasurer
Jennifer A. Miller, District Clerk

SUPERINTENDENT OF SCHOOLS
Michael Rodgers

CANDIDATE PACKET CONTENTS

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

April 30 – Petition must be filed for all small city school districts

May 20 – 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 2025 nominating petitions in small city school districts must be filed by April 30th, in other districts nominating petitions must be filed by April 21st.

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 2025, the budget vote and election occurs on May 20th.

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.



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SUPERINTENDENT OF SCHOOLS

Michael Rodgers

**SCHOOL BOARD TRUSTEE
CANDIDATE INSTRUCTIONS**

There are several legal obligations that must be made by each candidate. If you have any questions, please call the Office of the District Clerk for the Amagansett Union Free School District at (631) 267-3652.

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

- a. 18 years of age or older;
- b. Able to read and write;
- c. A qualified voter of the District; and
- d. A resident of the School District for at least one year prior to election.

No current employee of the School District may be a member of the Board. Not more than one member of a family shall be a member of the Board of Education.

PETITIONS - Petitions must contain at least **twenty-five (25)** signatures of qualified voters and be submitted to the District Clerk no later than **5:00 p.m.** on Monday, **April 21, 2025**. Each name listed on the petition must have **BOTH** a written signature and a printed name. If a name cannot be verified as a qualified voter, it is not valid. Also, the law states that an address for each signature **MUST** be included. If an address is not listed next to a name, the signature will not be considered valid. (It is recommended that you obtain more signatures than is required).

BALLOT POSITION - Lots will be drawn to determine each candidate's position on the election ballot. This will be done on **Monday, April 21, 2025 at 5:00 p.m.** in the Office of the District Clerk. You may opt to have the District Clerk or someone you choose to act as your proxy if you are unable to attend. If you choose not to attend, please fill out the attached proxy letter and return it to the District Clerk by **April 21, 2025**.

EXPENDITURE STATEMENTS (Affidavit) - Each candidate must complete and file with the District Clerk, three (3) Expenditure Statements (Form A- if less than \$500.00). If expenditures exceed five hundred dollars (\$500.00), Form B must be used, and an additional copy must be filed with the Commissioner of Education.

CAMPAIGN CONTRIBUTION STATEMENT (Affidavit) - Each candidate must also file with the District Clerk, three (3) Campaign Contribution Statements (Form C - if less than \$500.00). If contributions exceed five hundred dollars (\$500.00), Form D must be used, and an additional copy must be filed with the Commissioner of Education. In addition, if any contribution or loan in excess of one thousand dollars (\$1,000.00) is received by the candidate within five (5) days prior to the election, then the candidate must file an affidavit (Form E) with the District Clerk and the Commissioner of Education within twenty-four **(24)** hours of receipt of such contribution. There is also a form for expenditures not exceeding twenty-five (\$25.00) made by individuals without the candidate's solicitation or approval which must be filled out and filed when those circumstances apply.

While you do not need to attach back-up receipts to these statements, it is recommended that you keep them should they need to be produced at a later date. The Expenditure and Contribution Statements are due as follows:

First:	April 21, 2025 (30 days prior to the election)
Second:	May 15, 2025 (5 days prior to the election)
Third:	June 9, 2025 (20 days after the election)

CANDIDATE INFORMATION - Every year prior to election time, the news media will call wanting telephone numbers of incumbents and/or new candidates. Please indicate on the attached form whether or not you would like the information listed released to the press. Also indicate if you would like to contact the press yourself. Return this form to the Office of the District Clerk by **April 21, 2025**

AMAGANSETT UNION FREE SCHOOL DISTRICT
CANDIDATE INFORMATION/CHECKLIST

NAME: _____

ADDRESS: _____

PREFERRED METHOD OF CONTACT BY DISTRICT CLERK:

☐ Home Tel ☐ Business Tel ☐ Cell ☐ Home Email ☐ Business Email ☐ Other

CONTACT NUMBERS:

Home Tel: _____ Business Tel: _____

Home Email: _____ Business Email: _____

Cell Phone: _____ Other: _____

FORMS		
<input type="checkbox"/>	Mandatory Training	
<input type="checkbox"/>	Petition	
<input type="checkbox"/>	Candidate Information Sheet	
<input type="checkbox"/>	Proxy Sheet	
<input type="checkbox"/>	Newsday Sheet	
<input type="checkbox"/>	Expenditure Forms (Due April 21, 2025)	
<input type="checkbox"/>	Contributions Forms (Due April 21, 2025)	
<input type="checkbox"/>	Expenditure Forms (Due May 15, 2025)	
<input type="checkbox"/>	Contributions Forms (Due May 15, 2025)	
<input type="checkbox"/>	Expenditure Forms (Due June 9, 2025)	
<input type="checkbox"/>	Contributions Forms (Due June 9, 2025)	
	Form A - Expenditure Forms Not Exceeding \$500.00	
	Form B - Expenditure Forms Exceeding \$500.00	
	Form C - Aggregate Contributions Not Exceeding \$500.00	
	Form D - Aggregate Contributions Exceeding \$500.00	
	Form E - Contributions Exceeding \$1000.00	

MANDATORY SCHOOL BOARD MEMBER TRAINING

All newly elected or appointed Board members are required to participate in a minimum of six hours of training on the financial oversight, accountability, and fiduciary responsibilities of a school board member within the first year of his or her term. Education Law Section 2102-a(1)(a). In addition, within the first year of his or her term, all newly elected or appointed Board members must complete a training course to acquaint him or her with the powers, functions and duties of Board of Education, as well as the powers and duties of other governing and administrative authorities affecting public education. Education Law Section 2102-a(1)(b).

The failure to complete the mandatory training within the required time period may subject the Board member to removal.

NOTICE ALL MEN BY THESE PRESENT that Hereunder signed are **twenty-five (25) names** of qualified voters of the Amagansett Union Free School District, Amagansett, Suffolk County, New York, representing 2% of the total voters who voted in the last election, for the purpose of endorsing the name and person of:

----- *who resides at:* -----
CANDIDATE NAME CANDIDATE ADDRESS

as candidate in nomination, for the position of Member of the Board of Education (full-term, three-year seat – 7/1/2025 -6/30/2028) of the Amagansett Union Free School District, Amagansett, County of Suffolk, State of New York, for the **ELECTION TO BE HELD ON TUESDAY, MAY 20, 2025 IN THE SAID DISTRICT.**

COMPLETE SIGNATURE, PRINTED NAME & ADDRESS REQUIRED OF EACH QUALIFIED SIGNER

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NUMBER OF SIGNATURES THIS SHEET: _____ TOTAL NUMBER OF PETITION SHEETS: _____
Received & Acknowledged by the District Clerk:

District Clerk Signature Date Candidate Signature Date

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NUMBER OF SIGNATURES THIS SHEET: _____ TOTAL NUMBER OF PETITION SHEETS: _____

Received & Acknowledged by the District Clerk:

District Clerk Signature Date Candidate Signature Date

CANDIDATE PROXY

TO: Jennifer A. Miller, District Clerk
Amagansett Union Free School
P.O. Box 7062
Amagansett, New York 11930

I, _____,

hereby designate _____ to,
act as my proxy to draw for my position on the ballot at the lottery to be held in the Office of
the District Clerk on Monday, April 21, 2025 at 5:00 p.m. in the event that I am unable to
attend and I do not designate a proxy, I understand that you or your designee will draw for
my ballot position.

Signature of Candidate

Date

AMAGANSETT UNION FREE SCHOOL DISTRICT
CANDIDATE'S CAMPAIGN EXPENSES AFFIDAVIT
(Did Not Exceed \$500)

TO: Jennifer A. Miller, District Clerk
Amagansett Union Free School District
320 Main St – PO 7062
Amagansett NY 11930

STATE OF NEW YORK)

COUNTY OF SUFFOLK) ss.:

_____, be duly sworn deposes and says:

1. I am a candidate for election to the Amagansett Union Free School District Board of Education for the election held on MAY 20, 2025 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. Election expenses, together with those expenses incurred by others on my behalf, with my approval, during the period through and including _____ did not exceed \$500.00.

Signature of Candidate

Sworn to before me this _____ day of _____, 2025.

Notary Public - State of New York

This Form A Is to be used when Candidate Campaign Expenses DO NOT EXCEED \$500.

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AS FOLLOWS:

- | | |
|--|--|
| 1. On or before the <u>30th day preceding</u> the date of the election: | April 21, 2025 (30 days prior to the election) |
| 2. On or before the <u>5th day preceding</u> the date of the election: | May 15, 2025 (5 days prior to the election) |
| 3. Within <u>20 days following</u> the date of the election: | June 9, 2025 (20 days after the election) |

AMAGANSETT UNION FREE SCHOOL DISTRICT
CANDIDATE'S CAMPAIGN EXPENSES AFFIDAVIT
(EXCEEDS \$500)

TO: Jennifer A. Miller, District Clerk
 Amagansett Union Free School District
 320 Main Street- PO 7062
 Amagansett, NY 11930

Commissioner of Education
 State of New York
 Educational Management Services
 Room 876 EBA
 State Education Department
 Albany, NY 12234

STATE OF NEW YORK)

ss.:

COUNTY OF SUFFOLK)

_____, be duly sworn deposes and says:

1. I am a candidate for election to the Amagansett Union Free School District Board of Education for the election held on MAY 20, 2025 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. Election expenses, together with those expenses incurred by others on my behalf, with my approval, during the period through and including _____ exceed \$500.00 and were as follows:

<u>Name *</u>	<u>\$ Amount</u>	<u>Comment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Enclose a separate sheet of paper for additional expenses.

3. The total amount expended or incurred during said period is: _____

 Signature of Candidate

Sworn to before me this _____ day of _____, 2025.

 Notary Public – State of New York

This Form B is to be used when Candidate Campaign Expenses EXCEED \$500.00

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AND THE COMMISSIONER OF EDUCATION AS FOLLOWS:

- | | |
|--|--|
| 1. On or before the <u>30th day preceding</u> the date of the election: | April 21, 2025 (30 days prior to the election) |
| 2. On or before the <u>5th day preceding</u> the date of the election: | May 15, 2025 (5 days prior to the election) |
| 3. Within <u>20 days following</u> the date of the election: | June 9, 2025 (20 days after the election) |

AMAGANSETT UNION FREE SCHOOL DISTRICT
CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT
(Did NOT Exceed \$500)

TO: **Jennifer A. Miller, District Clerk**
 Amagansett Union Free School District
 320 Main Street
 Amagansett NY 11930

STATE OF NEW YORK)

ss.:

COUNTY OF SUFFOLK)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the Amagansett Union Free School District Board of Education for the election held on MAY 20, 2025, and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The aggregate amount of all contributions made on behalf of my candidacy during the period through and including _____ did not exceed \$500.00.

 Signature of Candidate

Sworn to before me this _____ day of _____, 2025.

 Notary Public - State of New York

This Form C is to be used when Candidate Campaign Contributions DO NOT EXCEED \$500.

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AS FOLLOWS:

- | | |
|--|--|
| 1. On or before the <u>30th day preceding</u> the date of the election: | April 21, 2025 (30 days prior to the election) |
| 2. On or before the <u>5th day preceding</u> the date of the election: | May 15, 2025 (5 days prior to the election) |
| 3. Within <u>20 days following</u> the date of the election: | June 9, 2025 (20 days after the election) |

AMAGANSETT UNION FREE SCHOOL DISTRICT
CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT
(Exceeds \$500)

TO: Jennifer A. Miller, District Clerk
Amagansett Union Free School District
320 Main Street
Amagansett NY 11930

Commissioner of Education
State of New York
Educational Management Services
Room 876 EBA
State Education Department
Albany, NY 12234

STATE OF NEW YORK
ss.:
COUNTY OF SUFFOLK

_____, being duly sworn deposes and says:

1. I am a candidate for election to the Amagansett Union Free School District Board of Education for the election held on MAY 20, 2025 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The aggregate amount of all contributions made by others on my behalf, with my approval, during the period through and including _____ exceeded \$500.00 and were as follows:

<u>Name of Contributor</u>	<u>Address</u>	<u>\$ Amt/Fair Mkt Value</u>	<u>Comment</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

• Enclose a separate sheet of paper for additional expenses contributions, if necessary. If the contributor is a political committee, include the political unit represented, the date of receipt of the contribution, the name and address of the person to whom it was made of the name of the political unit represented by the committee to which it was made and the date thereof.

3. The total amount contributed or received during said period is: _____

Signature of Candidate

Sworn to before me this _____ day of _____, 2025.

Notary Public - State of New York

This Form D is to be used when Candidate Contributions EXCEED \$500

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AND THE COMMISSIONER OF EDUCATION AS FOLLOWS:

- | | |
|--|--|
| 1. On or before the <u>30th day preceding</u> the date of the election: | April 21, 2025 (30 days prior to the election) |
| 2. On or before the <u>5th day preceding</u> the date of the election: | May 15, 2025 (5 days prior to the election) |
| 3. Within <u>20 days following</u> the date of the election: | June 9, 2025 (20 days after the election) |

AMAGANSETT UNION FREE SCHOOL DISTRICT
CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT
 (Over \$1,000))

TO: Jennifer A. Miller, District Clerk
 Amagansett Union Free School District
 320 Main Street
 Amagansett NY 11930

Commissioner of Education
 State of New York
 Educational Management Services
 Room 876 EBA
 State Education Department
 Albany, NY 12234

STATE OF NEW YORK
 ss.:
 COUNTY OF SUFFOLK

_____, being duly sworn deposes and says:

- 1 I am a candidate for election to the Amagansett Union Free School District Board of Education for the election held on MAY 20, 2025 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
- 2 The following contribution made by others on my behalf, with my approval, exceeded \$1,000 and was received after the close of the last statement submitted, but prior to the election. Such contribution was received on _____ and is being reported within twenty-four hours of receipt. *

<u>Name of Contributor</u>	<u>Address</u>	<u>\$ Amt/Fair Mkt Value</u>	<u>Comment</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Enclose a separate sheet of paper for additional expenses contributions, if necessary. If the contributor is a political committee, include the political unit represented, the date of receipt of the contribution, the name and address of the person to whom it was made of the name of the political unit represented by the committee to which it was made and the date thereof.

 Signature of Candidate

Sworn to before me this _____ day of _____, 2025.

 Notary Public - State of New York

THIS FORM IS TO BE USED WHEN contributions **exceeding \$1,000.00** are received after the filing of the second required statement, but prior to the election.

AFFIDAVIT MUST BE FILED WITH THE **DISTRICT CLERK AND THE COMMISSIONER OF EDUCATION** WITHIN 24 HOURS OF RECEIPT OF CONTRIBUTION IF SUCH CONTRIBUTION WAS RECEIVED AFTER THE CLOSE OF THE PERIOD COVERED IN THE LAST STATEMENT FILED BEFORE THE ELECTION BUT BEFORE SUCH ELECTION.

AMAGANSETT UNION FREE SCHOOL DISTRICT

TO: Jennifer A. Miller, District Clerk
Amagansett Union Free School District
320 Main Street
Amagansett NY 11930

Commissioner of Education
State of New York
Educational Management Services
Room 876 EBA
State Education Department
Albany, NY 12234

STATE OF NEW YORK

ss.:

COUNTY OF SUFFOLK

_____, being duly sworn deposes and says:

On _____, your deponent made an expenditure in a sum not exceeding TWENTY-FIVE

(\$25) DOLLARS on behalf of _____ without his/her solicitation or approval thereof, to wit,

_____.

Date of Expenditure

Name and Address

Explanation

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature

Sworn to before me this _____ day of _____, 2025.

Notary Public - State of New York

NEWSDAY-SCHOOL BOARD CANDIDATE FORM

*Please print clearly and return to Newsday Education Researcher Michael Ebert.
E-mail : michael.ebert@newsday.com / Phone : 631-843-2770 / Fax : 631-843-2953
Mailing address: Michael Ebert/ Newsday / 235 Pinelawn Rd., Melville, NY11747*

SCHOOL DISTRICT: _____ DISTRICT PHONE: _____

CANDIDATE NAME: _____ AGE: _____

YEARS LIVED IN DISTRICT: _____ EMAIL: _____

DAYTIME #: _____ CELL #: _____

OCCUPATION: _____

ARE YOU OR ANY IMMEDIATE FAMILY MEMBER (SPOUSE/CHILD/PARENT/SIBLING) EMPLOYED BY
YOUR, OR ANOTHER, LI. DISTRICT? PLEASE SPECIFY RELATIONSHIP(S) / DISTRICT(S):

EDUCATION, COLLEGES, DEGREES RECEIVED AND DATES:

LEADERSHIP POSITIONS, ORGANIZATIONS, CLUBS, ETC.:

CHILDREN (INCLUDE SCHOOLS ATTENDED/ATTENDING AND GRADE LEVEL):

ARE YOU RUNNING AS A TEAM WITH OTHER CANDIDATES? IF SO, WHOM?

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

WHAT IS THE MOST IMPORTANT ISSUE FACING YOUR DISTRICT? Give concrete examples of what you
can do to bring about the changes. If necessary, use a separate piece of paper.

