

Table of Contents

MCSBA Legislative Committee Handbook 2025-2026

MCSBA Legislative Committee Guidelines	2
NYS Legislative Session Calendar 2025	3
Legislative Districts Representing MCSBA Districts	4
Monroe County Area State Legislators – Senate	5
Monroe County Area State Legislators – Assembly.....	6
State Lawmakers Representing MCSBA Districts.....	7
MCSBA Legislator District Maps.....	8
NYS Senate District Map 2022	9
NYS Assembly District Map 2024	10
NYS Congressional District Map 2022	11
MCSBA Legislator Standing Committees	12-13
MCSBA Legislator Proposed Legislation - Webpage	14
Monroe County Legislature.....	15-16
Monroe County Legislative Standing Committee Assignments 2024.....	17
Monroe County Legislative Districts and Map.....	18
Ontario County Government Representatives.....	19-20
Orleans County Government Representatives	21-22
Federal and State Governmental Leaders	23-24
NYSED Organizational Chart.....	25
NYS Board of Regents	26-27
NYS Board of Regents by Region.....	28
NYS Education Department Organization	29
MCSBA NYS Powers & Duties Chart.....	30
MCSBA NYS Power & Duties Explained.....	31
MCSBA Legislative Committee Advocacy Etiquette.....	32
Suggested NYS Advocacy Activities.....	33
Advocacy Suggestions	34
Writing to Legislators	35
Writing to Legislators, Sample Letters.....	36
Glossary of Legislative Terms.....	37-38
How a Bill Becomes a Law.....	39
MCSBA Legislative Resources - Webpage.....	40



MCSBA Legislative Committee Guidelines

The Legislative Committee has adopted the following guidelines for voting at meetings and for advocacy.

Voting at Committee Meetings

A maximum of two votes per district by Association members are allowed on any business before the committee.

Advocacy Guidelines*

Any person may attend a MCSBA advocacy trip when appointed to do so by a local school board. The local school board will be responsible for incurring any expense involved in this participation.

Any person who attends an advocacy trip of MCSBA is expected to support the positions of the Association.

Non-members may be invited to participate in advocacy trips at the discretion of the executive director where it is deemed appropriate and beneficial to the association.

**Legislative Committee Guidelines revised 11-07-22*



New York State Legislative Session Calendar

January – June 2026



The New York State legislative session calendar establishes a schedule for the 2026 legislative session and provides dates important to the legislative process. The session calendar is intended to afford Members flexibility in conducting legislative business in Albany and planning activities within their home districts. The session calendar will foster orderly and timely consideration of legislation. Unforeseen events may require modification of the session calendar.

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- January 7** 2026 Legislative Session convenes
- January 19** Martin Luther King, Jr. Day
- January 20** Final Day for Submission of Executive Budget

- February 16** Presidents' Day
- April 1** Beginning of new Fiscal Year
- May 25** Memorial Day

Indicates session day

Legislative Districts Representing MCSBA Member Districts Updated Representation per NYSSBA mapping tool May 2024*

Updated November 2024

School District	Congressional District	NYS Senate District	NYS Assembly District
Brighton	25 th Morelle	55 th Brouk 56 th Cooney	135 th Lunsford 136 th Clark
Brockport	25 th Morelle	62 nd Ortt	139 th Hawley 134 th Jensen
Churchville-Chili	25 th Morelle	54 th Helming 62 nd Ortt	134 th Jensen 138 th Bronson 139 th Hawley
East Irondequoit	25 th Morelle	55 th Brouk	136 th Clark
East Rochester	25 th Morelle	55 th Brouk	135 th Lunsford
Fairport	25 th Morelle	55 th Brouk	135 th Lunsford
Gates-Chili	25 th Morelle	54 th Helming 56 th Cooney	137 th Meeks 138 th Bronson
Greece	25 th Morelle	56 th Cooney	134 th Jensen
Hilton	25 th Morelle	56 th Cooney 62 nd Ortt	134 th Jensen 139 th Hawley
Holley	25 th Morelle 24 th Tenney	62 nd Ortt	139 th Hawley
Honeoye Falls- Lima	25 th Morelle 24 th Tenney	54 th Helming 56 th Cooney	133 rd Bailey 135 th Lunsford 138 th Bronson
Kendall	25 th Morelle 24 th Tenney	62 nd Ortt	139 th Hawley
Penfield	25 th Morelle	54 th Helming 55 th Brouk 56 th Cooney	130 th Manktelow 135 th Lunsford 136 th Clark
Pittsford	25 th Morelle	54 th Helming 55 th Brouk 56 th Cooney	133 rd Bailey 135 th Lunsford 136 th Clark
Rochester	25 th Morelle	55 th Brouk 56 th Cooney	136 th Clark 137 th Meeks 138 th Bronson
Rush-Henrietta	25 th Morelle	54 th Helming 56 th Cooney	133 rd Bailey 136 th Clark 138 th Bronson
Spencerport	25 th Morelle	56 th Cooney 62 nd Ortt	134 th Jensen 137 th Meeks
Victor	25 th Morelle 24 th Tenney	54 th Helming 55 th Brouk	130 th Manktelow 133 rd Byrnes 135 th Lunsford
Webster	25 th Morelle	54 th Helming 55 th Brouk	130 th Manktelow 135 th Lunsford
West Irondequoit	25 th Morelle	55 th Brouk	136 th Clark
Wheatland-Chili	25 th Morelle	54 th Helming 56 th Cooney	133 rd Bailey 136 th Clark 137 th Meeks 138 th Bronson

*According to the NYSSBA Mapping Tool, Senator George M. Borrello represents the Churchville-Chili Central School District and Monroe 2-Orleans BOCES and Assemblyman Jeff Gallahan represents the Victor Central School District.

Monroe County Area State Legislators (January 2025) Senate

S 54	Pamela Helming	711B Legislative Office Building Albany, NY 12247 (518) 455-2366 (518) 426-6953 Fax Helming@nysenate.gov	25 North Street Canandaigua, NY 14424 (315) 568-9816 (315) 789-1946 Fax
S 55	Samra Brouk	812 Legislative Office Building Albany, NY 12247 (518) 455-2215 brouk@nysenate.gov	274 N. Goodman St. Ste. B127 Rochester, NY 14607 (585) 223-1800 (585) 223-3157 Fax
S 56	Jeremy Cooney	802 Legislative Office Building Albany, NY 12247 (518) 455-2909 cooney@nysenate.gov	280 East Broad St, Suite 110 Rochester, NY 14604 (585) 225-3650 (585) 225-3661 Fax
S 62	Robert Ortt	Capitol Building, Room 315 Albany, NY 12247 (518) 455-2024 (518) 426-6987 Fax Ortt@nysenate.gov	175 Walnut Street, Ste. 6 Lockport, NY 14094 (716) 434-0680 (716) 434-3297 Fax

*According to the NYSSBA Mapping Tool, Senator George M. Borrello represents the Churchville-Chili Central School District and Monroe 2-Orleans BOCES.

Monroe County Area State Legislators (January 2025) Assembly

A130	Brian Manktelow	320 Legislative Office Building Albany, NY 12248 (518) 455-5655 (518) 455-5407 Fax manktelowb@nyassembly.gov	10 Leach Rd. Lyons, NY 14489 (315) 946-5166 (315) 946-5229 Fax
A 133	Andrea K. Bailey	718 Legislative Office Building Albany, NY 12248 (518) 455-5662 baileya@nyassembly.gov	79 Genesee Street Avon, NY 14414 (585) 218-0038
A 134	Josh Jensen	402 Legislative Office Building Albany, NY 12248 (518) 455-4664 (518) 455-3093 Fax jensenj@nyassembly.gov	2496 West Ridge Road Rochester, NY 14626 (585) 225-4190 (585) 225-6502 Fax
A 135	Jennifer Lunsford	542 Legislative Office Building Albany, NY 12248 (518) 455-5784 Lunsfordj@nyassembly.gov	317 Main St. Ste. 2032 East Rochester, NY 14445 (585) 223-9130
A 136	Sarah Clark	746 Legislative Office Building Albany, NY 12248 (518) 455-5373 (518) 455-5647 Fax Clarks@nyassembly.gov	500 Helendale Rd. Ste. 90 Rochester, NY 14609 (585) 467-0410 (585) 467-5342 Fax
A 137	Demond Meeks	619 Legislative Office Building Albany, NY 12248 (518) 455-5606 meeksd@nyassembly.gov	614 W. Main St. Apt. 1-4 Rochester, NY 14611 585-454-3670
A 138	Harry Bronson	522 Legislative Office Building Albany, NY 12248 (518) 455-4527 (518) 455-5342 Fax bronsonh@nyassembly.gov	840 University Avenue Rochester, NY 14607 (585) 244-5255 (585) 244-1635 Fax
A 139	Stephen Hawley	521 Legislative Office Building Albany, NY 12248 (518) 455-5811 (518) 455-3750 Fax HawleyS@nyassembly.gov	121 North Main Street Suite 100 Albion, NY 14411 (585) 589-5780 (585) 589-5813 Fax

*According to the NYSSBA Mapping Tool, Assemblyman Jeff Gallahan represents the Victor Central School District.

State Legislators Representing MCSBA Districts*

Updated January 2025

District	Last Name	First Name	School Districts Represented
130	Manktelow	Brian	B1 ▪ Victor ▪ Webster
133	Bailey	Andrea	B1 ▪ B2 ▪ Honeoye Falls-Lima ▪ Pittsford ▪ Rush-Henrietta ▪ Victor ▪ Wheatland-Chili
134	Jensen	Josh	B2 ▪ Brockport ▪ Churchville-Chili ▪ Greece ▪ Hilton ▪ Spencerport
135	Lunsford	Jennifer	B1 ▪ Brighton ▪ East Rochester ▪ Fairport ▪ HF-L ▪ Penfield ▪ Pittsford ▪ Rush-Henrietta ▪ Victor ▪ Webster
136	Clark	Sarah	B1 ▪ Brighton ▪ East Irondequoit ▪ Penfield ▪ Pittsford ▪ RCSD ▪ Rush-Henrietta ▪ West Irondequoit ▪ Wheatland-Chili
137	Meeks	Demond	B2 ▪ Gates Chili ▪ RCSD ▪ Spencerport ▪ Wheatland-Chili
138	Bronson	Harry	B1 ▪ B2 ▪ Churchville-Chili ▪ Gates Chili ▪ HF-L ▪ RCSD ▪ Rush-Henrietta ▪ Wheatland-Chili
139	Hawley	Stephen	B2 ▪ Brockport ▪ Churchville-Chili ▪ Hilton ▪ Holley ▪ Kendall
54	Helming	Pamela	B1 ▪ B2 ▪ Churchville-Chili ▪ Gates-Chili ▪ HF-L ▪ Penfield ▪ Pittsford ▪ Rush-Henrietta ▪ Victor ▪ Webster ▪ Wheatland-Chili
55	Brouk	Samra	B1 ▪ Brighton ▪ East Irondequoit ▪ East Rochester ▪ Fairport ▪ Penfield ▪ Pittsford ▪ RCSD ▪ Rush-Henrietta ▪ Victor ▪ Webster ▪ West Irondequoit
56	Cooney	Jeremy	B1 ▪ B2 ▪ Brighton ▪ Gates Chili ▪ Greece ▪ Hilton ▪ Penfield ▪ Pittsford ▪ RCSD ▪ Rush-Henrietta ▪ Spencerport ▪ Wheatland-Chili
62	Ortt	Robert	B2 ▪ Brockport ▪ Churchville-Chili ▪ Hilton ▪ Holley ▪ Kendall ▪ Spencerport

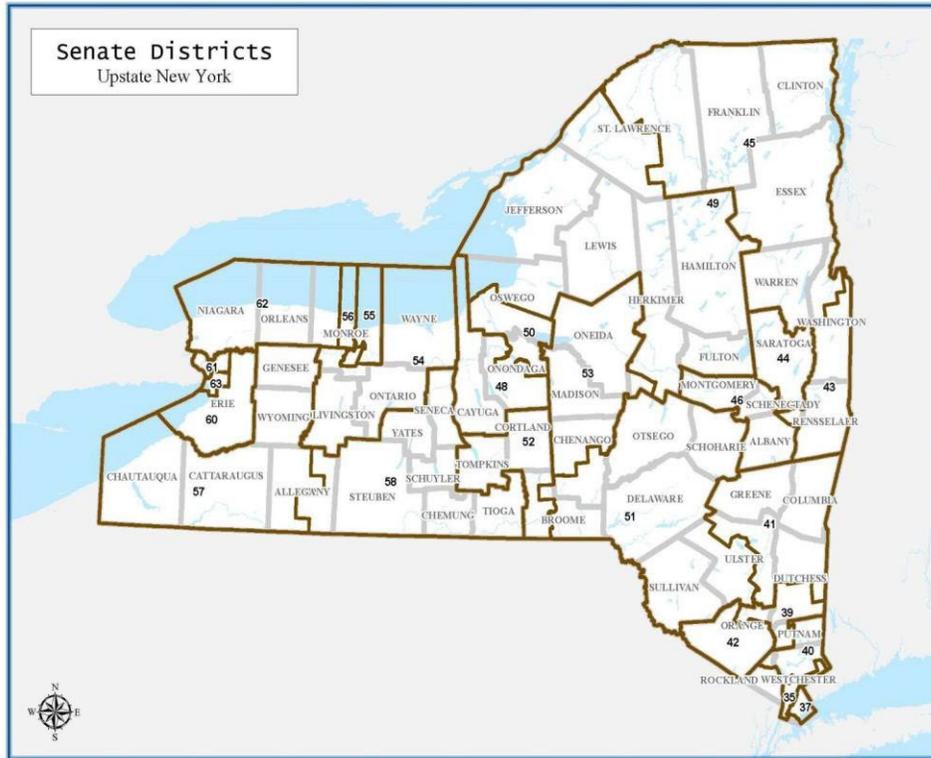
*According to the NYSSBA Mapping Tool, Senator George M. Borrello represents the Churchville-Chili Central School District and Monroe 2-Orleans BOCES and Assemblyman Jeff Gallahan represents the Victor Central School District.

MSCBA Legislator District Maps*

District	Website
Assembly	
Bronson	https://nyassembly.gov/mem/Harry-B-Bronson/map/
Bailey	https://nyassembly.gov/mem/Andrea-K-Bailey/map/
Clark	https://nyassembly.gov/mem/Sarah-Clark/map/
Hawley	https://nyassembly.gov/mem/Stephen-Hawley/map/
Lunsford	https://nyassembly.gov/mem/Jennifer-Lunsford/map/
Jensen	https://nyassembly.gov/mem/Josh-Jensen/office/
Manktelow	http://nyassembly.gov/mem/Brian-Manktelow/map/
Meeks	https://nyassembly.gov/mem/Demond-Meeks/map/
Senate	
Helming	https://www.nysenate.gov/district/54
Brouk	https://www.nysenate.gov/district/55
Cooney	https://www.nysenate.gov/district/56
Ortt	https://www.nysensate.gov/district/62

*According to the NYSSBA Mapping Tool, Senator George M. Borrello represents the Churchville-Chili Central School District and Monroe 2-Orleans BOCES and Assemblyman Jeff Gallahan represents the Victor Central School District.

NYS Senate District Map 2022 (based on 2022 NYS redistricting*)



Pam Helming
54th Senate



Samra Brouk
55th Senate



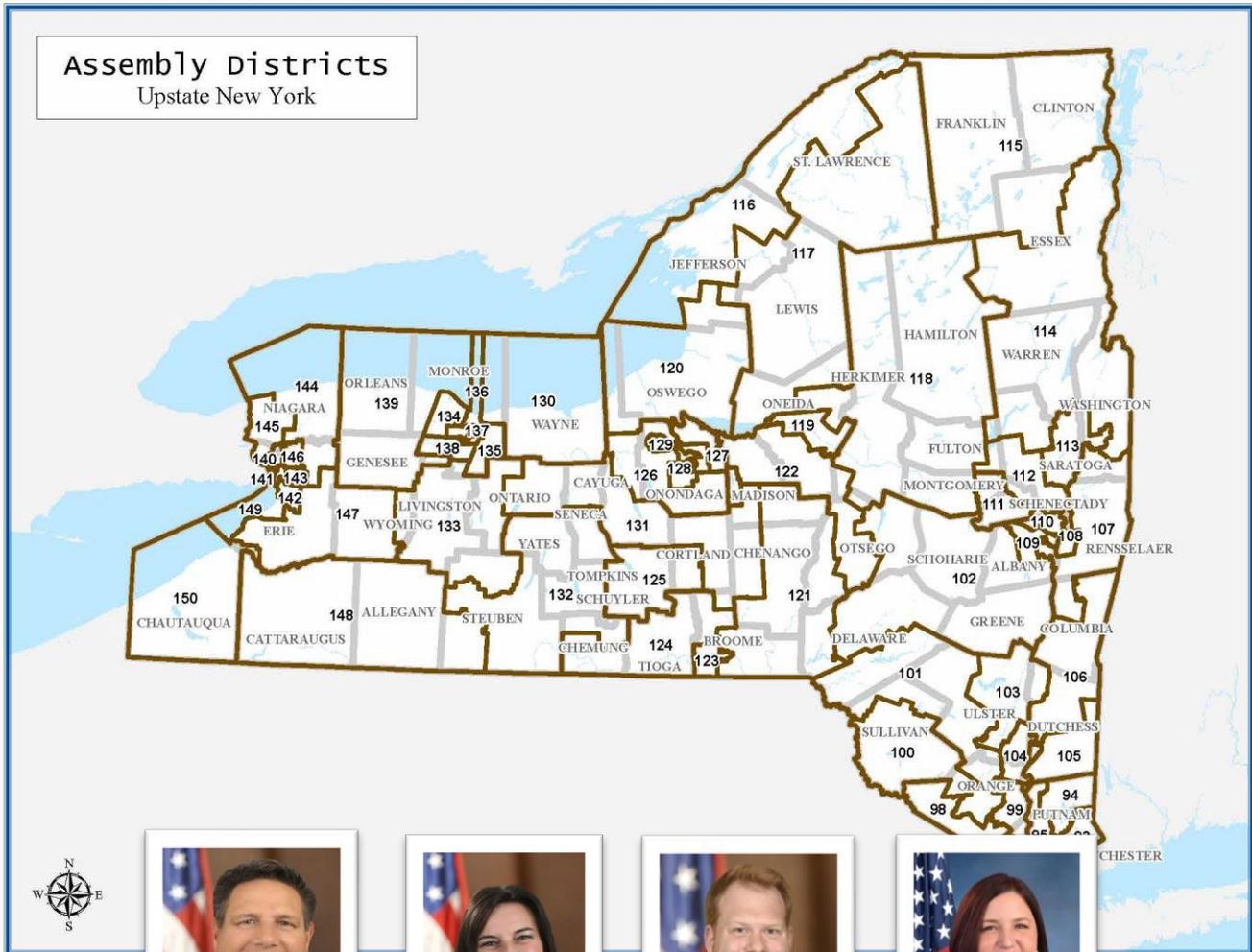
Jeremy Cooney
56th Senate



Robert Ortt
62nd Senate

*According to the NYSSBA Mapping Tool, Senator George M. Borrello represents the Churchville-Chili Central School District and Monroe 2-Orleans BOCES.

NYS Assembly District Map 2024 (based on 2024 NYS redistricting*)



Brian Manktelow
130th



Andrea K. Bailey
133rd



Josh Jensen
134th



Jennifer Lunsford
135th



Sarah Clark
136th



Demond Meeks
137th



Harry Bronson
138th

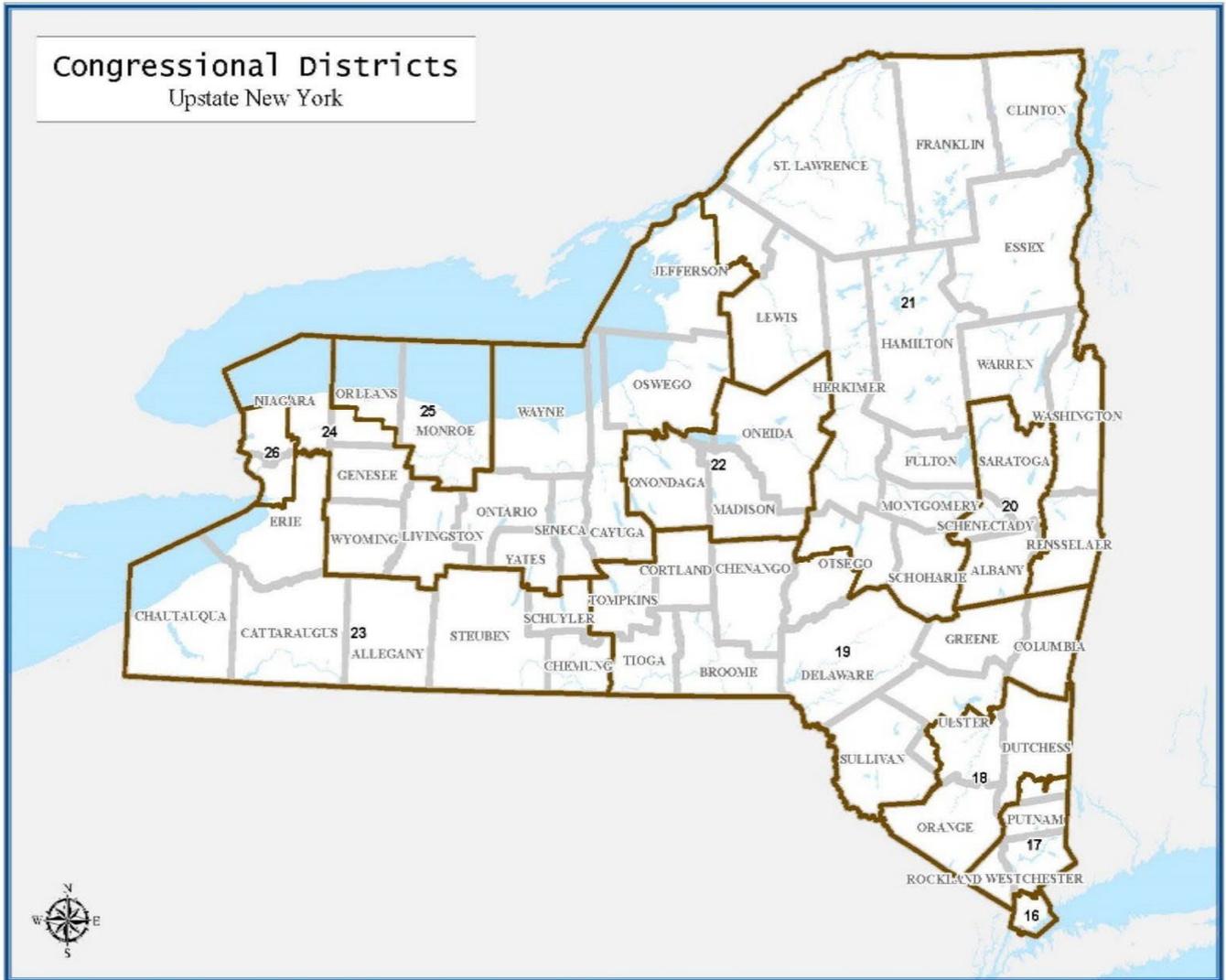


Stephen Hawley
139th

*According to the NYSSBA Mapping Tool, Assemblyman Jeff Gallahan represents the Victor Central School District.

NYS Congressional District Map 2022 (based on 2022 NYS redistricting)

00



Claudia Tenney
24th Congressional District



Joseph Morelle
25th Congressional District



Kirsten Gillibrand
U.S. Senate



Charles Schumer
U.S. Senate

MCSBA Legislator Standing Committees

Title	Name	House	District	Committees
Senator	Pam Helming	NYS Senate	S54	Agriculture; Cannabis – Ranking Member; Insurance – Ranking Member; Cultural Affairs, Tourism, Park & Recreation; Finance; Housing, Construction and Community Development; Legislative Commission on Rural Resources; Legislative Women's Caucus; Racing, gaming and wagering; Rules
Senator	Jeremy Cooney	NYS Senate	S56	Chair – Cannabis; Chair -Transportation; Civil Services & Pensions; Codes; Cultural Affairs, Tourism, Parks & Recreation; Ethics & Internal Governance; Finance; Insurance; Judiciary; Select Majority Task Force on Minority & Women-Owned Business Enterprises
Senator	Samra Brouk	NYS Senate	S55	Chair - Mental Health; Agriculture; Children & Families; Elections; Health; Legislative Women's Caucus; Local Government
Senator	Robert Ortt, Minority Leader	NYS Senate	S62	Minority Leader; Ranking member – Rules; State-Native American Relations
Assemblyman	Brian Manktelow	NYS Assembly	A130	Environmental Conservation; Local Governments; Veteran's Affairs; Energy; Ways & Means
Assemblywoman	Andrea K. Bailey	NYS Assembly	A133	Corporations, Authorities, and Commissions; Environmental Conservation; Legislative Women's Caucus; Libraries & Education Technology; Mental Health; Real Property Taxation; Social Services
Assemblyman	Josh Jensen	NYS Assembly	A134	Corporations, Authorities, & Commissions; Children & Families; Health; Insurance; Rules
Assemblywoman	Jennifer Lunsford	NYS Assembly	A135	Asst. Majority Leader; Children & Families; Environmental Conservation; Libraries & Education Technology; Health; Insurance; Judiciary; Legislative Women's Caucus; Task Force on Women's Issues
Assemblywoman	Sarah Clark	NYS Assembly	A 136	Children & Families; Higher Education; Local Governments; Small Business; Education; Energy; Legislative Women's Caucus; Task Force on Women's Issues; Asian Pacific American Task Force; Task Force on New Americans
Assemblyman	Demond Meeks	NYS Assembly	A137	Chair –Office of State-Federal Relations; Children & Families; Cities; Housing; Insurance; Correction; Health; Black, Puerto Rican, Hispanic & Asian Legislative Caucus; Puerto Rican/Hispanic Task Force; Black Task Force; Food, Farm & Nutrition Policy

MCSBA Legislator Standing Committees Continued

Title	Name	House	District	Committees
Assemblyman	Harry Bronson	NYS Assembly	A138	Chair—Labor; Education; Ways and Means; Ethics and Guidance; Rules
Assemblyman	Stephen Hawley	NYS Assembly	A139	Agriculture; Insurance; Rules; Veteran’s Affairs; WAM; Task Force on Food, Farm, & Nutrition Policy; Women Veteran’s
Congressman	Joseph Morelle	US House	25	House Appropriations; House Administration – Ranking Member; Optics & Photonics; House Aerospace Caucus; Pro-Choice Caucus; Buy American Caucus; Congressional Career and Technical Education Caucus; Hydrogen and Fuel Cell Caucus; Small Brewers Caucus; Great Lakes Task Force; Sustainable Energy and Environment Coalition; Independent Colleges Caucus; Higher Education Caucus; STEM Education Caucus; 21st Century Skills Caucus; House Manufacturing Caucus; Bipartisan Task Force to End Sexual Violence; Wine Caucus; Building Trades Caucus; Historic Preservation Caucus; Congressional Deaf Caucus; Equality Caucus; Gun Violence Task Force; Animal Protection Caucus; Heroin Task Force; Biomedical Research Caucus; Bipartisan Task Force for Combatting Antisemitism; End Domestic Violence Caucus; Public Transportation Caucus; Northern Border Caucus; Public Works and Infrastructure Caucus; Disability Caucus; Telehealth Caucus; Future of Transportation Caucus; Dyslexia Caucus; Italian-American Caucus; New Democrats Caucus; Congressional Armenian Caucus; Macedonian Caucus; Ukrainian Caucus; Pandemic Preparedness Caucus; Women in STEM Caucus; Taiwan Caucus; Labor Caucus; Ahmadiyya Muslim Caucus; Congressional Croatian Caucus; Congressional EMS Caucus

Congresswoman	Claudia Tenney	US House	24	<p>WAM; Sub Com Health; Sub Com Trade; Intelligence; Science, Space, & Tech; Sub Com Energy; Maple Caucus; Congressional Sportsmen Caucus; Northern Border Security Caucus; Abraham Accords Caucus; Museum Ships Caucus; Bipartisan Supply Chain Caucus; Fentanyl Prevention Caucus; Congressional Optics and Photonics Caucus; Congressional Fire Services Caucus; Anti-Woke Caucus; Congressional Bangladesh Caucus; Congressional Macedonia Caucus; House Bipartisan Task Force for Combating Antisemitism; Moldova Caucus</p> <p>Serbia Caucus; ALS Caucus; Canada-U.S. Inter-Parliamentary Group; Congressional Apprenticeship Caucus; Congressional Caucus for Women's Issues; Congressional Coalition for Autism Research and Education; Congressional Family Business Caucus; Congressional Sportsmen's Caucus; Congressional Steel Caucus; Congressional Term Limits Caucus; Congressional Zoo and Aquarium Caucus; Election Integrity Caucus; House Entrepreneurship Caucus; House Republican Policy Committee; Republican Study Committee; India and Indian American Caucus; Friends of Australia Caucus; Congressional Submarine Caucus; Small Brewers Caucus; Space Force Caucus; Congressional Emergency Medical Services (EMS) Caucus</p>
Senator	Kirsten Gillibrand	US Senate		<p>Aging – Ranking Member; Appropriations – Sub Comms: Agriculture, Rural Development, FDA; Commerce, Justice, Science; Dept. of Interior, Environment; Military Construction; Veterans Affairs; Transportation, Housing & Urban Development; Armed Services – Sub Comms: Cybersecurity; Emerging Threats & Capabilities; Strategic Forces; Intelligence</p>
Senator	Chuck Schumer	US Senate		<p>Senate Majority Leader; Joint Congressional Committee on Inaugural Ceremonies 2024; Rules and Administration; Select Committee on Intelligence</p>

MCSBA Legislator Proposed Legislation

Title	Name	House	District	Legislation
Senator	Pam Helming	NYS Senate	S54	Legislation NY State Senate (nysenate.gov)
Senator	Jeremy Cooney	NYS Senate	S56	Legislation NY State Senate (nysenate.gov)
Senator	Samra Brouk	NYS Senate	S55	Legislation NY State Senate (nysenate.gov)
Senator	Robert Ortt	NYS Senate	S62	Legislation NY State Senate (nysenate.gov)
Assemblyman	Brian Manktelow	NYS Assembly	A130	Brian Manktelow - Assembly District 130 Assembly Member Directory New York State Assembly (nyassembly.gov)
Assemblywoman	Andrea K. Bailey	NYS Assembly	A133	Andrea K. Bailey - Assembly District 133 Assembly Member Directory New York State Assembly
Assemblyman	Josh Jensen	NYS Assembly	A134	Josh Jensen - Assembly District 134 Assembly Member Directory New York State Assembly (nyassembly.gov)
Assemblywoman	Jennifer Lunsford	NYS Assembly	A135	Jennifer Lunsford - Assembly District 135 Assembly Member Directory New York State Assembly (nyassembly.gov)
Assemblywoman	Sarah Clark	NYS Assembly	A136	Sarah Clark - Assembly District 136 Assembly Member Directory New York State Assembly (nyassembly.gov)
Assemblyman	Demond Meeks	NYS Assembly	A137	Demond Meeks - Assembly District 137 Assembly Member Directory New York State Assembly (nyassembly.gov)
Assemblyman	Harry Bronson	NYS Assembly	A138	Harry B. Bronson - Assembly District 138 Assembly Member Directory New York State Assembly (nyassembly.gov)
Assemblyman	Stephen Hawley	NYS Assembly	A139	Stephen Hawley - Assembly District 139 Assembly Member Directory New York State Assembly (nyassembly.gov)
Congressman	Joseph Morelle	US House	25	Issues Representative Morelle (house.gov)
Congresswoman	Claudia Tenney	US House	24	Issues Representative Claudia Tenney (house.gov)
Senator	Kirsten Gillibrand	US Senate		Kirsten Gillibrand U.S. Senator for New York (senate.gov)
Senator	Chuck Schumer	US Senate		Issues - Chuck Schumer for Senate

*According to the NYSSBA Mapping Tool, Senator George M. Borrello represents the Churchville-Chili Central School District and Monroe 2-Orleans BOCES and Assemblyman Jeff Gallahan represents the Victor Central School District.

Monroe County Legislature

District	Name	Address	Phone	Email
County Executive	Adam Bello (D)	110 County Office Building 39 West Main St Rochester, NY 14614	(585) 753-1000 (585) 753-1014 Fax	Countyexecutive@monroecounty.gov
1 st District	Blake Keller (R)	7 Country Meadow Way Hilton, NY 14468	(585) 753-1922 (Business)	legislatorkeller1@gmail.com
2 nd District	Jackie Smith (R)	59 Sherwood Drive Brockport, NY 14420	(585) 753-1922 (Business)	legislatorsmith@gmail.com
3 rd District	Tracy Diflorio (R)	17 Baymon Drive Rochester, NY 14624	(585) 733-8839 (Cell) (585) 753-1922 (Business)	legislatordiflorio@gmail.com
4 th District	Virginia E. McIntyre (R)			
5 th District	Richard B. Milne (R)	39 West Main Street Rochester, NY 14614	(585) 753-1922 (Business)	legislatormilne@gmail.com
6 th District	Sean McCabe (R)	95 Helenwood Road Rochester, NY 14616	(585) 753-1922 (Business)	legislatormccabe@gmail.com
7 th District	Kirk Morris (R)	39 West Main Street Rochester, NY 14614	(585) 753-1922 (Business)	legislatormorris@gmail.com
8 th District	Mark Johns (R)	39 West Main Street Rochester, NY 14614	(585)753-1922 (Business)	legislatorjohns@gmail.com
9 th District	Paul Dondorfer (R)	39 West Main Street Rochester, NY 14614	(585)753-1922 (Business)	legislatordondorfer@gmail.com
10 th District	Howard Maffucci (D)	38 Greenpoint Trail Pittsford, NY 14534	(585) 753-1940 (Home) (585) 750-3116 (Business)	howardmaffucci@gmail.com
11 th District	John B. Baynes (D)			
12 th District	Steve Brew (R)	492 Bangs Road Churchville, NY 14428	(585) 697-4949 (Cell) (585) 753-1922 (Business)	legislatorbrew@gmail.com
13 th District	Michael Yudelson (D)	281 Butler Drive Pittsford, NY 14467	(585) 753-1940 (Business)	legislatoryudelson@gmail.com
14 th District	Susan Hughes-Smith (D)	453 Edgewood Ave Rochester, NY 14618	(585) 753-1940 (Business) (585) 789-1501 (Cell)	SueHSLD14@gmail.com
15 th District	Francis M. Ciardi (R)			
16 th District	Dave Long (D)	PO Box 90551 Rochester, NY 14609	(585) 753-1940 Business (585) 484-0634 Cell	legislatorlong@gmail.com

Monroe County Legislature Continued

District	Name	Address	Phone	Email
17 th	Rachel Barnhart (D)	P.O. Box 90551 Rochester, NY 14609	(585) 210-3246 (cell)	rachel@rachbarnhart.com
18 th	Lystra E. McCoy (D)		(585) 753-1940 (office)	legislatormccoy@gmail.com
19 th	Tom Sinclair (R)		585 753-1922 (office)	legislatorsinclair@gmail.com
20 th	Robert J. Colby (R)	669 Colby Street Spencerport, NY 14559	(585) 753-1922 (office) (585) 721-0774 (cell)	Legislatorcolby@gmail.com
21 st	Santos E. Cruz (D)		585 753-1940 (office)	scruzld21@gmail.com
22 nd	Mercedes Vazquez Simmons (D)	33 Fien Street Rochester, NY 14605	(585) 281-2540 (cell)	Mercedesld22@gmail.com
23 rd	Linda Hasman (D)	763 Harvard Street Rochester, NY 14609	(585) 474-2260 (cell) (585) 753-1940 (office)	lindahasman@gmail.com
24 th	Albert Blankley (D)	143 Crawford Street Rochester, NY 14620	(585) 753-1940 (office) (585) 270-1433 (cell)	Albert.a.blankley@gmail.com
25 th	Carolyn Delvecchio Hoffman (D)	39 West Main Street Rochester, NY 14615	(585) 753-1940 (office)	cdelvecchiohoffman@monroecounty.gov
26 th	Yversha M. Roman (D)	55 Parkwood Road Rochester, NY 14615	(585) 957-5588 (cell) (585) 753-1922 (office)	Monroe26@monroecounty.gov
27 th	Rose E. Bonnick (D)		(585) 753-1940 (office)	
28 th	Ricky Frazier (D)	347 Sunset Street Rochester, NY 14606	(585) 753-1940 (office) (585) 210-1007 (cell)	legislatorfrazier@gmail.com
29 th	William Burgess (D)	225 Northlane Drive Rochester, NY 14621	(585) 753-1940 (office)	legislatorburgess@gmail.com

Monroe County Legislature

Standing Committee Assignments 2024

as of January 18, 2024

Monday

Agenda/Charter

5:00 PM

Democrat Rachel Barnhart, Chair
John Baynes, V. Chair
Albert Blankley
Dave Long
Michael Yudelson
Republican Sean McCabe, RMM
Steve Brew
Kirk Morris
Frank Ciardi

Environment & Public Works

5:15 PM

Democrat Susan Hughes-Smith, Chair
Rose Bonnicks, V. Chair
Carolyn Delvecchio Hoffman
Howard Maffucci
Republican Kirk Morris, RMM
Tom Sinclair
Virginia McIntyre

Intergovernmental Relations

5:30 PM

Democrat Albert Blankley, Chair
Dave Long, V. Chair
Lystra Bartholomew McCoy
Republican Mark Johns, RMM
Virginia McIntyre

Planning & Economic Development

5:45 PM

Democrat Ricky Frazier, Chair
Santos Cruz, V. Chair
Linda Hasman
Republican Frank Ciardi, RMM
Sean McCabe

Recreation & Education

6:00 PM

Democrat John Baynes, Chair
Lystra Bartholomew McCoy, V. Chair
Linda Hasman
Carolyn Delvecchio Hoffman
Republican Tom Sinclair, RMM
Sean McCabe
Mark Johns

Tuesday

Human Services

5:00 PM

Democrat Linda Hasman, Chair
Mercedes Vazquez Simmons, V. Chair
Albert Blankley
Rose Bonnicks
Santos Cruz
Republican Richard B. Milne, RMM
Steve Brew
Jackie Smith
Paul Dondorfer

Transportation

5:15 PM

Democrat William Burgess, Chair
Susan Hughes-Smith, V. Chair
Rose Bonnicks
Ricky Frazier
Republican Robert Colby, RMM
Tracy DiFlorio
Blake Keller

Public Safety

5:30 PM

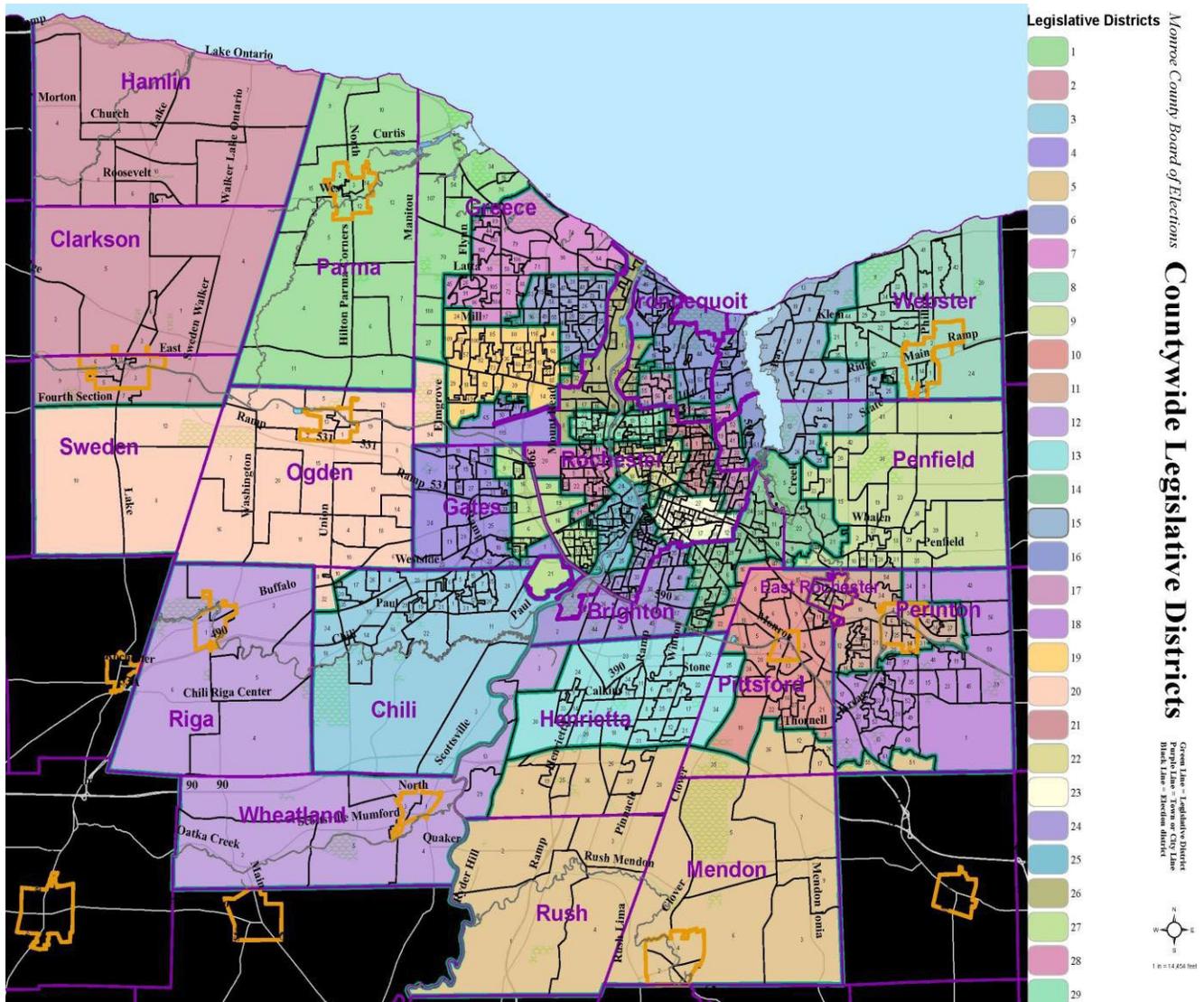
Democrat Dave Long, Chair
Howard Maffucci, V. Chair
William Burgess
Santos Cruz
Susan Hughes-Smith
Mercedes Vazquez Simmons
Republican Paul Dondorfer, RMM
Richard B. Milne
Tracy DiFlorio
Jackie Smith
Robert Colby

Ways & Means

6:00 PM

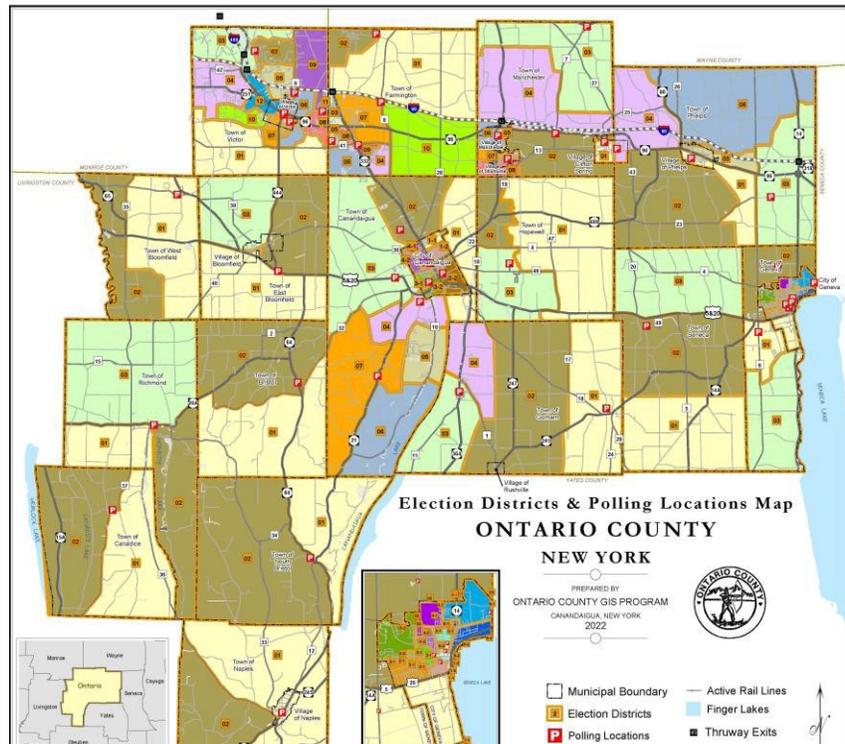
Democrat Howard Maffucci, Chair
Michael Yudelson, V. Chair
Rachel Barnhart
John Baynes
Lystra Bartholomew McCoy
Mercedes Vazquez Simmons
Republican Jackie Smith, RMM
Steve Brew
Paul Dondorfer
Robert Colby
Blake Keller

Monroe County Legislature Districts



- | | | |
|-------------------------|------------------------|--------------------------------|
| 1. Blake Keller | 11. John B. Baynes | 21. Santos E. Cruz |
| 2. Jackie Smith | 12. Steve Brew | 22. Mercedes Vazquez Simmons |
| 3. Tracy DiFlorio | 13. Michael Yudelson | 23. Linda Hasman |
| 4. Virginia E. McIntyre | 14. Susan Hughes-Smith | 24. Albert Blankley |
| 5. Richard B. Milne | 15. Francis M. Ciardi | 25. Carolyn Delvecchio Hoffman |
| 6. Sean McCabe | 16. Dave Long | 26. Yversha M. Roman |
| 7. Kirk Morris | 17. Rachel Barnhart | 27. Rose E. Bonnick |
| 8. Mark Johns | 18. Lystra E. McCoy | 28. Ricky G. Frazier |
| 9. Paul Dondorfer | 19. Tom Sinclair | 29. William T. Burgess |
| 10. Howard Maffucci | 20. Robert J. Colby | |

Ontario County Government



Kirsten Gillibrand
U.S. Senate



Charles Schumer
U.S. Senate



Claudia Tenney
24th Congressional
District



Jeff Gallahan
131st Assembly



Pam Helming
54th Senate

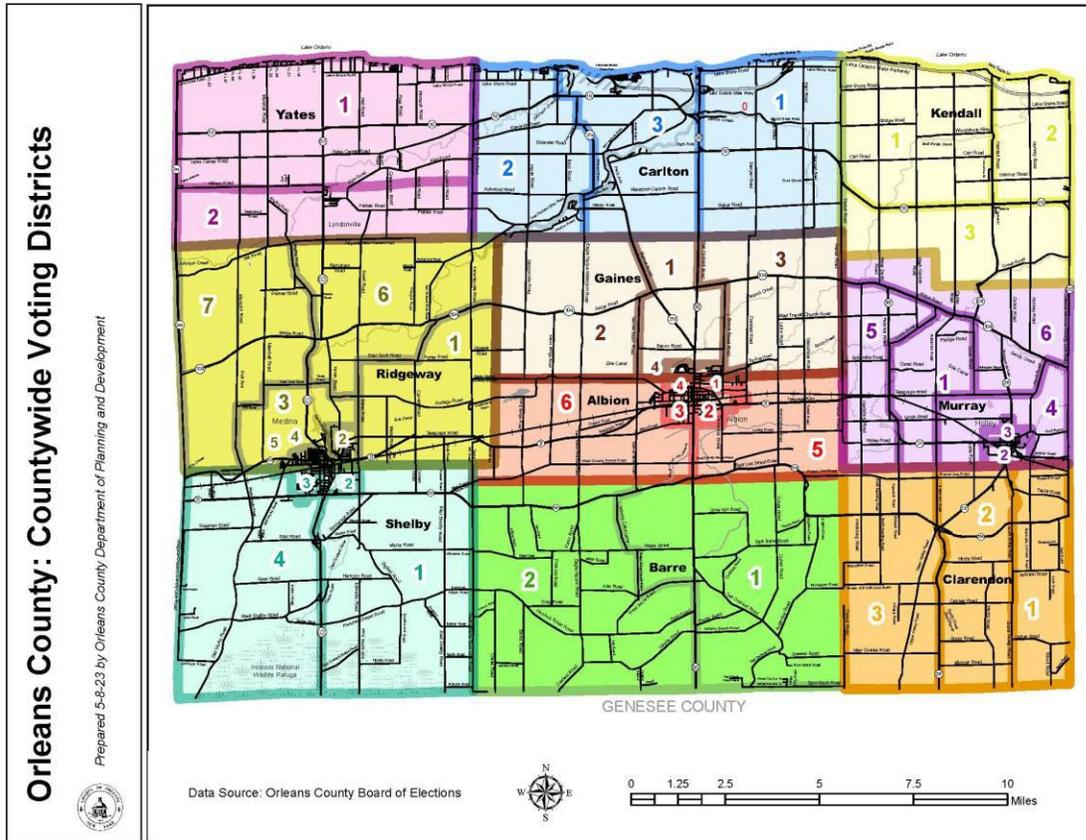
Ontario County Government

24 th US Congressional District			
	Claudia Tenney	7171 Pittsford-Victor Rd. Victor, NY 14564	(585) 869-2060
Ontario County Board of Supervisors			
District	Name		
City of Canandaigua Wards 1&4	David B. Baker		
City of Canandaigua Wards 2&3	Nancy H. Yacci		
City of Geneva Wards 1&2	James X. Kennedy		
City of Geneva Wards 3&4	Louis Guard		
City of Geneva Wards 5&6	John L. Pruett		
Town of Bristol	Frederick J. Stresing		
Town of Canadice	Christopher R. Vastola		
Town of Canandaigua	Jared J. Simpson (Chairman)		
Town of East Bloomfield	Frederick A. Wille		
Town of Farmington	Peter V. Ingalsbe		
Town of Geneva	Mark A. Venuti		
Town of Gorham	Dale C. Stell		
Town of Hopewell	William (Bill) Namestnik (Vice Chair)		
Town of Manchester	David Phillips		
Town of Naples	John B. Cowley		
Town of Phelps	William C. Wellman		
Town of Richmond	Daryl G. Marshall		
Town of Seneca	Andrew Wickham		
Town of South Bristol	Daniel Q. Marshall		
Town of Victor	John (Jack) Marren		
Town of West Bloomfield	Todd Campbell		

**as of November 20, 2025*

The **Board of Supervisors** is the legislative body for the **County of Ontario** with one Supervisor representing each of the 16 towns, two Supervisors representing the City of Canandaigua, and three Supervisors representing the City of Geneva. Each Supervisor is allocated a certain number of weighted votes which is determined by the population of the Town, Ward, or District he/she represents. The Board meets every third Thursday, meeting at the 74 Ontario St., Board of Supervisor Chamber, 2nd Floor, Canandaigua, NY.

Orleans County Government



Kirsten Gillibrand
U.S. Senate



Charles Schumer
U.S. Senate



Claudia Tenney
24th Congressional District



Robert Ort
62nd Senate



Stephen Hawley
139th

Orleans County Government

24th US Congressional District

	Claudia Tenney	2349 Rayburn House Office Bldg. Washington, DC 20515 (202) 225-3665	7171 Pittsford-Victor Rd. Victor, NY 14564 (585) 869-2060
--	----------------	--	---

Chairman of the Legislature – Lynne M. Johnson

Vice-Chairman of the Legislature – William H. Eick (R)

Orleans County Legislators 2023

District 1 – Barre, Clarendon, Shelby

	William H. Eick (R), Vice Chairman	10471 Freeman Road Medina, NY 14103	(585) 735-7363 Bill.Eick@orleanscountyny.gov
--	---------------------------------------	--	--

District 2 - Ridgeway, Yates

	Lynne M. Johnson (R), Chairman	12118 E. Yates Center Rd Lyndonville, NY 14098	(585) 765-2621 Lynne.Johnson@orleanscountyny.gov
--	-----------------------------------	---	--

District 3 - Albion, Gaines

	Fred Miller (D), Minority Leader	5 Linwood Avenue Albion, NY 14411	(585) 589-5573 Fred.miller@orleanscountyny.gov
--	-------------------------------------	--------------------------------------	--

District 4 - Carlton, Kendall, Murray

	John M. Fitzak (R)	14435 Lakeshore Road Kent, NY 14477	(585) 748-4228 John.Fitzak@oreleanscountyny.gov
--	--------------------	--	--

At Large – West

	Merle “Skip” Draper	210 William Street Medina, NY 14103	(585) 798-0677 merle.draper@orleanscountyny.gov
--	---------------------	--	--

At Large – Central

	Donald J. Allport (R), Majority leader	3008 Crandall Road Albion, NY 14411	(585) 589-5496 Donald.Allport@orleanscountyny.gov
--	---	--	--

At Large - East

	Edward F. Morgan (R)	3132 Hulberton Rd Holley, NY 14470	(585) 732-7270 Ed.Morgan@orleanscountyny.gov
--	----------------------	---------------------------------------	--

**as of September 16, 2024*

Federal and State Governmental Leaders

Updated January 2025

FEDERAL		
The Honorable Donald J. Trump, President of the United States		
The White House Washington, DC 20500	(202) 456-1414 (202) 456-2461 Fax	president@whitehouse.gov
The Honorable Charles Schumer, Member, U.S. Senate; Majority Leader		
3040 Federal Building 100 State Street Rochester 14614 (585) 263-5866	322 Hart Senate Building Washington DC 20510 (202) 224-6542	www.schumer.senate.gov/contact/email-chuck senator@schumer.senate.gov
The Honorable Kirsten Gillibrand, Member, U.S. Senate		
4195 Federal Building 100 State Street Rochester 14614 (585) 263-6250	478 Russell Senate Office Building Washington, DC 20510 (202) 224-4451 (202) 228-0282 Fax	www.gillibrand.senate.gov/contact/kirsten_gillibrand@gillibrand.senate.gov
The Honorable Joseph Morelle, Member, 25th Congressional District		
3120 Federal Building 100 State Street Rochester 14614 (585) 232-4850	1317 Longworth House Office Bldg. Washington, D.C. 20515 (202) 225-3615	https://morelle.house.gov/scheduleny25@mail.house.gov
The Honorable Claudia Tenney, Member, 24th Congressional District		
Canandaigua District Office 2375 Rochester Rd Suite 250 Canandaigua, NY 14424 (585) 869-2060	DC Office 2243 Rayburn House Office Bldg. Washington, DC 20515 (202) 225-5265	Representative Claudia Tenney (house.gov) Contact Representative Claudia Tenney (house.gov)
STATE: Executive Branch		
The Honorable Kathy Hochul, Governor		
The Executive Chamber, The Capitol, Albany 12224 (518) 474-8390		Governor Contact Form Governor Kathy Hochul (ny.gov)
J.W. Cook, Regional Representative, Office of the Governor Rochester/Finger Lakes Region		
400 Andrews St, Suite 311, Rochester, NY 14604 (585) 478-1333 (cell)		jw.cook@exec.ny.gov
Maria Fernandez, Deputy Secretary of Education		
Ossining, NY		maria.fernandez@exec.ny.gov

STATE: Legislative Branch

NYS SENATE

The Honorable Andrea Stewart-Cousins, Majority Leader

LOB Room 907
Albany, NY 12247
(518) 455 2585

scousins@nysenate.gov

The Honorable Robert Ortt, Minority Leader

State Capital Building
Room 315
Albany, NY 12247
(518) 455-2024

Ortt@nysenate.gov

The Honorable, Shelley Mayer, Chairman, Senate Education Committee

LOB Room 509
Albany 12247
(518) 455-2031

smayer@nysenate.gov

The Honorable, Liz Krueger Chairman, Senate Finance Committee

172 State Street
Room 416 CAP
Albany, NY 12247
(518) 455-2297

lkrueger@nysenate.gov

NYS ASSEMBLY

The Honorable Carl E. Heastie, Speaker, NYS Assembly

LOB Room 932
Albany 12248
(518) 455-3791

speaker@nyassembly.gov

The Honorable Crystal D. Peoples-Stokes Assembly Majority Leader

LOB Room 926
Albany 12248
(518) 455-5005

425 Michigan Avenue
Buffalo NY 14203
(710) 897-9714

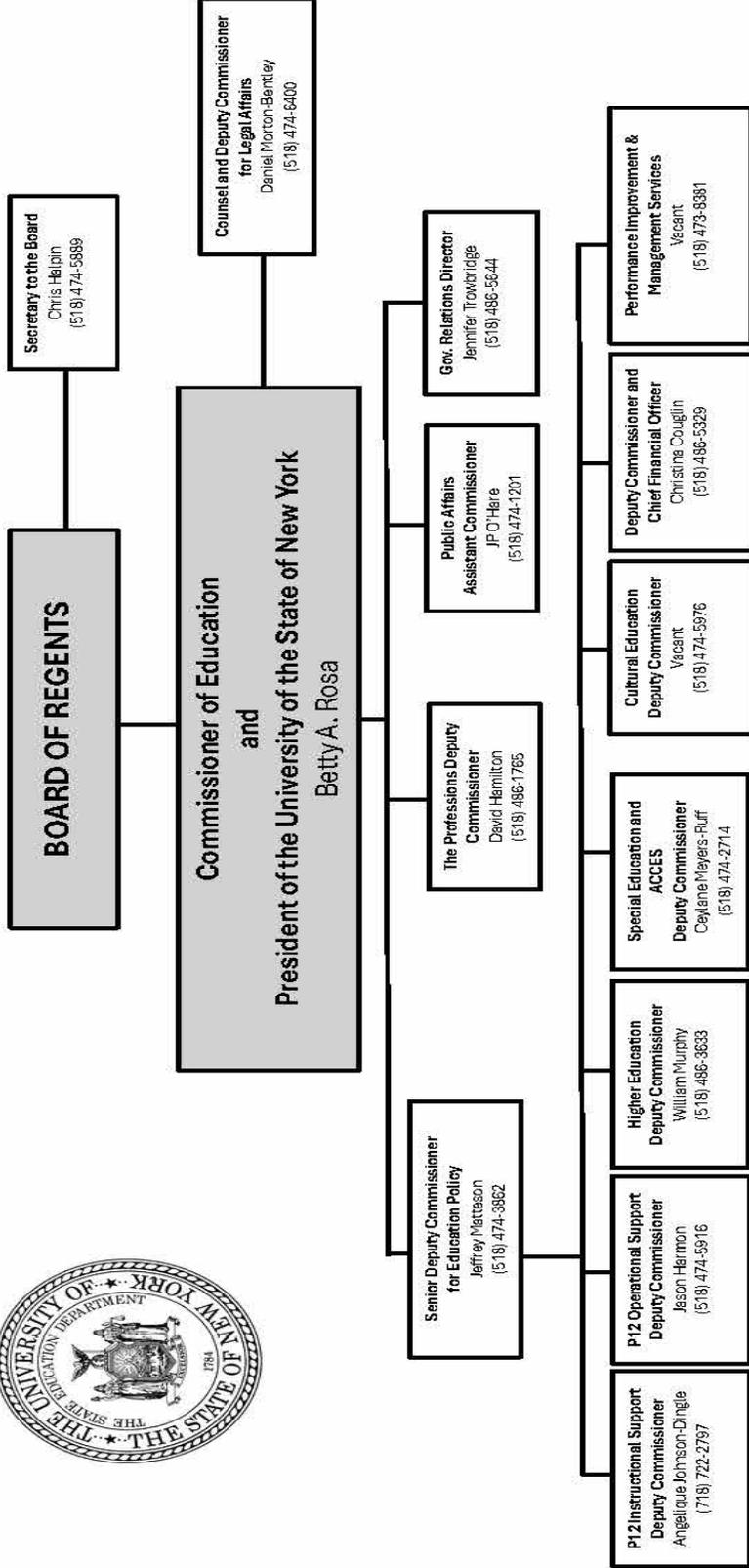
PeopleC@nyassembly.gov

The Honorable William A. Barclay, Assembly Minority Leader

Capital 444
Albany 12248
(518) 455-5841

BarclayW@nyassembly.gov

April 2025



NYS Board of Regents

Shino Tanikawa *2027			
I	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Tanikawa@nysed.gov
Hasoni L. Pratts *2030			
II	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Pratts@nysed.gov
Seema Rivera * 2029			
III	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Rivera@nysed.gov
Roger P. Catania * 2030			
IV	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Catania@nysed.gov
Patrick A. Mannion *2026			
V	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Mannion@nysed.gov
Susan W. Mittler *2027			
VI	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Mittler@nysed.gov
Adrian Hale *2027			
VII	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Hale@nysed.gov
Keith B. Wiley *2030			
VIII	508 Main St., Buffalo, 14202	(518) 474-5889	Regent.Collins@nysed.gov
Dr. Frances G. Wills *2030			
IX	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Wills@nysed.gov
Felicia Thomas-Williams *2030			
X	Lober Hall Room 21 Long Island University Post 720 Northern Boulevard Brookville, 11548	(516) 364-2533	Regent.Tilles@nysed.gov
Judith Chin; Vice Chancellor *2028			
XI	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Chin@nysed.gov
Aramina Vega Ferrer *2028			
XII	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Ferrer@nysed.gov
Christine D. Cea *2029			
XIII	1050 Forest Hill Road Staten Island, 10314	(518) 474-5889	Regent.Cea@nysed.gov

Continued next page

NYS Board of Regents Member at Large

Roger Tilles; At Large *2026			
At Large	Lorber Hall, Room 211 Long Island University Post, 720 Northern Boulevard Brookville, NY 11538	(516) 299-3505	Regent.Tilles@nysed.gov
Wade S. Norwood; At Large *2029			
At Large	74 Appleton Street Rochester 14611	(585) 436-2944	Regent.Norwood@nysed.gov
Brian Krist; At Large *2029			
At Large	89 Washington Avenue Albany, 12234	(518) 474-5889	Regent.Krist@nysed.gov
Lester W. Young, Jr.; Chancellor, Member at Large * 2030			
At Large	55 Hanson Place Suite 40 Brooklyn, 11217	(718) 722-2796	Regent.Young@nysed.gov

Updated April 2025

***Present Term Ends**

NYS Regents by Region Updated April 2025

Member Name	Judicial District	County	Term Year Ending
Lester W. Young, Jr.	Member at Large		2030
Wade S. Norwood	Member at Large		2029
Roger Tilles	Member at Large		2026
Brian Krist	Member at Large		2029
Shino Tanikawa	1 st District	New York	2027
Hasoni L. Pratts	2 nd District	Kings	2030
Seema Rivera	3 rd District	Albany, Columbia, Greene, Rensselaer, Schoharie, Sullivan, Ulster	2029
Roger P. Catania	4 th District	Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, Saratoga, Schenectady, St. Lawrence, Warren, Washington	2025
Patrick A. Mannion	5 th District	Herkimer, Jefferson, Lewis, Oneida, Onondaga, Oswego	2026
Susan W. Mittler	6 th District	Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schuyler, Tioga, Tompkins	2027
Adrian Hale	7 th District	Cayuga, Livingston, Monroe, Ontario, Seneca, Steuben, Wayne, Yates	2027
Keith B. Wiley	8 th District	Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming	2030
Frances G. Wills	9 th District	Dutchess, Orange, Putnam, Rockland, Westchester	2030
Felicia Thomas-Williams	10 th District	Nassau, Suffolk	2030
Judith Chin	11 th District	Queens	2028
Aramina Vega Ferrer	12 th District	Bronx	2028
Christine D. Cea	13 th District	Richmond	2029



New York State EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

New York State Education Department: Organization

Updated April 2025

Secretary to the Board

Chris Halpin
(518) 474-5889

Commissioner of Education and President of the University of the State of New York

Betty A. Rosa

Counsel and Deputy Commissioner for Legal Affairs

Daniel Morton-Bentley
(518) 474-6400

Senior Deputy Commissioner for Education Policy (P-12 and Higher Education)

Dr. Jeffrey A. Matteson
(518) 474-3862

The Professions Deputy Commissioner

David Hamilton
(518) 486-1765

Public Affairs Assistant Commissioner

JP O'Hare
(518) 474-1201

Governmental Relations Director

Jennifer Trowbridge
(518) 486-5644

P-12 Instructional Support Deputy Commissioner

Angelique Johnson-Dingle
(718) 722-2797

P-12 Operational Support Deputy Commissioner

Jason Harmon
(518) 474-5916

Higher Education Deputy Commissioner

William Murphy
(518) 486-3633

Special Education and Adult Career and Continuing Education Services (ACCES) Deputy Commissioner

Ceylane Meyers-Ruff
(518) 474-02714

Deputy Commissioner and Chief Financial Officer

Christina Coughlin
(518) 486-5329

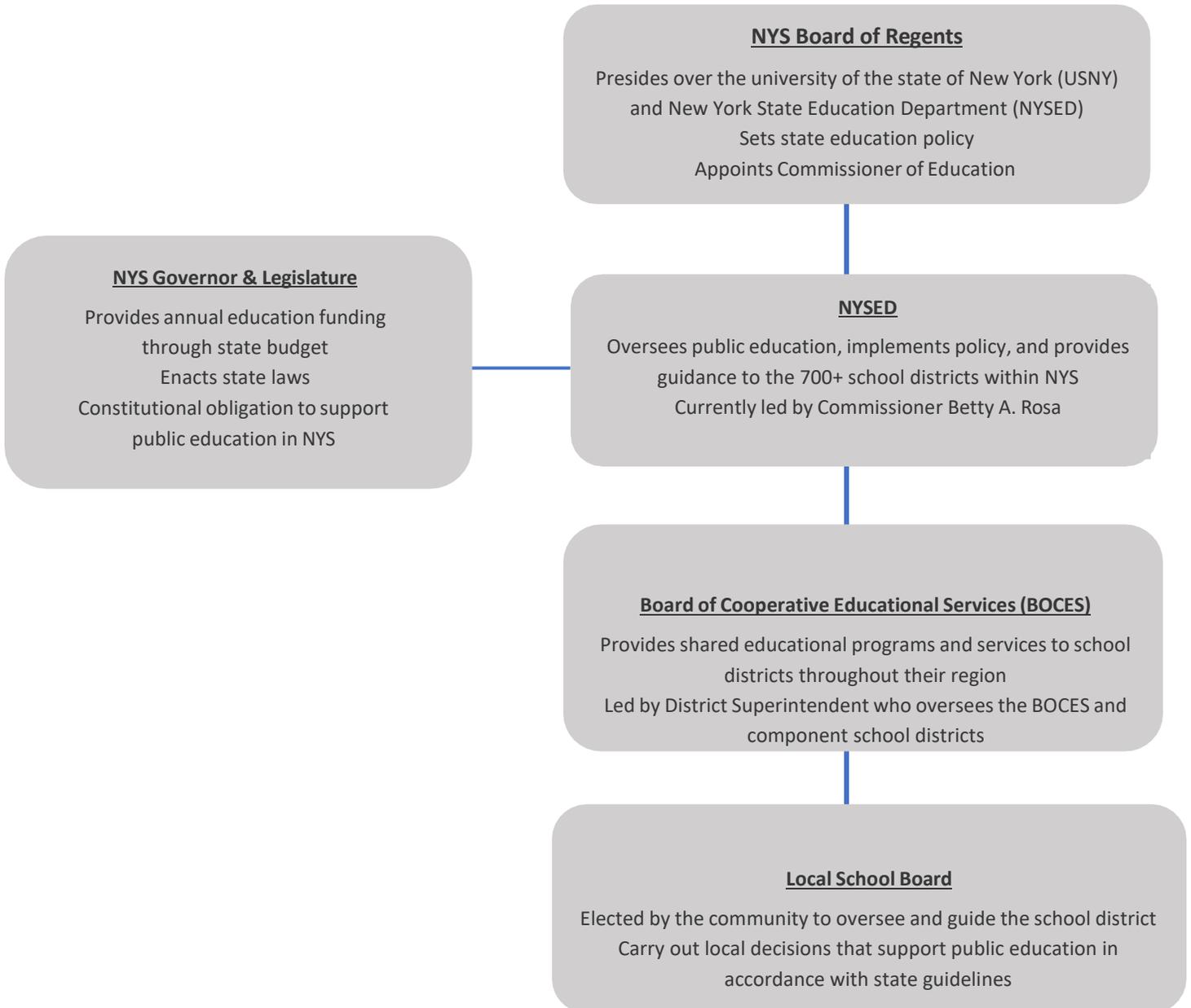
Performance Improvement and Management Services Executive Deputy Commissioner

Vacant
(518) 473-8381

Cultural Education Deputy Commissioner

Vacant
(518) 474-5976

New York State Public Education Powers & Duties





New York State Public Education Powers & Duties

NYS Board of Regents

The Board of Regents is comprised of no less than 15 board members: one resident representing each of the 12 judicial districts in NYS, as well as a minimum of 4 additional members who serve at large.

BOR members are elected by the NYS legislature to serve a 5-year term.

The Regents are responsible for determining the State of New York’s educational policies and for establishing rules to carry into effect the laws and policies of the state relating to education.

The Board is also responsible for appointing the NYS Commissioner of Education.

NYS Governor & Legislature

The Governor of New York is advised by a cabinet member about education.

The Governor’s state budget allocates funds to support public education.

The NYS Legislature is responsible for proposing legislation to support public education.

The NYS Legislature appoints members to the Board of Regents.

New York State Education Department

Operates under authority of the Board of Regents.

Acts as an intermediary between the BOR and local school districts, providing support and ensuring compliance with state regulations.

Oversees state assessments and coordinates statewide initiatives relative to public education.

Board of Cooperative Educational Services (BOCES)

There are currently 37 BOCES across New York State partnering with nearly all of the state’s public-school districts to support student needs.

BOCES provides shared programs and services including special education, vocational training, and professional development.

BOCES District Superintendents facilitate communication between NYSED and local school districts and promote collaboration between all stakeholder groups.

Local School Districts and Boards of Education

Members of the Board of Education are elected by their community to guide the public education system through policy development and district oversight.

It is their responsibility to ensure that resources are allocated effectively to meet the educational needs of all students.

Board members play a crucial role in advocacy efforts related to public education in New York State.

The Federal Government

United States Department of Education

The United States Secretary of Education is responsible for ensuring that all schools are abiding by the federal policies and laws pertaining to education.

Both the House and the Senate have education committees to review educational polices and proposed laws.

The 10th amendment of the U.S. Constitution gives states control over education that limits the role of the federal government in education.



Monroe County School Boards Association Legislative Committee Advocacy Etiquette

The Monroe County School Board Association advocates on behalf of all partnering public school districts in support of an equitable education for all students.

Association members are heavily invested in advocacy for public schools in the greater Rochester area.

The Legislative Committee states the following advocacy etiquette to be adhered to by all participating MCSBA members when advocating on behalf of the association.

- MCSBA advocacy events are representative of all member districts. Attending members are expected to support the positions of the association. Personal agendas are to be left aside.
- As a nonpartisan organization, it is imperative that all members refrain from engaging in any partisan action including displaying political, controversial, or self-serving items. When advocating via online platforms, background screens must remain impartial and free of any logos.
- We will interact with an open-mind and always remain respectful and positive.
- Be prepared to share a specific story (related to the MCSBA positions) in a brief synopsis so that the legislators may carry it forward.
- When meeting with legislators, we will take note of their responses and provide follow up to their questions.
- The legislator's perception of the association is critical to our success. We are professionals representing NYS public education on behalf of all children. Our expectation is to lead with decorum, integrity, and respect for all.
- MCSBA intends to serve as a resource to legislators and their staff.
- Our actions, dialogue and decisions will reflect what is best for MCSBA.

Suggested NYS Advocacy Activities

Education advocacy can be most effective if it meshes with legislative sessions. Many of the activities suggested below were reported by MCSBA member districts.

Month	Albany Activity	District and Member Activities
January February March	<p>State budget is finalized:</p> <ul style="list-style-type: none"> ▪ Governor’s State-of-the-State Message convenes Legislature in early January. ▪ Executive budget is due 1st Tuesday after session opens (February 1 in inaugural years). ▪ Legislature Education Committees react to the Governor’s budget proposal. ▪ Legislature and Governor approve a budget by April 1 each year. 	<p>Meet with legislators:</p> <ul style="list-style-type: none"> ▪ In their local offices on Fridays ▪ During MCSBA’s February Legislative Breakfast ▪ In Albany during the MCSBA advocacy trip. <p>Write /Email (using organized campaigns):</p> <ul style="list-style-type: none"> ▪ Letters with local data on current bills ▪ Resolutions on key legislation/decision
April May June	<ul style="list-style-type: none"> ▪ Legislature resolves regulatory issues. ▪ Regents compare their proposal to enacted legislation and begin developing their plan, often holding hearings for input. 	<ul style="list-style-type: none"> ▪ Meet with legislators in local offices. ▪ Let legislators know repercussions to your district of recent legislation. ▪ Plan in-school events for legislators and regents.
July August September	<ul style="list-style-type: none"> ▪ Legislature is usually in recess. Agencies, including the SED, submit requests to the Division of Budget. ▪ Regents and Commissioner hold budget discussions. SED staff develops concrete proposals. ▪ By September 30, agency budgets are moving through DOB, and the Executive Office has begun development of a budget proposal. 	<ul style="list-style-type: none"> ▪ Meet locally with legislators and regents. ▪ Invite legislators and regents to fall events. ▪ Provide tours of programs and opportunities to meet students, staff, community, board. ▪ Take photos to share with media and officials. ▪ Involve officials in educational program. ▪ Hold Q&A community reception with officials. ▪ Invite officials to breakfast with the board. ▪ Invite the media to attend some such events.
October November December	<ul style="list-style-type: none"> ▪ Legislature is usually in recess. ▪ The Executive staff and DOB begin negotiations to develop a budget that tries to meet agency needs and Governor’s priorities using projected revenues. ▪ Regents approve their State Aid proposal for consideration by the Legislature. 	<ul style="list-style-type: none"> ▪ Help develop MCSBA legislative positions by identifying issues at board meetings and helping a sub-committee write a position. ▪ Meet with other districts and shared legislators to discuss issues of mutual interest. ▪ Attend the December advocacy trip to meet with key legislative staff.
Year-round		<ul style="list-style-type: none"> ▪ Make legislation a regular board discussion item. ▪ Disseminate information on bills to community leaders and the media. ▪ Include a legislative update in district publications. Include legislators on your district’s mailing list.

Advocacy Suggestions

Before meeting with legislators:

1. Know your topic(s).
 - Focus on four or fewer items each year to concentrate your efforts.
 - Keep updated on specific pending legislation and its effects on your school district. Assume the legislator knows little or nothing about your topic.
 - Be prepared to state specifically what your district is doing to reduce costs.
 - Know the current status of bills (number, sponsor) you will discuss with the legislator. Know the viewpoints of the opposition; refute them and/or defend your position.
 - Know and use the NYSSBA principles for state aid as well as MCSBA position papers.
 - Contact MAJORITY members and leaders of both houses.
2. Know your Legislator.
 - Know the legislator's positions, opinions, and accomplishments.
 - Understand that the legislator must advocate for ALL constituents to be re-elected.
 - Seek ways to make your issues fit the legislator's agenda.
3. Prepare your remarks.
 - Use bill content to introduce a topic, have the bill number available. Refer to programs or bills by name, do not use acronyms.
 - State why your issue should be a priority; develop specific supportive data. Be concise.
 - Identify an action item to request of the legislator.
 - Mail your position ahead of the meeting; develop handouts for the meeting.
 - Designate one or more speakers (for all topics to be covered during the meeting).

During meetings with legislators:

1. Introduce all members of the group to the legislator and ensure they all get a chance to speak.
2. Thank the legislator for past support (or for spending time with you if nothing else).
3. Relax; the legislator is an elected official like you. Be assertive but not confrontational. Cover all desired topics, returning the discussion to your topic as needed. Do not insult or criticize. State availability for follow up conversations.
4. When meeting with state officials, discuss the effects of state aid on your district, noting the relationship between state aid and local property taxation rates.

After/between meetings with legislators:

1. Send a follow-up letter that recaps important points and thank them again.
2. Be tenacious. Try again and again, courteously—some efforts take years to resolve. Contact legislative staff members for assistance. Contact frequently—visits, letters, phone calls.
3. Help legislators reach larger numbers of potential voters. Provide public exposure for legislators and give them public accolades for their support. As an individual, work for and support the re-election of legislators who have supported your district.

Writing to Legislators

Be concise	Recipients won't read lengthy documents. Deal with only one issue per communication.
Be timely	Write only about important issues, early enough to affect the recipient's thinking.
Be specific, reasonable and logical	<ul style="list-style-type: none"> ▪ Provide facts. Refer to any legislation by sponsor name and number. ▪ State specific effects of pending legislation on your district. Support arguments with data. ▪ Ensure that any data are accurate. Check spelling, grammar, and punctuation.
Be polite	<ul style="list-style-type: none"> ▪ Do not lecture, insult or attempt to intimidate. Say thank you for past support. Be sure to spell the recipient's name correctly. ▪ Use the correct form of address, as shown below. ▪ Refer to any personal association, such as previous work on the official's campaign.
Be user friendly	<ul style="list-style-type: none"> ▪ Identify your topic between the inside address and greeting in a line that states: RE: Bill #xxx, sponsor name, title. ▪ First state the issue (including relevant legislation), your position, and request for support. e.g.: I'm writing to seek your support for A999: Education Act of 1999. Please let me know how you intend to vote on this essential piece of legislation. ▪ Include your address on the letter, using business or organization letterhead if appropriate.
Be natural	Use your own language. Hand-write only if your handwriting is legible.
Be aware	<ul style="list-style-type: none"> ▪ Identical letters in large numbers can have a negative effect. Write to officials other than those who represent your district. ▪ Building relationships with legislative staff members who know the issues can help your cause.

Correct Forms of Address for Various Officials

Office	Address	Greeting
U.S. President	The President The White House Washington, DC 20500	Dear Mr. President,
NYS Governor	The Honorable _____, Governor Executive Chamber, NYS Capitol Albany, NY 12224	Dear Governor _____
Federal/State Legislator	The Honorable _____, Member Governing Body (Senate/House/Assembly) Address, including room # and building name City, State, ZIP	Dear "Title" Ex. Senator, Assemblywoman, Congressman
Committee Chair	The Honorable _____, Chair Committee Name Address as for any legislator	Dear Senator/Assembly Member

Writing to Legislators

Sample Letters

Be specific about pending legislation and its effect on your district.

I am writing as a (member of the Board of Education/parent/taxpayer to seek your support for Bill (# and sponsor name) which would _____.

The people of (school district/Monroe County/NYS) have been fortunate to have your help on important educational issues in the past. I am requesting your continuing efforts to secure the best education possible for the young people of our community.

Provide data about your own school district.

The _____ Board of Education is seeking your support for a state aid plan that will provide for an annual increase in operating aid to districts like ours that have rapidly increasing student enrollments. The additional _____ students enrolled in our district this past year mean that we must purchase _____ more personal computers for a cost of \$ _____ and expand our building capacity at a cost of \$ _____. These increasing expenses make the need for additional state aid critical to our constituents, _____% of whom live on fixed incomes.

Be polite and say thank you for previous support.

(I am/The _____ Board of Education is) seeking your support for fair and adequate funding of public education in NYS. The _____ District more than ever must depend on NYS for financial support. More than _____% of our taxpayers live on fixed incomes; _____% more have lost their jobs in recent months. We cannot continue to raise local property taxes. We are holding employee salary increases to less than _____% a year. Our only other option is to cut some of our programs. (I/We) appreciate your past support for the efforts our district is making, and hope that you will continue your support during the development of the state budget this year.

Glossary of Legislative Terms

Aging	Time a bill must wait before it's eligible to action (three consecutive legislative days unless shortened by a message of necessity or a special report).
Appropriation	Money allocated by legislation including budget bills for specific use by various governmental departments.
Bill	Specific legislative proposal, introduces but not yet enacted into law.
Bill Memorandum	Descriptive statement accompanying each bill as it's introduced.
Budget Bill	Suggested allocation of funds for particular purposes introduced annually by the Executive Office.
Calendar	Daily list of bills, resolutions, and items for consideration by the body.
Calendar Day	Day during which the Legislature is in session, seated and considering bills—a work day as opposed to a “legislative” day.
Carryover	Legislation held active from one annual session to the next.
Caucus	Closed meeting of members of a body belonging to one political party, to decide leadership and policy, and usually binding on those who remain in attendance.
Conference	Weekly meeting by majority and minority members to discuss proposals. Concurrent (Joint) Resolution requiring action by both legislative houses.
Deficiency Budget	Amendment to budget allocation funds for unanticipated expenditures incurred from the start of the fiscal year to the start of the calendar year.
Executive Budget	Document of budgets for governmental purposes, local assistance, judiciary, legislature, debt, capital construction for the next fiscal year as introduced by the Executive Office.
Home Rule Request	Request from a municipality to the legislature; required by the NYS Constitution to pass laws affecting municipal property, affairs, or government.
Journal	Official record of proceedings (not a verbatim transcript) of each house.
Law (statute)	Bill passed by the legislature and signed by the executive or re-passed by the legislative body over the executive's veto; OR in NYS a bill the governor doesn't sign or veto within 10 days after receiving it during a legislative session.
Legislative Day	Day on which the NYS Legislature meets; whole body might not be present but is labeled as meeting for procedural purposes dealing with the aging of bills.
Majority	More than half of the voting members; usually refers to all elected members but for some purposes might refer only to those present and voting.
Message of necessity	Message from the Governor stating the need for an immediate vote on a bill, thus allowing the Legislature to shorten the 3-day aging period.
Override	Re-passage, by a 2/3 vote of both houses, of a bill vetoed by the executive.
Quorum	Majority of the members elected to the house; number who must be present before the body may begin its daily session.
Readings	Measures that alert members (through the daily calendar) to active bills; the NYS Constitution requires three readings on any bill before voting on it.
Recall from Governor	Motion enabling either house to recommit a bill to committee that has passed both houses but has not been acted upon by the Governor.
Referendum	Measure passed by the Legislature that must also be approved by the electorate in a popular vote.
Report of committee	Presentation of a bill or resolution from a committee to the daily calendar for consideration by the house as a whole.
Roll call	Vote on an issue:
FAST roll call	for noncontroversial bills, only the alphabetically first and last members and the leaders are called;
SLOW roll call	for controversial bills, individual votes are recorded.
Session adjournment	Entire working period of the legislative body, including all meetings between convening and final adjournment.
Special session	Legislative session convened by either the Governor or NYS Legislature house to consider only specifically identified issues.
Sponsor	Introducer: member who authors or helps to author a piece of legislation.

Standing committee	Permanent committee provided for in the rules of the house to consider and recommend bills assigned to it concerning a particular subject.
Starring	Placing a star on a bill; a motion that halts final action on a bill until one day after the star is removed by the sponsor or majority leader.
Stopping the clock	Stopping the hands of the official house clock; used to assure passage of legislation by a statutory or constitutional deadline.
Supplemental budget	Amendment to budget adjusting existing allocations and creating new ones; usually the last consideration of a legislative session.
Uni-bill	Bill co-sponsored by members in both houses.
Veto	Failure by the executive to enact a bill into law by returning it to the legislative body within 10 days unsigned with a veto message or not signing it within 30 days after legislative adjournment (pocket veto).

How a Bill Becomes a Law

In a legislative house a member promotes an idea; the Bill Drafting Commission writes it in legislative language; The bill is introduced, dated, numbered, and printed.



Bill moves to relevant Standing Committee for study, discussion, and possible hearings or amendments. If approved by one committee, it may move to other committees to repeat the process if deemed appropriate.



If approved by committee, the bill is listed on the Calendar of Bills for three separate meetings of all members to consider, debate, amend, and vote.



If passed in one house, the bill goes to the other house to repeat the legislative process. If amended, the bill must be re-passed by the original house as amended.



If passed by both houses, the bill is sent to the Executive for signature or veto. The bill may be returned to, or recalled by, the legislative body.

MCSBA Legislative Resources 2025*

Name	Website
NYSED	www.nysed.gov
US DOE	www.ed.gov
MC Legislature	www.monroecounty.gov/legislature
MC Board of Elections	Monroe County, NY - Board of Elections
NYS Assembly	Assembly Home New York State Assembly (nyassembly.gov)
NYS Senate	The New York State Senate (nysenate.gov)
NYS Congressional Reps	New York State Congressional Delegation (ny.gov)
NYS Board of Elections	Home Page - New York State Board of Elections
NYS Board of Regents	Home Board of Regents (nysed.gov)
NYSED Data	NYSED Data Site
Ballotpedia	Ballotpedia
NY Assoc. for Pupil Transportation	NYAPT - Home
NYS Superintendents	Home (nyscoss.org)
NYS Teachers' Union	NYSUT: A Union of Professionals. www.nysut.org
NY BOCES	Home-Page - BOCES of New York State
ACT for Education	A Community Together (ACT) for Education (actforeducation.org)
Chalkbeat – Essential Education Reporting in New York	Chalkbeat New York - Chalkbeat New York
The Brookings Institution	Brookings - Quality. Independence. Impact.
Economic Policy Institute	Economic Policy Institute Research and Ideas for Shared Prosperity (epi.org)
Gov Track	GovTrack.us: Tracking the U.S. Congress
Politico	Politics, Policy, Political News - POLITICO
Legiscan	LegiScan Bringing People to the Process

*Updated: September 16, 2024