Williamsville East High School

2026 Williamsville Central School District Board of Education
Student Ex Officio School Board Member Candidate Checklist

Date:_____

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Statement of Affirmation

1. I am able to read and write.
2. I have attended East HS for at least one full year prior to term of service.
   (student must have been in attendance at their high school as of September 2, 2025)
3. I am not an employee of the Williamsville Central School District.
4. I am not a family member of another Board member.
5. I have not been suspended from school during the last school year.

Your name will appear on the East HS ballot exactly as you print it here:

Name (please print):_____

Signature:_____

Date:_____

The following information has been given to me:

_____Petition sheets. All signatures on my petition must be legible East HS – **38**
(4% of the student population of the school of attendance)

_____Student Representative Information

********** Due to School Office by March 13th **********

To the Clerk of the Williamsville Central School District of the Towns of Amherst, Cheektowaga, and Clarence, Erie County, NY;
We the undersigned voters of Williamsville East High School, hereby nominate;

Name: _____

Residing at: _____

In said District, as a candidate for the Office of: Student Member of the Board of Education
East HS 38 (thirty-eight) signatures of peers and 2 (two) teachers.

To be filled by election at East HS to be held on May 19, 2026.

**********Please file petitions with: East HS Office by March 13th**********

No.	Date	Print Name	Signature	Note: Peer or Teacher
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WILLIAMSVILLE
CENTRAL SCHOOL DISTRICT
Est. 1893

Student Board of Education Campaign Rules and Procedures

1. Once the process to determine the final three candidates has been completed, a building administrator will meet with the three candidates as a small group to review the rules, expectations, and procedures regarding campaigning and elections.

2. The campaigning will begin on May 1, 2026 and go through Election Day, May 19, 2026.

3. Students are limited to no more than ten posters. Students must procure administrative approval before hanging up posters. Posters may only be hung in the hallways of the school. No posters may be hung in classrooms. Posters may not be hung prior to May 1, 2026.

4. During the campaign candidates may not distribute candy, food, or any other items.

5. The vote will be on Tuesday, May 19, 2026 from 7 am - 4 pm.

6. Students will be given an opportunity to vote in Social Studies classes.

7. A voting center will also be made available in the College and Career Center at each school.

8. Parents will be notified of the election results by the building principal that afternoon.

9. The successful candidate is welcomed, but not required, to come to North HS gym at 9 pm when the District Budget Vote and School Board Election Results are reviewed.

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This handbook provides basic and introductory information about what to expect as a new Student Board member.

I. Why is a Student Board Member (SBM) important?

A SBM plays an important role in communicating between the students of their high school and the Board of Education (BOE). They give feedback, represent and speak on student matters, and share perspectives about topics presented at board meetings. They are a representative leader.

As a SBM, you will be part of a democratic team with the elected officials of the Board of Education. Your primary role as a SBM is to effectively and actively listen, share feedback, and communicate with the Board of Education on behalf of all students.

If you have questions outside the board meetings, please contact the District Clerk, Mrs. Lynn Carey, at 716-626-8092 or lycarey@williamsvillek12.org.

II. About the Williamsville Central School District Board of Education:

There are 9 Williamsville Central School District (WCSD) Board Members. The following volunteer elected officials are on the 2025-2026 WCSD Board of Education:

- Christina Bleckinger
- Stuart Bulan
- Michael Buscaglia
- Dawn Fletch
- Crystal Kaczmarek-Bogner
- Mark Manna
- Maureen Poulin
- Swaroop Singh
- Kerry Spicer

WCSD Board members serve 3-year terms (terms are staggered). They cannot work for WCSD but must live within the boundaries of WCSD. When a Board member's term ends, they may choose to run again and must be re-elected to remain on the BOE.

III. What is the role of the Board of Education (also known as a School Board)?

A School Board is a unit of local government that enables people passionate about education to participate in the public education process. School Board members are elected (or occasionally appointed) citizens. School Boards make decisions about policies, annual budgets, curriculum, school buildings, safety, maintenance, and more by welcoming and encouraging feedback from various stakeholders, including parents/families, community members, students, and staff. The School Board directly partners with the Superintendent to form the district's governance team.

Some additional roles of the BOE are:

- Setting the direction and vision for the district;
- Adopting policies that give the district direction to set priorities and achieve its goals;
- Hiring and evaluating the Superintendent;
- Developing the annual budget to run the school system;
- Adopting and overseeing the annual budget;
- Ensuring compliance with laws and regulations (i.e., Making sure we are following laws);
- Acting as a communication link between residents and the Superintendent;
- Ensuring accountability and providing support for our schools and students.

IV. Board of Education Meetings:

There is one Regular Board meeting every month, consisting of Public, Superintendent, and Board comments, presentations, and consent agenda items/resolutions. Regular Board meetings are usually held on the second Tuesday of the month and typically start at 7:00 pm and end by 8:30 pm in the District Office Boardroom (105 Casey Road). Our first Organizational Meeting for 2026-2027 is scheduled for Tuesday July 7, 2026. The proposed 2026-2027 meeting calendar will be available after the May election and approved at our July meeting.

V. Responsibilities and roles of a Student Board Member:

1. Share different ideas and information.
2. Speak on behalf of the students in your high school.
3. Provide feedback on behalf of students.
4. Bring the experience as a student.
5. Contribute to the meeting discussions.
6. Prepare for meetings by reading and reviewing the Board agenda on BoardDocs (https://go.boarddocs.com/ny/williams/Board.nsf/Public).
7. Meet with the Superintendent, Board President, and Vice President before the meeting, most likely on the Monday before the Regular Board meeting at 3:00 pm via Google Meet.
8. Attend school on a daily basis –unless it is an excused absence.
9. Attend all Regular Board meetings. If you cannot make the meeting, whenever possible, please notify the District Clerk at least 24 hours before the meeting.
10. Be punctual for the Regular Board meetings that usually start at 7:00 pm (but may vary) and are in the District Offices-Conference Rooms, 105 Casey Rd. Please arrive about 15 minutes before the start of the Regular meeting to get ready for the meeting.
11. Be approachable so that individuals feel comfortable to share their views, questions, and/or comments with you.
12. Advocate for students' voices and represent all your peers.
13. Follow Board meeting expectations and protocols.
14. Maintain confidentiality – when applicable.

Important: Your voice, feedback, and perspective are critical to the democratic process, and your voice will help the BoE with important decisions moving forward. However, you are not a voting member on the BoE, which means you cannot vote on resolutions or decisions, etc.. Your voice and the students' voices, along with our families, community, and staff, will be part of our decision-making process.

VI. What if I cannot attend a BOE meeting?

- Call or email the District Clerk at least 24 hours before the meeting – if possible.
- Inform the Superintendent, Board President, and Vice President during your Monday Google Meet before the Tuesday Regular Board Meeting.

Glossary

Collective bargaining: a process through which the employee union and employer representatives exchange ideas, mutually solve problems, and reach a written agreement. The resulting approved contract binds both groups. In other words, the contract is going to be followed; it is a "firm" agreement.

Committee of the Whole (COW): involves the entire Board considering an issue. During COW, any WCSD Board member may request the Board to address a specific issue or topic. A proposed request during COW will be placed on the next Regular meeting agenda if a majority of Board members agree. Board members should share their COW agenda topic with the Board and Superintendent before the meeting.

Democracy: government by the people, in which the supreme power is vested in the people and exercised by them directly or indirectly through a system of representation usually involving periodically held free elections e.g., Qualified voters elect Board members during the May Annual District Vote to speak on behalf of the people. The BOE engages in open discussions and respectful and passionate debates, and votes on decisions, etc.

Motion: a proposal for action; a formal proposal made in a deliberative assembly. e.g., A Board member motions for the approval of the minutes.

Parliamentary Procedures: accepted rules governing the meetings of an assembly/ organization which allows for orderly discussion and fair, democratic decision-making.

Policy: a statement of what the government or a government body intends to do or chooses not to do about a particular issue or problem. A policy is generally made or initiated by the government body (e.g., School Board) and interpreted and implemented by public and private actors (e.g., Superintendent & District – public actors). Policy might take the form of a law, regulation, or a set of laws and regulations that govern a particular issue or problem [e.g., Use of Internet-Enabled Devices During the School Day policy, Student Attendance policy]

School board resolution: a formal, legally binding record of the Board's essential decisions. e.g., A resolution to adopt the budget.

Union: a group of workers who join together to bargain with their employers over work-related issues, such as wages, benefits, and working conditions.

Acronyms:

BOCES/ E1B: Board of Cooperative Education Services/ Erie 1 BOCES

BOE: Board of Education

COW: Committee of the Whole

CSEA: Civil Service Employees Association

CSE/ CPSE: Committee on Special Education/ Committee on Preschool Special Education

DEI: Diversity, Equity, Inclusion

ECASB: Erie County Association of School Boards

NYSSBA: New York State School Board Association

SCC: Superintendent's Community Council

SEAC: Special Education Advisory Council

SIHAC: Superintendent Inter-High Advisory Council

WCSD: Williamsville Central School District

WEF: Williamsville Education Foundation

WAERP: Williamsville Association of Education Related Personnel

WTA: Williamsville Teachers Association

WILLIAMSVILLE
CENTRAL SCHOOL DISTRICT
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Student Ex Officio School Board Member Selection Process

Expression of Interest

Students desiring to run for the position of Student Ex Officio School Board Member will obtain a candidate packet through their school office or through the district website. Each candidate will be asked to submit:

Statement of Affirmation that they meet the qualifications for the position:

1. I am able to read and write.
2. I have attended the (name of high school) for at least one full year prior to term of service. (student must have been in attendance at their high school as of September 2, 2025)
3. I am not an employee of the Williamsville Central School District.
4. I am not a family member of another Board member.
5. I have not been suspended from school during the last school year.

Petition containing legible signatures of peers, equaling 4% of the student population of the school of attendance (East-38; North-52; South-32), and two teachers.

Administrative Endorsement

When initial materials are turned in, students will be provided a set of potential interview questions which will explore: the candidate's ability to gather feedback from their peers, school and community activities, motivation for becoming a student board member, qualities they believe are important to the role, key issues concerning students in the district and surrounding community.

Each building principal will appoint an interview committee of 3-5 individuals, which will include administration, faculty, and student(s), who will conduct interviews with each candidate. A scoring rubric will be utilized in evaluating candidate's responses, which will include elements of content as well as presentation. The interview team will review all information and select no more than 3 candidates for further consideration.

School Election

The final candidates will be given the opportunity to complete a 90 second video to be displayed on school messaging screens and conduct campaigning in accordance with the outlined **Student Board of Education Campaign Rules and Procedures**.

An all school election will be held in which students will have the opportunity to vote. The candidate with the most votes will be selected as the school Student Board Member and their name forwarded to Williamsville Central School District, District Clerk, Lynn Carey.

Timeline

February 1: Publicity for the Position of Student Ex-Officio School Board Member begins in all 3 high schools

February 9: Student Board Candidate Packets available to students in their high school office and on District Website (students will receive an information sheet and statement of affirmation, petition sheets, and Student Representative Information packet, including Student Board of Education Campaign Rules and Procedures.)

March 13: Signed information/Affirmation sheet and petitions due to appropriate school office

March 19 (or before): verified candidates receive potential interview questions

March 23 - April 24: Individual candidates will be interviewed by the building team and no more than 3 final candidates selected.

May 1 - May 19 (Election Day): Final candidates may conduct campaigns for election in their respective schools in accordance with the outlined **Student Board of Education Campaign Rules and Procedures**, including the opportunity to film a 90 second video spot to be featured on the school message boards.

May 19, 2026 (Election Day): All school elections conducted in each school, with the name of the winning candidate for the position of Student School Board Representative forwarded to Lynn Carey.