



Information for School Board Candidates

1. **Qualifications of a School Board Member:**

- Must be able to read and write
- Must be a qualified voter of the District
- Must be and have been a resident of the District (but need not be a taxpayer) for a continuous and uninterrupted period of at least one (1) year
- May not have been removed from any school district office within the preceding year
- May not reside with another member of the same school board as a member of the same family
- May not be a current employee of the school board
- May not simultaneously hold another incompatible public office

2. **Qualified Voters Must:**

- Be a citizen of the United States
- Be at least 18 years of age
- Be a District resident for 30 days preceding the vote

3. This vacancy is a full five (5) year term that will commence July 1, 2026 and expire June 30, 2031, and to succeed William Weigel, whose term expires on June 30, 2026.
4. If it is not already filled in for you, please complete the top portion of the petition before soliciting signatures.
5. A timeline is included to assist you in accomplishing your responsibilities as a School Board candidate.

Tara Bowers, District Clerk
Franklinville Central School District
716-676-8059
tbowers@tbafcs.org



2026 Procedure and Timeline for Board Candidates for the Budget and Election Vote on May 19, 2026	
March 2– April 20	Candidate packets will be available to interested persons. Packets may be picked up from the office of the District Clerk at 31 North Main Street, Franklinville, NY 14737. You may also request by email at tbowers@tbafcs.org or by calling 716-676-8059.
April 20	Completed petitions must be delivered to the office of the District Clerk no later than 5:00 pm on this date. Petition must contain 25 valid signatures.
	Provide the District Clerk with a bio and photograph that can be used on the school website and any printed publications (information release is included in this packet).
	First Expense Statement - must be submitted to the District Clerk on or before the thirtieth day preceding the election to which it relates, for all expenditures and contributions totaling more than \$500. (Education Law Section 1529.)
April 21	At 9:00 am, the District Clerk will hold a drawing in order to determine the order in which the candidates will appear on the election ballot. Candidates are invited, however, not required to attend. In the event that any candidate is not present in person or by a person designated in a written proxy to accomplish the drawing, the District Clerk shall be authorized to act as proxy.
May 12	Budget hearing at 5:30 pm.
May 14	Second Expense Statement - must be submitted to the District Clerk. (Five days preceding election)
May 19	Election Day: Budget Vote and Election of Board of Education Member(s) – Franklinville Central School Elementary Main Entrance Foyer (12:00 pm – 8:00 pm)
June 8	Final Expense Statement - must be submitted to the District Clerk. (Twenty days after the election)

To: Clerk of the Board of Franklinville Central School District No. 1 of the Towns of Franklinville, Farmersville, Humphrey, Ischua, Lyndon and Machias, County of Cattaraugus, State of New York.

We, the undersigned qualified voters of the Franklinville Central School District (the “District”), do hereby nominate _____ residing at _____ as a member of the District’s Board of Education (the “Board”) for a full five-year term commencing July 1, 2026 and expiring on June 30, 2031, and to succeed William Weigel, whose term expires on June 30, 2026. at the Annual Meeting and Election of the District to be held on **May 19, 2026** between the hours of 12:00 P.M. E.D.T. – 8:00 P.M. E.D.T.

NOTE: Legible signatures and full addresses are required.

<u>FULL NAME</u>	<u>RESIDENTIAL ADDRESS</u>	<u>SIGNATURE</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____

To: Clerk of the Board of Franklinville Central School District No. 1 of the Towns of Franklinville,
Farmersville, Humphrey, Ischua, Lyndon and Machias, County of Cattaraugus, State of New York.

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<u>FULL NAME</u>	<u>RESIDENTIAL ADDRESS</u>	<u>SIGNATURE</u>
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____



Release of Name, Address, and Telephone Number

The media calls upon the District Clerk to provide them with a list of candidates running for the Board of Education. In addition, the student newspaper, district newsletter and website may request this information.

This release authorizes the District Clerk to make public the following information:

Name: _____

Street Address: _____

City, State, Zip: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Candidate's Signature: _____

Date: _____

EXPENDITURE STATEMENT

The appropriate form must be filed three times. The first form, thirty (30) days before the election. The second, five (5) days before the election. The third filed within twenty (20) days after the election.

NAME AND ADDRESS OF CANDIDATE:

NAME: _____

ADDRESS: _____

OFFICE: MEMBER OF THE FRANKLINVILLE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

TERM OF OFFICE: FIVE (5) YEARS. JULY 1, 2026 through JUNE 30, 2031.

This Statement is for:

- ☐ Filing 30 days before the election – April 20, 2026
- ☐ Filing 5 days before the election – May 14, 2026
- ☐ Filing 20 days after the election – June 8, 2026

COMPLETE EITHER A, B, OR C.

A. Statement that nothing has been expended.

I hereby affirm that I have expended nothing in relation to those items specified in Education Law, § 1528(1).

Dated _____

Signed _____

Sworn to before me this _____

day of _____, 20_____

(Notary Public)

B. Statement where up to \$500 has been expended. I affirm that my personal expenses as defined by Education Law, § 1528(2), which taken together with total expenditures, as defined by § 1528(1)(a), incurred by others or on my behalf, and with my approval, do not exceed the total sum of \$500.00.

Dated _____

Signed _____

Sworn to before me this _____

day of _____, 20_____

(Notary Public)

(OVER)

C. Statement of monies received or collected.

I affirm that my expenditures defined by Education Law, § 1528 (1) (a) are outlined in the attached statement, which I sign.

In the attached statement, set forth the date of each expenditure, the person paid, the purpose of the payment and the amount of the payment, as well as the fair market value of any receipt, contribution, or transfer, the name and address of the transferor, contributor, or person from whom received, and if the transferor, contributor, or person is a political committee as defined in subdivision one of § 14-100 of the Election Law, the name of and the political unit represented by the committee, the date of receipt, the dollar amount of every expenditure, the name and address of the person to whom it was made, or the name of and the political unit represented by the committee to which it was made and the date thereof.

Dated _____

Signed _____

Sworn to before me this _____

day of _____, 20_____

(Notary Public)

NOTE: If a person or persons make expenditures on behalf of a candidate without the approval of the candidate, such person or persons must file a sworn statement with the Clerk and with the Commissioner of Education stating that the candidate did not approve such statement. Such expenditure is limited to \$25. Each statement shall cover a period up to and including the date preceding the date specified in the form, provided that any contribution or loan in excess of \$1,000, if received after the close of the period to be covered in the last statement filed before the election, but before the election, shall be reported in the same manner as other contributions, within 24 hours after receipt. It is unnecessary to itemize any expenditures previously reported in any prior statement. Still, each statement shall include a summary of all expenditures and contributions and other particulars reported in any previous statement. The statement prepared for the Commissioner of Education should be mailed to: Commissioner of Education, New York State Education Department, 876 EBA, Albany, NY 12234.

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Book	Franklinville Central School District Policy Manual
Section	1000 Bylaws
Title	School District and Board of Education Legal Status and Authority
Code	1110
Status	Active
Adopted	July 14, 2022

SUBJECT: SCHOOL DISTRICT AND BOARD OF EDUCATION LEGAL STATUS AND AUTHORITY

The Constitution of New York State instructs the Legislature to provide for a system of free common schools wherein all children of the state may be educated.

The State Legislature has implemented this constitutional mandate through the creation of school districts of various types. As a Central School District, the Franklinville Central School District is organized under and subject to the provisions of Education Law Article 37.

The Board is the corporate body charged with the general control, management, and responsibility of the schools of the Franklinville Central School District. As such, it possesses those powers and duties set forth in law.

The Board is authorized to act as a body duly called in session. Individual Board members have no authority over school affairs.

Education Law Sections 2, 1501, 1604, 1701, 1709, 1804, 2502, and 2503

Adopted: 7/14/22

Last Modified by Erie BOCES Policy Publisher Account on December 20, 2022



Book	Franklinville Central School District Policy Manual
Section	1000 Bylaws
Title	Board of Education: Qualifications, Numbers and Terms of Office
Code	1120
Status	Active
Adopted	July 14, 2022

SUBJECT: BOARD OF EDUCATION: QUALIFICATIONS, NUMBERS AND TERMS OF OFFICE

A Board member of the District must meet the following qualifications:

- a. A citizen of the United States;
- b. Eighteen years of age or older;
- c. Able to read and write;
- d. A legal resident of the District for a continuous and uninterrupted period of at least one year prior to the election;
- e. Cannot be an employee of the District;
- f. The only member of his or her family (that is, cannot be a member of the same household) on the District Board;
- g. May not simultaneously hold another incompatible public office, including, but not limited to Superintendent, clerk, tax collector, treasurer or librarian, or an employee of the Board. In central school districts, however, a Board member may be appointed clerk of the Board and of the District.
- h. Must not have been removed from a school district office within one year preceding the date of appointment or election to the Board.

Number of Members

The Board of the District will consist of five members elected by the qualified voters of the District at the annual election as prescribed by law.

Terms of Office

Members of the Board will serve for five years beginning July 1 following their election and each term will expire on the 30th day of June of the fifth year.

Education Law Sections 1602, 1702(1), 1804(1), 1950(9), 2101, 2102, 2103, 2103-a, 2130(1), 2105, and 2502
Public Officers Law Section 3
Town Law Section 23(1)

Adopted: 7/14/22

Book	Franklinville Central School District Policy Manual
Section	1000 Bylaws
Title	Reporting of Expenditures and Contributions
Code	1220
Status	Active
Adopted	July 14, 2022

SUBJECT: REPORTING OF EXPENDITURES AND CONTRIBUTIONS

Each candidate for the position of member of the Board whose expenses and/or contributions received exceed \$500 must file a statement accounting for his or her campaign expenditures and contributions with the District Clerk and an additional statement with the Commissioner of Education. In the event the expenses do not exceed \$500 and the aggregate amount of all contributions made to the candidate do not exceed \$500, then a sworn statement to that effect must only be filed with the District Clerk.

Required contribution statements must include:

- a. The dollar amount and/or fair market value of any receipt, contribution, or transfer which is other than money;
- b. The name and address of the transferor, contributor, or person from whom received;
- c. If that transferor, contributor or person is a political committee as defined in Election Law Section 14-100;
- d. The name and political unit represented by the committee;
- e. The date of receipt;
- f. The dollar amount of every expenditure;
- g. The name and address of the person to whom the expenditure was made, or the name of and political unit represented by the committee to which it was made; and
- h. The date of the expenditure.

The times for filing the statements are as follows:

- a. The first statement on or before the thirtieth day preceding the election to which it relates;
- b. A second statement on or before the fifth day before the election;
- c. A third statement within 20 days after the election.

Any contribution or loan in excess of \$1000 received after the close of the period covered in the last statement filed before the election (b above) but before the election itself must be reported within 24 hours after receipt.

All statements must be sworn before a notary public, a commissioner of deeds, a lawyer or a public official authorized by New York State law to administer oaths.

Education Law Sections 1528 and 1529
Election Law Section 14-100(1)

Adopted: 7/14/22

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

April 29 – Petition must be filed for all small city school districts

May 19 – 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 2026 nominating petitions in small city school districts must be filed by April 29th, in other districts nominating petitions must be filed by April 20th.

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 2026, the budget vote and election occurs on May 19th.

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.

