



Lewiston-Porter Central School District

Aiming Higher

TO: Candidates for the Office of Member of the Board of Education

FROM: Marisa I. Barile, District Clerk

DATE: February 24, 2020

SUBJECT: Petitions for Nomination and Expenditure Reports

Included in this packet are the following:

- ✓ Petition for Nomination
- ✓ Expenditure Report for expenditures up to and including \$500
- ✓ Expenditure Report for expenditures more than \$500
- ✓ Poll Watcher Information
- ✓ Running for the School Board New York State School Board Association Brochure
- ✓ Prospective Board Member/New Board Member Workshop (NOSBA, ECASB)

Note:

Petitions must be submitted to the District Clerk no later than 5:00 p.m. on Monday, April 20, 2020.

Each petition must be signed by at least 25 qualified voters of the school district.

Candidate's positions on the ballot will be drawn at 8:00 a.m. on Tuesday, April 21, 2020 at the District Offices.

The Annual Budget Hearing will be held at 6:00 p.m. on Tuesday, May 5, 2020 at the Community Resource Center.

Voting will take place on Tuesday, May 19, 2020 at the Community Resource Center, Multi-Purpose Room from 7:00 a.m. to 8:00 p.m.

Marisa I. Barile, District Clerk
4061 Creek Road, Youngstown, NY 14174
Phone: 716-286-7266 Fax: 716-754-2755 Email: mbarile@lew-port.com
www.lew-port.com

**PETITION FOR NOMINATION OF A CANDIDATE FOR MEMBER OF THE
BOARD OF EDUCATION
PURSUANT TO EDUCATION LAW**

TO: Marisa I. Barile, District Clerk
Lewiston-Porter Central School District
4061 Creek Road
Youngstown, NY 14174

*We, the undersigned qualified voters of the **Lewiston-Porter Central School District**, Towns of Lewiston and Porter, Niagara County, New York, by signing our names below, do each:*

(1) *State that he/she is a citizen of the United States, is at least 18 years of age, and has been or will have been a resident of the said district for at least 30 days next preceding the election to be held on **May 19, 2020**, and*

(2) *Nominate:*

| | |
|-------|--------------------|
| Name: | Residence address: |
|-------|--------------------|

as a candidate to run at-large for the office of School Board Member of Lewiston-Porter Central School District, Town of Lewiston and Porter, Niagara County, New York. There are two (2) vacancies for a three-year term and one (1) vacancy for a one-year term as a member of the board of education of the said district to fill one (1) of three (3) vacancies thereon.

QUALIFIED VOTERS (a minimum of 25 valid signatures per candidate is required, each individual must sign his/her own name **DO NOT SIGN AS MR. & MRS.**)

| # | DATE | SIGNATURE | ADDRESS |
|-----|------|-----------|---------|
| 1. | | | |
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**PETITION FOR NOMINATION OF A CANDIDATE FOR MEMBER OF THE
BOARD OF EDUCATION
PURSUANT TO EDUCATION LAW**

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| 30. | | | |

This petition ***must*** be filed with Marisa I. Barile, District Clerk, 4061Creek Road, Youngstown, NY 14174 by **April 20, 2020** by 5:00pm.

Up to and including \$500.00

SCHOOL BOARD CANDIDATE EXPENDITURE REPORT

TO: Marisa I. Barile
DISTRICT CLERK
LEWISTON-PORTER CENTRAL SCHOOL
4061 CREEK ROAD
YOUNGSTOWN, NEW YORK 14174

BY: CERTIFIED MAIL, RETURN RECEIPT REQUESTED*

COUNTY OF NIAGARA)
:SS.
STATE OF NEW YORK)

I, _____, BEING DULY SWORN, DEPOSE AND SAY:
(PRINT FULL NAME – FIRST, MIDDLE INITIAL, LAST)

1. I RESIDE AT _____ , _____
(NUMBER AND STREET) (TOWN/VILLAGE)
NEW YORK, _____ IN THE COUNTY OF NIAGARA.
(ZIP CODE)

2. I AM WAS A CANDIDATE FOR MEMBER OF THE BOARD OF EDUCATION OF LEWISTON-PORTER CENTRAL SCHOOL DISTRICT
IN THE ELECTION HELD _____
(MONTH – DAY – YEAR)

3. UP TO AND INCLUDING THE DATE PRECEDING THE DATE HEREOF, ELECTION EXPENDITURES IN MY CAMPAIGN DID NOT
EXCEED FIVE HUNDRED DOLLARS (\$500.00).

4. THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

****(SIGNATURE OF CANDIDATE) ****

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____ , _____.

(NOTARY PUBLIC)

**** SIGN ONLY IN THE PRESENCE OF THE NOTARY PUBLIC****

FIRST COPY TO BE DELIVERED TO THE DISTRICT CLERK WITHIN THIRTY (30) DAYS PRIOR TO THE ELECTION. SECOND COPY TO BE DELIVERED TO THE DISTRICT CLERK WITHIN FIVE (5) DAYS PRIOR TO THE ELECTION. THIRD COPY TO BE DELIVERED TO THE DISTRICT CLERK WITHIN TWENTY (20) DAYS AFTER THE ELECTION.

* HAND DELIVERY OR CERTIFIED MAIL IS REQUIRED. RETURN RECEIPT REQUESTED IS NOT REQUIRED, BUT IS ADVISABLE.

SCHOOL BOARD CANDIDATE EXPENDITURE REPORT

TO: Marisa I. Barile
DISTRICT CLERK
LEWISTON-PORTER CENTRAL SCHOOL
4061 CREEK ROAD
YOUNGSTOWN, NEW YORK 14174

AND, **THE COMMISSIONER OF EDUCATION
THE UNIVERSITY OF THE STATE OF
NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

BY: CERTIFIED MAIL, RETURN RECEIPT REQUESTED*

COUNTY OF NIAGARA)
:SS.
STATE OF NEW YORK)

I, _____, BEING DULY SWORN, DEPOSE AND SAY:
(PRINT FULL NAME – FIRST, MIDDLE INITIAL, LAST)

1. I RESIDE AT _____, _____,
(NUMBER AND STREET) (TOWN/VILLAGE)
NEW YORK, _____ IN THE COUNTY OF NIAGARA.
(ZIP CODE)

2. I AM/WAS A CANDIDATE FOR MEMBER OF THE BOARD OF EDUCATION OF LEWISTON-PORTER CENTRAL SCHOOL
DISTRICT IN THE ELECTION HELD _____.
(MONTH – DAY – YEAR)

3. UP TO AND INCLUDING THE DATE PRECEDING THE DATE HEREOF, I RECEIVED THE FOLLOWING CONTRIBUTIONS IN SUPPORT OF MY CAMPAIGN:

| <u>SOURCE</u> | <u>AMOUNT</u> |
|---------------|---------------|
| _____ | _____ |
| _____ | _____ |
| TOTAL | _____ |

4. I HAVE PERSONALLY EXPENDED THE FOLLOWING IN SUPPORT OF MY CAMPAIGN OR TO AID OR INFLUENCE THE NOMINATION OR DEFEAT OF ANOTHER CANDIDATE IN THE SAME ELECTION:

| <u>NATURE OF EXPENDITURE</u> | <u>AMOUNT</u> |
|------------------------------|---------------|
| _____ | _____ |
| _____ | _____ |
| TOTAL | _____ |

5. THE FOLLOWING HAVE, WITH MY APPROVAL, MADE THE INDICATED EXPENDITURES IN SUPPORT OF MY CAMPAIGN OR TO AID OR INFLUENCE THE NOMINATION OR DEFEAT OF ANOTHER CANDIDATE IN THE SAME ELECTION:

| <u>PERSON, FIRM, ASSOCIATION OR CORPORATION</u> | <u>NATURE OF EXPENDITURE</u> | <u>AMOUNT</u> |
|---|------------------------------|---------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| TOTAL | | _____ |

6. THE FOLLOWING IS A SUMMARY OF EXPENDITURES AND CONTRIBUTIONS REPORTED IN MY LATEST STATEMENT OF THIS CAMPAIGN, DATED _____: **

| | |
|---|---------------|
| | <u>AMOUNT</u> |
| TOTAL CONTRIBUTIONS PREVIOUSLY REPORTED: | _____ |
| TOTAL EXPENDITURES MADE BY ME PREVIOUSLY REPORTED: | _____ |
| TOTAL EXPENDITURES MADE BY OTHERS WITH MY APPROVAL PREVIOUSLY REPORTED: | _____ |

7. THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

****(SIGNATURE OF CANDIDATE) ****

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, _____.

(NOTARY PUBLIC)

****SIGN ONLY IN THE PRESENCE OF THE NOTARY PUBLIC****

FIRST COPY TO BE DELIVERED TO THE COMMISSIONER OF EDUCATION AND TO THE DISTRICT CLERK WITHIN THIRTY (30) DAYS PRIOR TO THE ELECTION. SECOND COPY TO BE DELIVERED TO THE COMMISSIONER OF EDUCATION AND TO THE DISTRICT CLERK WITHIN FIVE (5) DAYS PRIOR TO THE ELECTION. THIRD COPY TO BE DELIVERED TO THE COMMISSIONER OF EDUCATION AND TO THE DISTRICT CLERK WITHIN TWENTY (20) DAYS AFTER THE ELECTION.

*HAND DELIVERY OR CERTIFIED MAIL IS REQUIRED. RETURN RECEIPT REQUESTED IS NOT REQUIRED, BUT IS ADVISABLE.

** THIS PARAGRAPH SHOULD BE USED ONLY ON THE SECOND AND THIRD STATEMENTS FILED.



Lewiston-Porter Central School District

Aiming Higher

POLL WATCHER'S CERTIFICATE

To the District Clerk and Board of Registration of the Lewiston-Porter Central School District:

Pursuant to the provisions of §8-500 of the Election Law of the State of New York, the undersigned hereby appoints:

Name of Individual
(Print)

Name of Individual
(Print)

Name of Individual
(Print)

to act as a Watcher on their behalf, at the Annual Meeting to be held on May 19, 2020, in the Multi-Purpose Room of the Community Resource Center, 4061 Creek Road, Youngstown, Town of Porter, County of Niagara, New York.

Name of Candidate (print)

Signature of Candidate

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

4061 Creek Road, Youngstown, NY 14174

Phone: 716-286-7266 Fax: 716-754-2755

www.lew-port.com

POLL WATCHER'S GUIDE

OVERVIEW

To ensure fair and honest elections, New York State law provides for appointing poll watchers to observe voting at the polls. Poll watchers are designated by candidates, political parties, independent organizations which have candidates on the ballot and/or political committees.

THE ROLE OF THE POLL WATCHER

The role of the poll watcher is to observe elections at the polling sites on behalf of a particular candidate, political party or organization and where they observe irregularities, report these observations to either the Elections Inspector and/or the Board of Elections.

POLL WATCHER QUALIFICATIONS

Poll watchers must be:

- ✓ Qualified voters in the county
- ✓ Certified in writing by a candidate
- ✓ Identified in a Poll Watcher's Certificate that was received by the District Clerk at least 72 hours prior to the election (Poll Watcher's Certificate appears on the reverse side of this guide).

NUMBER OF POLL WATCHERS

New York State allows three Poll Watchers for each candidate. However, no more than one Poll Watcher per candidate will be permitted in the voting area at a given time.

POLL WATCHER RIGHTS

The Poll Watcher **may**:

- ✓ Arrive 15 minutes before opening to observe the opening of the polls
- ✓ Compare the ballot on the voting machine with paper ballots to see that they match
- ✓ Observe the closing of the polls and the final canvasses after the District Clerk and Election Inspectors have conducted final counting of each voting booth
- ✓ Challenge individual voters on the basis of:
 - Residence
 - Multiple Voting
 - Qualification to Vote
 - Electioneering

POLL WATCHER LIMITATIONS

The Poll Watcher **may not**:

- ✓ Electioneer in any manner
 - Electioneering includes soliciting votes or distributing, wearing or carrying political literature, posters, banners or buttons, or displaying refreshments showing a candidate's name.
- ✓ Tamper with election materials
- ✓ Interfere with the election process
- ✓ Protest a vote ruling
- ✓ Accompany a voter to the booth.
- ✓ Go near the voting booths or leave their designated area without either notifying or receiving permission from the District Clerk to do so.

IF YOU SEE A VIOLATION

Poll watchers are not law enforcement officers; however, they may attempt to enforce their candidate's rights by reporting a violation to any of the following:

- ✓ Election Inspectors
- ✓ The Sheriff's Department
- ✓ The Niagara County Board of Elections.

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 meeting, between 9:00 a.m. and 5:00 p.m. In 2020 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 their campaign expenses. Statements must be filed at three different times during the election period. If expenditures made by the candidate or by 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.

Details concerning these requirements may be obtained from your district clerk or from the Performance Improvement and Management Services (PIMS) and Chief Financial Office (CFO), New York State Education Department, 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 2020, 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.



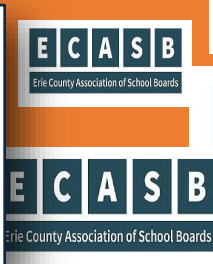
Training

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.





Prospective School Board Member Workshop

*'Anyone ever tell you you'd
make a great
School Board Member?'*

Workshop provided by Erie County Association of School Boards as a public service.*

When?

Date: Saturday, April 4, 2020

Registration: 8:15 am - 8:30 am

Program: 8:30 am - 12:00 pm

Where?

Erie 1 BOCES Education Campus

355 Harlem Road, West Seneca - Building B

(Conference Room B-1)

What:

Learn the legal and human issues of school board leadership. Find out about the election process from school attorneys. Hear from a superintendent about how to make or break a board / superintendent relationship. Hear from current school board members who will share what it is really like to go through the campaign process and serve as a school board member.

Gather valuable information and get answers to your questions.

A light continental breakfast will be provided.

To register for this FREE workshop, please call

Erie County Association of School Boards at (716) 821-7297 or

Email: ssummers@e1b.org