



# ***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: March 8, 2021  
SUBJECT: **Updated** Petitions for Nomination and Expenditure Reports

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Included in this packet are the following:

- ✓ Petition for Nomination
- ✓ Information for School Board Candidates 2021
- ✓ 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 School Board Member Workshop, Erie County Association of School Boards
- ✓ Qualification & Questions When Running for a School Board, Erie County Association of School Boards

**Please Note:**

Petitions must be submitted to the District Clerk no later than 5:00 p.m. on Monday, April 19, 2021.

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 20, 2021 at the District Office.

The Annual Budget Hearing will be held at 6:00 p.m. on Tuesday, May 10, 2021.

Voting will take place on Tuesday, May 18, 2021 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: 716.286.7859 Email: [mbarile@lew-port.com](mailto:mbarile@lew-port.com)  
[www.lew-port.com](http://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 18, 2021**, and
- (2) Nominate:

Name:	Residence address:
Email Address:	Contact Number:

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.

**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.			
2.			
3.			
4.			
5.			
6.			
7.			
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25.			
26.			
27.			
28.			
29.			
30.			

This petition **must** be filed with Marisa I. Barile, District Clerk, 4061 Creek Road, Youngstown, NY 14174 by **April 19, 2021** by 5:00pm.

# Lewiston-Porter Central School District 2021

## Information for School Board Candidates 2021

### NECESSARY QUALIFICATIONS FOR ALL NOMINEES

- Must be able to read and write;
- Must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be incompetent;
- Must be a resident and have been a resident of the district for a continuous and uninterrupted period of at least one year immediately before the election;
- 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

### REQUIREMENTS FOR NOMINATING PETITIONS

Nominating petitions must contain the names of eligible voters of the district and shall number two percent (2%) of the number of voters in the last annual election or 25, whichever is greater.

- **Twenty-five (25) signatures are required for the upcoming election.**

It is advisable to obtain more than 25 signatures due to the possible elimination of signatures on your petition, which would result in your petition not being valid.

Nominating petitions shall be filed with the District Clerk, Marisa I. Barile between 7:30 a.m. and 5:00 p.m. no later than **Monday, April 19, 2021**. The Clerk's office is located in the District Office, 4061 Creek Road, Youngstown, NY 14174

An eligible voter must be:

- 1) eighteen (18) years of age,
- 2) a citizen of the United States,
- 3) a resident (not necessarily a homeowner) of the district for at least thirty (30) days preceding the election,
- 4) not disqualified by the provisions of Section 5-106 of the Election Law.

### BALLOT POSITION AND ELECTIONEERING

Ballot position will be chosen by lot on the day following the last day for filing petitions. (This year: 4/20/21, 8:00am)

Electioneering is prohibited within one hundred (100) feet of the polling place.

# SCHOOL BOARD CANDIDATE EXPENDITURE REPORT

## EXPENSE REPORT DUE DATES:

1<sup>st</sup> Candidate Expense Report 04/19/2021

2<sup>nd</sup> Candidate Expense Report 05/13/2021

3<sup>rd</sup> Candidate Expense Report 06/08/2021

**Up to and including \$500.00**

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

## EXPENSE REPORT DUE DATES:

1<sup>st</sup> Candidate Expense Report 04/19/2021

2<sup>nd</sup> Candidate Expense Report 05/13/2021

3<sup>rd</sup> Candidate Expense Report 06/08/2021

**More than \$500.00**

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	_____

# SCHOOL BOARD CANDIDATE EXPENDITURE REPORT

## EXPENSE REPORT DUE DATES:

1<sup>st</sup> Candidate Expense Report 04/19/2021

2<sup>nd</sup> Candidate Expense Report 05/13/2021

3<sup>rd</sup> Candidate Expense Report 06/08/2021

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 \_\_\_\_\_.

AMOUNT

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:

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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 18, 2021, in the Multi-Purpose Room of the Community Resource Center, 4061 Creek Road, Youngstown, Town of Porter, County of Niagara, New York.

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Name of Candidate (print)

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Signature of Candidate

***LEWISTON-PORTER CENTRAL SCHOOL DISTRICT***

4061 Creek Road, Youngstown, NY 14174  
Phone: 716.286.7266 Fax: 716.286.7859  
[www.lew-port.com](http://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 19** – Petition must be filed for central, union free and common school districts

**April 28** – Petition must be filed for all small city school districts

**May 18** – 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 2021 nominating petitions in small city school districts must be filed by April 28th, in other districts nominating petitions must be filed by April 19th.

## 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 2021, the budget vote and election occurs on May 18th.

## 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](mailto:info@nyssba.org).**





# **Prospective School Board Member Workshop**

*“Thinking of Becoming a  
School Board Member?”*

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

## **When?**

**Date: Saturday, March 27, 2021**

**Program Start: 8:00 am - 10:30**

## **Where?**

**Virtual Zoom Program - Registration info.**

## **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.**
- \* **Gather valuable information and get answers to your questions.**

***- Presenters will be Jeff Swiatek Esq. from Hodgson Russ Attorneys and Erie Niagara School Superintendent President and Superintendent of the Hamburg CSD, Michael Cornell.***

**To register for this FREE workshop,  
please register with your district clerk  
BY MARCH 23RD, 2021 or call  
Erie County Association of School Boards at  
(716) 821-7297 or  
Email: [ssummers@e1b.org](mailto:ssummers@e1b.org)**



# **Qualifications & Questions**

## **When Running for a School Board**

**Education Law governs school board elections in New York State. The following eligibility requirements must be met:**

- Be able to read and write.***
- Be a citizen of the United States.***
- Be 18 years of age or older.***
- Be a resident of the school district for at least the past year on election day. (moving within the district is allowed).***
- Not be a district employee (You may be an employee of BOCES or employed by another district).***
- Not be a convicted felon (unless you have a certificate of relief).***
- Not be in the family of a currently seated board member (ie...spouse, relative in the same home).***

**Know your role as a School Board Member:**

***A board member has three main jobs. An individual board member cannot make decisions. Decisions are made when the board meets in public as a board. A board member's three primary responsibilities are to:***

- Approve of an annual budget.***
- Hire the Superintendent.***
- Establish Policy.***

***\* In addition, the board member needs to develop a clear vision and goals for the district. The vision and goals will help to define policies and procedures and establish the framework for the budget. School Board Members serve as leaders in the community and are advocates for students, the school district and public education.***

## **What Questions Should I Consider Before Deciding to Run for the School Board?:**

- What skills do I bring to board service?***
- What goals do I have for the district?***
- How much time do I have to devote to board service?***
- Am I willing to attend workshops and information sessions to learn more about public education and information that will help me to do my job?***

## **Are there Limitations?**

***As a School Board Member, there are powers that are defined by statutes in sections 1709, 1804, 2503, and 2554 of New York State law. Additional powers are defined in the following areas:***

- The Constitution***
- Federal and State Laws and Regulations***
- Board of Regents***
- Board of Education Policies***
- Contracts***

## **What is the time commitment necessary to do the job well?**

***This will vary slightly district by district based on the number of meetings, board practices and committee membership. Board service can require between 10-20 hours per week /month and will include:***

- Reading of board packets, reading reference and educational materials and getting any questions clarified by the board president or superintendent prior to board meetings.***
- Attending board meetings, work sessions, committee meetings, workshops, and retreats.***
- Attending other venues ie...community groups, booster clubs, parent groups, community forums.***
- Attending student performances, art shows, athletic events and public hearings .***
- Attending staff and student celebrations and recognitions such as graduation, end of year banquets, retirement events.***
- Attending professional development programs through Erie County Association of School Boards, New York State School Boards Associations, and other***



**organizations.**

### **How Do I Get Started?**

**- Nominating Petitions will be obtained by the District Clerk. District clerks will provide you with guiding documents which will outline the number of signatures required as well as important dates.**

**- Petition must be filed on time. For 20\_\_ the deadline is \_\_\_\_\_ (month) \_\_\_\_\_ (date) at \_\_\_\_\_ pm.**

**- Only district residents may sign your petition.**

**- Ballot petitions is based on a lottery the day after petitions are due.**

**- Keep track of all expenses and report them on the appropriate forms:**

**- 30 days before the vote.**

**- 5 days before the vote.**

**- 20 days after the vote (even if you don't win).**

**\*Expenses in excess of \$500 must be reported to the Commissioner of Education at the State Education Department.**

### **Is Serving On a Board of Education Right For Me?**

**Serving on a board means working as part of a team. As a board member you will be responsible for conducting all the district's business, not just on one or two issues that you may have campaigned for. Additionally, you should ask yourself the following questions:**

**- Am I a life long learner?**

**- Am I willing to keep an open mind and listen to all viewpoints?**

**- Am I able to maintain confidentiality? Failure to do so could result in you being sued in a court of law as an individual.**

**- Can I support Board decisions even though I may be in the minority?**

**- Am I good listener and good communicator?**


**- Am I able to follow rules and policies.**

**- Can I support what is best for children at all times?**

### **Resources Available to You As A Board Member:**

**The following resources are available to you as a board member, and may assist you in getting to know the District that you are hoping to serve:**



- 
- ***District Website***
  - ***District Vision and Mission Statements***
  - ***Board of Education Policy Manual***
  - ***Board meeting agendas and minutes***
  - ***District mailings, Budget Newsletter,***
  - ***District Code of Conduct***
  - ***New York State Education Law Book***
  - ***Erie County Association of School Boards resources: (library, website, etc.)***
  - ***New York State School Board Association resources***

### **Be Aware:**

***Once you are elected to serve on the School Board, you will have up to 1 year to complete your 6 hour mandated training course in Governance Training and 6 hour mandated training in Fiscal Oversight Responsibility Training. Failure to complete the training will result in your inability to serve on the Board of Education .***

### **Campaigning for The School Board:**

- ***Prepare a brief bio and have picture available for district newsletter and/or local newspaper as well as for any flyers you may produce.***
- ***Establish a budget for both your time and money. Save all receipts.***
- ***Be wary of social media.***
- ***Be cautious about making campaign promises you may not be able to keep because you are not familiar with the policies, procedures, your role as a board member or the laws.***
- ***Decide on whether you will see endorsements .***
- ***Be aware of electioneering. You may not have signs or solicit votes within 100 feet of the polling locations. You may not use district communication channels (includes PTSA organizations to distribute campaign materials.***
- ***Be available for “Meet the Candidate Nights”.***
- ***Be respectful of returning calls in a timely fashion to your constituents, the media, and the clerk of the board.***

- For additional resources and information, contact your district clerk or Erie County Association of School Boards.
- 2/15/2021