

May 6, 2020

Dear Board of Education Candidate:

The attached nominating petition is due to the District Clerk by 5:00PM on Monday, May 11, 2020.

There is no minimum number of signatures required on nominating petitions this year. Candidates for the office of school board member must, however, meet the qualification requirements set forth in Section 2102, Education Law, to wit, must be able to read and write, a U.S. citizen, at least 18 years of age by the election, must not be excluded from voting pursuant to Election Law, §5-106, and must have been a resident of the school district for at least one year immediately preceding the election.

Attached is an *Expenditure and Contribution Statement and attachments*. Three (3) statements must be notarized and must be filed by the following dates:

- (1) on or before the 30th day preceding the date of the election (Monday, May 11, 2020)
- (2) on or before the 5th day preceding the date of the election (Thursday, June 4, 2020)
- (3) within 20 days following the date of the election (Monday, June 29, 2020)

Also included with this letter is a document with information for prospective school board members.

If you have any questions, please contact me at sermo@newpaltz.k12.ny.us.

Sincerely,

Sandra Ermo
District Clerk

Attachments

NEW PALTZ CENTRAL SCHOOL DISTRICT

NOMINATING/SELF NOMINATING PETITION FOR SCHOOL BOARD ELECTION JUNE 9, 2020

*Please complete the below section by inserting the requested information and initialing verification of each qualification listed below. If you have any questions regarding your or the candidate's qualification to be a candidate for the Board, please contact the District Clerk. **No signatures are required.** Please email the completed form to the District Clerk at sermo@newpaltz.k12.ny.us. **The deadline for candidates to file a nomination is May 11, 2020 by 5:00 PM.***

I, _____, nominate _____,
Name of Candidate

who resides at _____,
Residence Address

as a candidate for member of the Board of Education of the New Paltz Central School District.

- *MUST BE ABLE TO READ AND WRITE _____*
- *MUST BE QUALIFIED VOTER OF THE NEW PALTZ CENTRAL SCHOOL DISTRICT: A U.S. CITIZEN; 18 YEARS OF AGE OR OLDER BY THE ELECTION _____*
- *MUST BE A DISTRICT RESIDENT FOR A CONTINUOUS AND UNINTERRUPTED PERIOD OF AT LEAST ONE (1) YEAR IMMEDIATELY PRECEDING THE ELECTION _____*
- *MUST NOT BE A CONVICTED FELON OR ADJUDGED INCOMPETENT _____*

Electronic Signature

Date: _____

Telephone No. _____

Email Address: _____

**Print your name on the following line in the exact manner
you wish it to appear on the ballot**

FIRST NAME

LAST NAME

**NEW PALTZ CENTRAL SCHOOL DISTRICT
EXPENDITURE AND CONTRIBUTION STATEMENT
FOR CANDIDATES FOR MEMBER OF THE BOARD OF EDUCATION**

The following statement (including attachment, if necessary) shall be completed, signed, notarized and filed with the District Clerk of the New Paltz Central School District, New Paltz, New York. If total expenditures, including those incurred by others on my behalf, with my approval, exceed \$500 or the aggregate amount of contributions to my campaign exceed \$500, this statement must also be filed with the Commissioner of Education, NYS Education Department, State Education Building, 89 Washington Avenue, Albany, New York 12234.

THREE (3) STATEMENTS MUST BE FILED BY THE FOLLOWING DATES:

- (1) on or before the 30th day preceding the date of the election (May 11, 2020)**
- (2) on or before the 5th day preceding the date of the election (June 4, 2020)**
- (3) within 20 days following the date of the election (June 29, 2020)**

I, _____, am a candidate for member of the Board of Education of the New Paltz Central School District, at an election to be held on **June 9, 2020**.

COMPLETE THIS SECTION IF LESS THAN \$500 HAS BEEN EXPENDED OR RECEIVED IN CONTRIBUTIONS DURING THE PARTICULAR REPORTING PERIOD:

I HEREBY CERTIFY THAT:

_____ as of _____, 2020, I have expended and/or others have expended on my behalf, with my approval, less than \$500 on my campaign in support of my candidacy for this office; and

_____ as of _____, 2020, the aggregate amount of contributions received by my campaign does not exceed \$500.

COMPLETE THIS SECTION IF MORE THAN \$500 HAS BEEN EXPENDED OR RECEIVED IN CONTRIBUTIONS DURING THE PARTICULAR REPORTING PERIOD:

I HEREBY CERTIFY THAT:

_____ as of _____, 2020, I have expended and/or others have expended on my behalf, with my approval, a total of \$ _____ on my campaign in support of my candidacy for this office. **If you check this, you must complete the attached sheet.**

_____ as of _____, 2020, the aggregate amount of contributions made by others on my behalf, with my approval, was \$ _____. **If you checked this, you must complete the attached sheet.**

Signature of Candidate

Sworn to before me this
____ day of _____, 2020

Notary Public

NOTE: IF YOU RECEIVE A CONTRIBUTION OR LOAN OF MORE THAN \$1,000 AFTER THE FILING OF THE SECOND STATEMENT, YOU MUST REPORT IT, IN A NOTARIZED WRITING, TO BOTH THE DISTRICT CLERK AND COMMISSIONER OF EDUCATION WITHIN 24 HOURS OF RECEIPT.

ATTACHMENT TO EXPENDITURE AND CONTRIBUTION STATEMENT

THIS FORM MUST BE COMPLETED IF YOU (AND/OR OTHERS) EXPEND MORE THAN \$500 ON YOUR CAMPAIGN DURING ANY REPORTING PERIOD OR IF YOU RECEIVE MORE THAN \$500 IN CAMPAIGN CONTRIBUTIONS DURING ANY REPORTING PERIOD.

CAMPAIGN EXPENSES:

Expense	Date	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONTRIBUTIONS

Name of Contributor	Address	Amount/Fair Market Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: If Contributor Is a Political Committee, Include Political Unit Represented, Date of Receipt, Dollar Amount of Every Expenditure and Name and Address of the Person to Whom it Is Made.

**NEW PALTZ CENTRAL SCHOOL DISTRICT
 CAMPAIGN CONTRIBUTION STATEMENT
 FOR CONTRIBUTIONS OF MORE THAN \$1,000 RECEIVED
 AFTER FILING OF SECOND EXPENDITURE AND CONTRIBUTION STATEMENT**

I, _____, am a candidate for member of the Board of Education of the _____ School District, at an election to be held on **June 9, 2020**.

I HEREBY CERTIFY THAT:

The following contribution(s) made by others, on my behalf, with my approval, exceeded \$1,000 and was received after the filing of the second statement. This report is being made within 24 hours of receipt of the contribution.

Name and Address of Contributor	Date Received	Amount/Fair Market Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Candidate

Sworn to before me this _____ day of _____, 2020

 Notary Public

NOTE: If Contributor Is a Political Committee, Include Political Unit Represented, Date of Receipt, Dollar Amount of Every Expenditure and Name and Address of the Person to Whom it Is Made.



Q & A for Prospective Board Members

What is a School Board?

A school board is a corporate body that oversees and manages a public school district's affairs, personnel, and properties.

- admission, instruction, discipline, grading, classification of students;
- employment & management of staff;
- purchasing, leasing, maintaining, insuring school buildings, properties, equipment and supplies;
- detailed statement of estimated expenditures (proposed budget)

What are the Qualifications?

In a common, union free, central, central high school or small city school district:

- be able to read and write
- must be a qualified voter of the district-U.S. citizen, 18 or older, not incompetent;
- must be a district resident at least one year-continuous and uninterrupted;
- must not have been removed from district office within preceding year;
- must not reside with another member of same school board as member of same family;
- must not be a current employee of the school board;
- cannot simultaneously hold another incompatible public office;

and...

- yes, a former employee of the school district may serve on the school board;
- yes, an individual may be a school board member even if that person's spouse, children, or other relatives are employed by the district;
- yes, a member of the clergy may be a school board member.

How Much Time Should I Expect To Spend?

The average board member reports spending approximately 6 hours a week on board work. Some seasons board members may serve longer hours, for example during budget preparation.

What is the Authority of a Board Member?

- Unless the board has taken official action to designate an individual member as the representative of the board for a particular purpose, an individual board member has no more authority than any other qualified voter of the district.
- As an individual board member, you have no legal powers. You can exercise your powers as a board member only through board action.

- A school board is required to transact its business in the same manner as the governing body of any corporation; that is its acts are required to be authorized by resolutions or motions duly adopted or passed by a majority of the whole board at a properly constituted meeting of the board.
- A board of education is a public corporation whose purpose and authority are set forth in the State Education Law and other sections of law.
- A board of education has no inherent powers and possesses only those powers expressly delegated by statute or necessarily and reasonably implied therefrom.

What are the Characteristics Common to Effective Board Members?

- **Focus** on Outcomes, Future, Governance
- **Communicate** - not just speak, actively listen;
- **Think Critically** - facts, relevance, effects;
- **Team** - w/board, superintendent, community;
- **Lead** - agent of change/navigator through change;
- **Learn** - continuously.

What are the Major Roles of Board Members?

***Representative** - of the entire community*

***Steward** - of the district's resources*

***Leader** - of the district*

***Advocate** - for public education*

How do School Boards Fulfill Their Responsibilities?

- **Sets the District's Direction** - Drawing upon the community, the board describes a shared vision, and establishes goals, standards, and strategy to transform vision into reality;
- **Ensures Alignment** - of strategy, resources, policies, programs, and processes with district goals;
- **Assesses & Accounts for Progress** - using comprehensive data, thorough deliberation, and open communication;
- **Continuously Improves** the district - accentuating and reinforcing the positive, and correcting the negative.

What Pay Does a Board Member Receive?

School board members may not receive compensation for their services unless expressly authorized by an act of state Legislature...However...may be reimbursed for expenses actually and necessarily incurred in the performance of their official duties...also may receive reimbursement to cover the cost of conferences. (30th Edition, School Law, pg. 31, Section 2:39)

But...

It's a job with incredible perks. You get invited to read to kindergartners. You hand out diplomas at high school graduations. And you know that every decision you make has a direct impact on children.

What Legal Liability Does a School Board Member Incur?

There is immunity for school board members when they carry out official functions within the context of a school board meeting. For immunity to apply, these functions cannot be exclusively ministerial. They must involve the exercise of discretion or expert judgment in policy matters.

School board members...may be individually liable in a civil rights action if they knew or should have known that their actions would violate the federal constitutional or federal statutory rights of a person.

How Do I Become a Candidate?

Submit nominating petition to District Clerk no later than 5:00 PM on Monday, May 11, 2020. Pursuant to Governor Cuomo's Executive Order 202.26, there is no minimum number of signatures on nominating petitions this year.

When is the Election?

Annual Meeting for School Board Elections and Budget Votes is **June 9, 2020.**

Do I Need to Disclose Expenditures and Contributions?

If campaign expenditures by candidate or on his/her behalf exceed \$500, or if contributions received by candidate on his/her behalf exceed \$500, candidate must file sworn statement itemizing such expenditures and/or contributions with both the district clerk and commissioner of education.

- ***statement only with district clerk if \$500 or less;***
- ***must file preliminary statement 30 days before election;***
- ***must file second statement 5 days before election;***
- ***final statement 20 days after election***

Please contact your District Clerk for details.

What Kind of Training is Available?

NYSSBA conducts a wide-ranging developmental program for school board members and administrators. One key learning opportunity for new school board members is the Academy for Public School Governance offered in July and again in September. New York State requires newly elected, re-elected, and appointed board members to complete 6 hours of fiscal oversight training. NYSSBA offers fiscal training at the July and September Academies, at regional workshops throughout New York State, and for individual districts and neighboring districts, in collaboration with local school board associations and BOCES. For more information on training, see NYSSBA Developmental Opportunities.