

Watervliet CITY SCHOOLS

- 1245 Hillside Drive
- Watervliet, NY 12189
- (518) 629-3200

Dr. Lori S. Caplan
Superintendent of Schools
www.watervlietcityschools.org

- **Watervliet Jr./Sr. High School**
1245 Hillside Drive
Watervliet, NY 12189
(518) 629-3300
- **Watervliet Elementary School**
2557 10th Avenue
Watervliet, NY 12189
(518) 629-3400
- **Business Office**
1245 Hillside Drive
Watervliet, NY 12189
(518) 629-3203

TO: Candidates for Board of Education

FROM: Bernadette L. Boardman, District Clerk

DATE: February 25, 2020

Enclosed in this packet, you will find:

1. Official Petition(s) for Nomination of Candidate for Member of Board of Education
2. Memorandum with Information Regarding:
 - a) Procedure for Filing a Petition/Explanation of Signatures Required
 - b) Procedure for Election Expenditure Filing Requirement
 - c) Procedure for Determining Order of Names on Ballot
3. Board of Education Candidate Profile Form
4. "Running for School Board" Publication

The election of members of the Board of Education will be held on **Tuesday, May 19, 2020, from 11:00 a.m. to 8:00 p.m.**

Procedure for Filing a Petition

Candidates for the position of member of the Board of Education must file a petition with the Clerk of the School District signed by at least one-hundred (100) qualified voters of the District. Such petition shall state the name and the residence of the candidate, and the name and residence of each petitioner.

Vacancies on the Board of Education are not to be considered separate specific offices, and nominating petitions in such case are not to describe any specific vacancy for which the candidate is nominated.

Each petition shall be filed with the Clerk of the District not later than **5:00 p.m. on April 29, 2020.**

The candidate(s) who receive(s) a majority of the votes cast shall be declared elected.

Education Law Section(s) 2002, 2013, 2018



Procedure for Election Expenditure Filing

If a school board candidate's campaign expenditures exceed \$500, the candidate must file a sworn statement with both the district clerk and the commissioner of education itemizing their expenditures. This statement must list the amounts of all money or other valuable things paid, given, expended or promised by the candidate, or incurred for or on the candidate's behalf with his or her approval.

A candidate who spends \$500 or less is only required to file a sworn statement with the district clerk indicating this to be the case. No other campaign expenditure statement is required.

A preliminary statement must be filed at least 5 days before the election, and a final statement must be filed within 20 days after the election. The statement must cover the period up to and including the day next preceding the day specified for the filing of the statement.

Education Law Section 1528-1531

Procedure for Determining Order of Names on Ballot

The order of names of candidates for school boards will be determined by lot one day after the final day of filing.

Please be advised that the drawing for lots for position on the ballots for the Annual School District Meeting and Election of the Watervliet City School District will take place at the District Office, 1245 Hillside Drive, Watervliet, NY on Thursday, April 30, 2020, at 9:00 a.m.

You, or your representative, are invited to be present at the drawing, if you wish.

Education Law Section 2018

TO: *Board of Education
Watervliet City School District
1245 Hillside Drive
Watervliet, NY 12189*

DATE: _____

N O M I N A T I N G P E T I T I O N

The undersigned do hereby state the following:

1. That I am a duly qualified voter of the Watervliet City School District;
2. That the place of legal residence is truly stated opposite my signature hereto;
3. That I hereby nominate as a candidate for a member of the Board of Education, the party below designated and request that the party so named be included on the official ballot for said election; and
4. That the nomination is made for an election to be held May 19, 2020.

NAME OF CANDIDATE: _____

RESIDENCE OF CANDIDATE: _____

DATE	<u>PRINTED NAME OF SIGNER</u>	SIGNATURE	LEGAL RESIDENCE (STREET, CITY)
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DATE	<u>PRINTED NAME OF SIGNER</u>	SIGNATURE	LEGAL RESIDENCE (STREET, CITY)
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**WATERVLIIET CITY SCHOOL DISTRICT
1245 HILLSIDE DRIVE
WATERVLIIET, NY 12189**

Campaign Expenses For Election of School Board Member

To: Watervliet City Schools District Clerk

Please check the appropriate file date:

- 30 day preliminary statement due April 20, 2020
- 5 day pre-election statement due May 14, 2020
- 20 day post election statement due June 8, 2020

Check **One** of the Following:

- A. I do hereby file this statement, of campaign expenses pursuant to §1528 of the NYS Education Law and do hereby submit an itemized listing of all expenses made by me, or in my behalf at my request, or incurred with my approval, we **DO EXCEED A TOTAL OF \$500.00** for the time period checked above. (expense details on back of page)

- B. I do hereby file this statement campaign expenses pursuant to §1528 of the NYS Education Law and do hereby state that the expenses made by me, or in my behalf at my request, **DO NOT EXCEED A TOTAL OF \$500.00**, for the time period checked above.

Signed _____ Date _____

Name Printed _____

State of New York)
County of Albany) witness:
City of _____)

The aforesigned, _____, to me known and known to me, states that the statement made herewith is true and correct.

sworn this _____ day of _____, 20_____.

_____, Notary Public

Itemized Campaign Expenses

Complete this section only if you checked item A on previous page.

Item of Expense	Cost

Filed by _____ Date _____

Itemized statements for expenses of \$500.00 or more must also be filled with:

Commissioner of Education
Campaign Expense Statements
c/o Educational Management Services
Room 876 EBA
Albany, NY 12234

Watervliet City School District

Board of Education Candidate Profile Form

Information about candidates vying for a seat on the Watervliet City School District Board of Education will be posted on the district's website if the candidate's information is received by the date below. Profiles will include a brief candidate biography and a photograph.

Please fill out the following information for your profile and e-mail/mail your responses no later than 4:00 p.m. on May 1 to jfrost@vlietschools.org or mail to the attention of Judy Frost, Communications Specialist, Watervliet Jr./Sr. High School, 1245 Hillside Drive, Watervliet, NY 12189.

Along with the profile, candidates may submit a digital photo of themselves taken within the past year by May 1 to jfrost@vlietschools.org in .jpg format that is at least 1 MB in file size. The photo should be color, head and shoulders only. Or candidates may instead schedule an appointment to have their photo taken at the district office prior to Friday, May 1. If you have any questions, please call Communications Specialist Judy Frost at 518-629-3236.

Information received after the deadline will not be posted on the district website.

Thank you for your cooperation!

Name: _____

Address: _____

Main phone number: _____ E-mail address: _____

Name of spouse (if any): _____

Number of children (if any): _____

Please list their names, ages, grade levels and schools.

How long have you lived in the Watervliet City School District?

Are you currently employed? If so, please give your employer's name, your title and briefly describe your work: _____

Please list high school and college(s) attended, degrees received and subject areas studied:

Please list any Watervliet City School District activities in which you are involved (e.g., coaching, PTA).

Please list any community activities in which you are involved.

Please note: Phone numbers and email addresses are for internal use and will not be posted on the district website.

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

May 1 – Petition must be filed for all small city school districts

May 21 – 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 2019 nominating petitions in small city school districts must be filed by May 1st, in other districts nominating petitions must be filed by April 22nd.

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 2019, the budget vote and election occurs on May 21st.

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 contact The New York State School Boards Association at (518) 783-0200 or via email at info@nyssba.org.

