

**PORT JEFFERSON SCHOOL DISTRICT
BOARD OF EDUCATION
550 SCRAGGY HILL ROAD
PORT JEFFERSON, NY 11777
PHONE (631)791-4221 FAX (631)476-4409**



TO: Board of Education Candidates

FROM: Kathleen Hanley, District Clerk

Welcome to the process of running for the Board of Education.

Enclosed is a petition to be circulated for your board candidacy. Pursuant to Education Law §2018, the petition must be signed by at least twenty-five (25) qualified voters of the district or 2% of the number of voters who voted in the previous election, whichever is greater. This year, you will need at least 25 signatures. It is recommended that you obtain more than the required number of signatures, in that the names on the nominating petitions are verified and this will leave room for any discrepancies. All petitions must be filed at the office of the district clerk no later than 5:00 p.m. on April 20, 2020. The order in which candidates' names will appear on the ballot is determined by a drawing by lot. This drawing is held the day after nominating petitions are due.

Please know that in order to serve as a school board member, you must be a qualified voter. Information outlining the qualifications necessary for school board membership, as well as an affidavit for your signature indicating that you meet these qualifications, are enclosed. The affidavit must be returned with your petition.

Under Education Law Article 32, candidates are responsible for filing sworn statements of campaign expenses and contributions. Included in this packet is information and affidavits to assist you in this regard.

Enclosed, also, is a candidate information form from Newsday. Please return the completed form to me along with your other paperwork and I will forward it to Newsday.

If you have any questions, please do not hesitate to contact me.

What are the qualifications for membership on a school board?

The qualifications of a member of the Board of Education are that the individual:

1. must be able to read and write;
2. 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 an incompetent;
(Note: a convicted felon is barred from running for a seat on a board of education if his or her maximum prison sentence has not expired or if he or she has not been pardoned or discharged from parole)
3. must be and have been a resident of the school district for at least one year prior to election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the school district; and
7. may not simultaneously hold another incompatible public office*

Ref: Education Law §§2102; 2103*; 2502(7)
Election Law §5-106(2)-(4), (6)
Rosentock v. Scaringe, 40 N.Y.2d 563 (1976)
Matter of Schoch, 21 EDR 300 (1981)

**QUALIFIED TO SERVE AS A MEMBER OF THE SCHOOL BOARD
AFFIDAVIT**

I, _____, as a candidate for election to the Port Jefferson School District Board of Education for the 2020 vote/election do hereby state:

I am a qualified voter of Port Jefferson School District, I have been a resident of the district for a continuous and uninterrupted year period immediately preceding the date of the election, and I meet any and all other qualifications as required by law to serve as a member of a school board.

Signature of Candidate

Sworn to before me this _____ day
of _____, 20____

**PORT JEFFERSON SCHOOL DISTRICT
BOARD OF EDUCATION**

**EDUCATION LAW REGARDING THE FILING OF EXPENDITURE AND CONTRIBUTION
STATEMENTS BY CANDIDATES FOR MEMBERSHIP ON THE BOARD OF EDUCATION**

All candidates for school board membership are required to file three statements regarding campaign expenditures and contributions pursuant to NYS Education Law Article 32, Section 1528-1531.

For candidates who have campaign expenditures and/or contributions of \$0-\$500, a sworn statement must be filed with the District Clerk, 550 Scraggy Hill Road, Port Jefferson, NY.

For candidates whose campaign expenses and/or contributions exceed \$500, an itemized sworn statement must be filed with the District Clerk and also with the Commissioner of Education, Room 876 EBA, Albany, NY 12234.

If a candidate receives a contribution or loan in excess of \$1,000 after the closing date for the most recent required statement, but before the election, he or she must report it within 24 hours after its receipt.

The filing deadlines for statements for the **May 19, 2020** election are as follows:

1. Initial statement no later than 30 days before the election – **April 20, 2020**
2. Second statement no later than 5 days before the election – **May 14, 2020**
3. Third and final statement within 20 days after the election – **June 8, 2020**

All statements must be sworn before a notary public.

NEWSDAY - SCHOOL BOARD CANDIDATE FORM

Please print clearly and return by April 22 to Newsday Education Researcher Michael Ebert.

Email: michael.ebert@newsday.com | Phone: 631-843-2770 | Fax: 631-843-2953

Mailing address: Michael Ebert | Newsday | 235 Pinelawn Rd., Melville, NY 11747

SCHOOL DISTRICT: _____ DISTRICT PHONE: _____

CANDIDATE NAME: _____ AGE: _____

YEARS LIVED IN DISTRICT: _____ EMAIL: _____

DAYTIME #: _____ CELL #: _____

OCCUPATION: _____

ARE YOU OR ANY IMMEDIATE FAMILY MEMBER (SPOUSE/CHILD/PARENT/SIBLING) EMPLOYED BY YOUR, OR ANOTHER, L.I. DISTRICT? PLEASE SPECIFY RELATIONSHIP(S)/DISTRICT(S):

EDUCATION, COLLEGES, DEGREES RECEIVED AND DATES:

LEADERSHIP POSITIONS, ORGANIZATIONS, CLUBS, ETC.:

CHILDREN (INCLUDE SCHOOLS ATTENDED/ATTENDING AND GRADE LEVEL):

ARE YOU RUNNING AS A TEAM WITH OTHER CANDIDATES? IF SO, WHOM?:

HAVE YOU PREVIOUSLY SERVED ON THE BOARD? IF SO, WHAT YEARS?

WHAT IS THE MOST IMPORTANT ISSUE FACING YOUR DISTRICT? Give concrete examples of what you can do to bring about the changes. If necessary, use a separate piece of paper.



New York State
School Boards
Association

RUNNING FOR THE SCHOOL BOARD



What all prospective school board
members should know



Commitment to Public Education

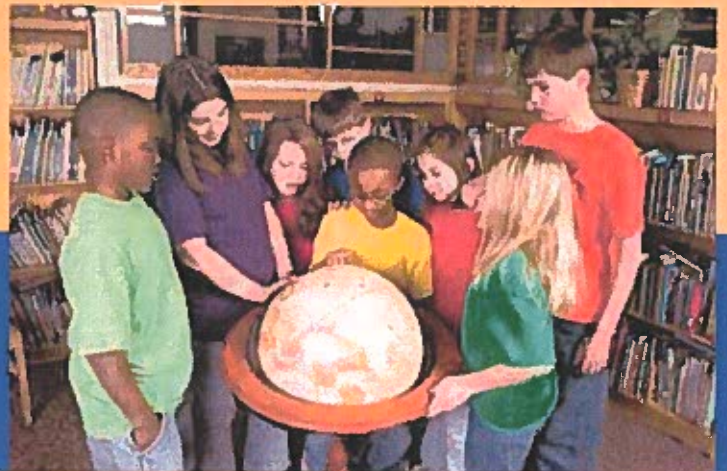
A school board member takes on one of the most important citizen responsibilities: overseeing the education of the community's youth. In these challenging times for public education, school boards are seeking men and women who find excitement and satisfaction in confronting tough challenges and working 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.



*2020 Dates
to Remember*

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.

