



Dear Interested School Board Candidate:

Attached are the nominating petition and expenditure/contribution statement forms for candidates interested in running for the office of Board of Education Member in the Skaneateles Central School District ("the District"). This year's election will be held on **Tuesday, May 21, 2024**.

Please review the following pertinent information concerning the candidacy process and the position of Board Member. Please note that filing deadlines and other requirements relating to the election are subject to change pursuant to any future executive orders that may be issued by the Governor.

1. LEGAL QUALIFICATIONS TO SERVE ON THE BOARD OF EDUCATION

- Must be able to read and write.
- Must be a qualified voter of the District.
- Must be a resident of the District at least one year prior to the election.
- Must be the only member of his/her family serving on the District school board.
- Must not be an employee of the District.
- Must not simultaneously hold another incompatible public office.
- Must not have been removed from another school district office within one year of election.

2. NOMINATING PETITION SIGNATURES

Nominating petitions must be signed by at least **25** qualified voters of the District. It would be advantageous to acquire 10-15 additional signatures to allow for any qualification issues. A qualified voter is: a citizen of the United States; 18 years of age or older; and a resident of the District for 30 days as of the date of election.

3. FILING DEADLINE

The deadline for filing nominating petitions is **5:00 p.m. on Monday, April 22, 2024**. Petitions must be submitted to the District Clerk's Office located at 45 E. Elizabeth Street, Skaneateles, NY 13152.

4. POSITION ON THE BALLOT

A lot drawing for position on the ballot will be held on Tuesday April 23, 2024 at 9:00 a.m. in the Board of Education room at the District Office. In the event any candidate is not present or is not represented by a person designated in written proxy, the District Clerk is authorized to act as proxy.

5. CAMPAIGN EXPENDITURE/CONTRIBUTION STATEMENTS

In accordance with Sections 1528 and 1529 of the New York State Education Law, all candidates for Board of Education member must file three separate campaign expenditure/contribution statements on or before the following dates: **April 22, 2024** (30 days prior to the election), **May 16, 2024** (5 days prior to the election), and **June 10, 2024** (20 days after the election). Each statement must be completed in accordance with the requirements specified in the form provided to you.

6. ANNUAL ORGANIZATION MEETING

In accordance with New York State Education Law, the Board of Education's Annual Organization Meeting will be scheduled between July 1 and July 15, 2024. At that meeting, the newly elected school board members will be sworn in and the election of President and Vice-President for the 2024-2025 school year will be held.

7. REQUIRED TRAINING

Pursuant to Section 2102-A of the New York State Education Law, all persons elected or appointed to serve on the Board of Education, must complete during their first year of service: a training course to acquaint him or her with the powers, functions and duties of boards of education, as well as the powers and duties of other governing and administrative authorities affecting public education; and at least six hours of training in financial oversight, accountability and fiduciary responsibilities. Upon completion of these requirements, a copy of the certificates of completion must be filed with the District Clerk.

If you have any questions or require additional information concerning any of the above information, please call me at (315) 291-2268.

Sincerely,

Connor Brown
District Clerk

**SKANEATELES CENTRAL SCHOOL DISTRICT
CANDIDATES FOR MEMBER OF THE BOARD OF EDUCATION
EXPENDITURE & CONTRIBUTION STATEMENT**



This form must be completed, signed, notarized and filed with the District Clerk of the Skaneateles Central School District (45 E. Elizabeth Street, Skaneateles, NY 13152). If the total expenditures, including those incurred by others on your behalf, with your approval, exceed \$500 or the aggregate amount of contributions to your campaign exceed \$500, you must also file this statement with the Commissioner of Education of the New York State Education Department (State Education Building, 89 Washington Avenue, Albany, NY 12234).

THIS STATEMENT MUST BE FILED THREE TIMES ON OR BEFORE THE FOLLOWING DATES:

April 22, 2024 ◇ May 16, 2024 ◇ June 10, 2024

I, _____, am a candidate for member of the Board of Education of the Skaneateles Central School District, at an election to be held on **May 21, 2024**.

Please complete the appropriate statement for each box.

EXPENDITURE STATEMENT

Note: Expenditures include payments for travel expenses, writing, printing and transmission costs of any letter, circular or other publication containing a statement of the position or views of the candidate or person upon public or other questions, stationery, postage, telegraph, telephone and public messenger service.

I HEREBY CERTIFY THAT (check only one):

_____ As of _____ 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.

_____ As of _____ 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 statement, you must complete the following page as well.)**

CONTRIBUTION STATEMENT

I HEREBY CERTIFY THAT (check only one):

_____ As of _____ the aggregate amount of contributions received by my campaign **does not exceed** \$500.

_____ As of _____ the aggregate amount of contributions made by others on my behalf, with my approval, was \$_____. **(If you check this statement, you must complete the following page as well.)**

Signature of Candidate

Sworn to before me this

_____ day of _____, 2024

Notary Public

NOTE: If you receive a contribution or loan of more than \$1,000 after the filing of the second statement in May, you must report it to both the District Clerk and Commissioner of Education within 24 hours of receipt.

Complete this section only 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 EXPENSED	AMOUNT

CONTRIBUTIONS

If contributor is a political committee, include political unit represented, date of receipt, dollar amount of every expenditure as well as name and address of the person to whom it is made.

NAME & ADDRESS OF CONTRIBUTOR	DATE RECEIVED	AMOUNT/ FAIR MARKET VALUE

For contributions of **more than \$1,000 received** after the filing of the second expenditure & contribution statement, the following certification must be completed and notarized.

I, _____, am a candidate for member of the Board of Education of the Skaneateles Central School District, at an election to be held on **May 21, 2024**.

I HEREBY CERTIFY THAT the above listed contribution(s) made by others, on my behalf, with my approval, exceeded \$1,000 and was received after the filing of the second statement in May. This report is being made within 24 hours of receipt of the contribution.

Signature of Candidate

Sworn to before me this
____ day of _____, 2024

Notary Public



PETITION TO CONNOR BROWN, DISTRICT CLERK
 SKANEATELES CENTRAL SCHOOL DISTRICT
 TOWN OF SKANEATELES, COUNTY OF ONONDAGA
 STATE OF NEW YORK

We, the undersigned, being the minimum number of qualified voters required by law of Skaneateles Central School District, Town of Skaneateles, County of Onondaga, State of New York, hereby petition the Clerk and nominate:

_____ residing at _____

as a candidate for one position as a member of the Board of Education for a term commencing July 1, 2024.

	SIGNATURE OF PETITIONER (must include first and last name)	RESIDENCE OF PETITIONER (must include street address, city, state, zip)
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2.		
3.		
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11.		
12.		
13.		
14.		

PETITION FOR _____

RESIDING AT _____

	SIGNATURE OF PETITIONER (must include first and last name)	RESIDENCE OF PETITIONER (must include street address, city, state, zip)
15.		
16.		
17.		
18.		
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32.		

PETITION FOR _____

RESIDING AT _____

	SIGNATURE OF PETITIONER (must include first and last name)	RESIDENCE OF PETITIONER (must include street address, city, state, zip)
33.		
34.		
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50.		

PETITION FOR _____

RESIDING AT _____

	SIGNATURE OF PETITIONER (must include first and last name)	RESIDENCE OF PETITIONER (must include street address, city, state, zip)
51.		
52.		
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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.



2023 Dates
to Remember

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, between 9:00 a.m. and 5:00 p.m. In 2024 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 both their campaign expenses and contributions received. Statements must be filed at three different times during the election period. If contributions received or expenditures made by the candidate or by the candidate plus 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.

The expenditure and contribution statement prepared for the Commissioner of Education should be mailed to:
Commissioner of Education
c/o Educational Management Services
89 Washington Avenue, 1075 EBA
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 2024, the budget vote and election occurs on May 21.

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.

