

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

**INFORMATION PACKET FOR
PROSPECTIVE BOARD OF EDUCATION CANDIDATES**

Included in this packet, please find the following information:

1. Informational letter regarding vacant positions
2. School Board Policy: Board of Education Members: Qualifications (2121)
Board of Education Members: Nomination & Election (2120)
Reporting of Expenditures and Contributions
3. Petition for Board of Education membership
4. Information regarding campaign expenses
...Regulations governing campaign expenses
...Questions and answers
...Campaign expense statements
5. Drawing by lot to determine ballot placement
6. Budget Brochure information needed for candidate

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

MEMORANDUM

TO : Candidates for the Board of Education
FROM: Brenda Leitt, Clerk of the Board
RE : Upcoming Election
DATE : March 1, 2024

At the upcoming Board of Education election to be held **May 21, 2024**, there will be **three** positions up for election. **Two positions are full three-year terms to begin July 1, 2024 thru June 20, 2027** and **one position is a two-year term to begin July 1, 2024 thru June 30, 2026.**

If you have any questions regarding the upcoming election, please feel free to email me at bleitt@schalmont.net or by telephone at 518-355-9200 ext. 4004.

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

MEMORANDUM

TO : Candidates for the Board of Education

FROM : Brenda Leitt, Clerk of the Board

RE : Board of Education Members: Qualifications
Board of Education Members: Nomination & Elections

DATE : March 1, 2024

Board Policy 2121 Board Member Qualifications, Policy 2120 School Board Election and Chapter 151 of the Laws of 1981, Reporting of Expenditures and Contributions, are all attached for your information.

SCHALMONT CENTRAL SCHOOL DISTRICT

2121
() Required
() Local
(X) Notice

BOARD MEMBER QUALIFICATIONS

The qualifications of a member of the Schalmont Central School District 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 their maximum prison sentence has not expired or if they have 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 Schalmont school district; and
7. may not simultaneously hold another conflicting 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)

Adoption date: March 9, 2021

SCHALMONT CENTRAL SCHOOL DISTRICT

2120

() Required
() Local
(X) Notice

SCHOOL BOARD ELECTIONS

The elections of members of the Board of Education shall be held on the third Tuesday in May, unless the Board requests that the Commissioner approve changing the election date to the second Tuesday in May, or unless the Governor/Board of Education deems a different date is warranted. The request is due to the Commissioner by March 1*. The polls shall be open for those hours designated by the district. The following items shall be voted upon:

1. the annual budget,
2. any vacancies on the Board of Education, and
3. any special propositions that have been properly presented.

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, shall contain the signatures and addresses of at least 25 qualified voters of the district or two percent of the voters who voted in the previous election, whichever is greater, and shall state the name and residence of the candidate. Each petition shall be filed with the District Clerk not later than 30 days preceding the Annual Meeting and Election at which the candidates so nominated are to be elected, between 9:00 a.m. and 5 p.m.

The District Clerk will supervise the election. The District Clerk will give notice immediately to each person declared elected to the Board, informing them of the election and their term of office.

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Displays or handout items of any political nature, except those provided by law, shall be prohibited by any individual, group or organization in any school building on those days when the polls are open for voting on school district matters.

Cross-ref: 1050, Annual Election and Budget Vote

Ref: Education Law §§2012; 2013; 2014; 2018; 2018-a; 2019-a; 2031; 2035

Adoption date: March 9, 2021

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

MEMORANDUM

TO : Candidates for the Board of Education

FROM : Brenda Leitt, Clerk of the Board

RE : Regulations Governing Campaign Expenses Effective May 29, 1981

DATE : March 1, 2024

Section 1528 of the Education Law sets forth requirements for the filing of statements of election expenditures. Provided for your information is a question and answer sheet to help you understand what is required. Also attached are copies of statement forms you may use to meet the requirements of this Law if your expenses do not exceed \$500.00.

Please have your expense statement notarized before it is filed. (Note: We have notaries located in the District Office.)

If you have any questions, please contact me.

SCHALMONT CENTRAL SCHOOL DISTRICT
PETITION FOR BOARD OF EDUCATION MEMBERSHIP

TO : Clerk of the Board of Education
Schalmont Central School District at Rotterdam

The undersigned, qualified voters of the above school district, do, by this petition, nominate a candidate for the office of Member of the Board of Education of the Schalmont Central School District, Town of Rotterdam, New York, to be voted on at the annual election of such school district, designated to be held on **Tuesday, May 21st, 2024** between the hours of **6:00 a.m. and 9:00 p.m. EST.**

The following candidate whose name and residence is set forth below is nominated for the office of Member of the Board of Education in said district.

_____ CANDIDATE NAME	_____ CANDIDATE HOME ADDRESS
_____ PHONE NUMBER	_____ EMAIL ADDRESS

Each candidate's petition must contain at least **25 signatures** and must be filed in the District Office, 4 Sabre Drive, Schenectady, NY **by 4:00 p.m. on Monday, April 22, 2024.**

NAME	ADDRESS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

SCHALMONT CENTRAL SCHOOL DISTRICT
PETITION FOR BOARD OF EDUCATION MEMBERSHIP

CANDIDATE NAME	CANDIDATE HOME ADDRESS
PHONE NUMBER	EMAIL ADDRESS
NAME	ADDRESS
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

MEMORANDUM

TO : Candidates for the Board of Education
FROM : Brenda Leitt, Clerk of the Board
RE : Campaign Expenses
DATE : March 1, 2024

Chapter 1528 of the Education Law requires all candidates for election to a Board of Education to file sworn statements of campaign expenses. The following questions and answers are intended to be of assistance in the implementation of the Law:

With whom must a candidate file?

Any candidate for election, if he expended nothing or his only expenditures were for personal expenses, which when taken together with the total expenditures incurred by others on his behalf and with his approval do not exceed \$500.00, shall not be required to file any statements with the Commissioner of Education. However, such candidate shall file with the Clerk of the School District, a sworn statement to the effect that his election expenditures did not exceed \$500.00.

Is there a specific formation for filing?

No. The format is left to the discretion of the candidate. However, the school district has provided forms for your use.

What information must be included in the filing?

The filing must be set forth all monies for other valuable things which he has paid, given, expended or promised, or which have been incurred for or on his behalf with his approval by any person, firm, association or corporation for the purpose of aide in his nomination or election or to defeat any other candidate in the election.

Must a candidate file if he incurs little or not personal expenditures and/or if expenditures incurred by others with his approval are minimal?

Yes. Every candidate must at least file with the school district clerk. Any itemization is necessary if expenditures exceed \$500.00. When the candidate's only expenditures were for personal expenses which, were taken together with the total expenditures incurred by others on his behalf and with his approval are under \$500.00, a sworn statement must be filed indication that his election expenditure did not exceed \$500.00.

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
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What are personal expenses for the purpose of this Law?

Expenses directly and personally incurred and paid by the candidate including traveling expenses and expenses incidental thereto, expenses for writing, printing and preparing for transmission letters, circulars or other publications not issued at regular intervals, setting forth his position or view on public or other questions, expenses for stationery, postage, telephone, telegraph and other message services.

What filing is required if expenditures are made by a person or persons on behalf of a candidate without his approval?

The person or persons making such expenditures without the candidate's approval must file a sworn statement with the Clerk and Commissioner stating that the candidate did not approve such expenditures. Such expenditures are limited to \$25.00 and shall not be included in determining the total expenditures of \$500.00 mentioned above.

When must statements be filed?

A first statement must be filed on or before the 30th day (which may be a Saturday) preceding the election. A second statement must be filed on or before the 5th day before the elections. A third statement within 20 days succeeding the election. A statement will be deemed properly filed when it is deposited in any established post office within the time indicated above, duly stamped, registered and directed to the Clerk of the School District in which the filer is a candidate and to the Commissioner of Education.

SCHALMONT CENTRAL SCHOOL DISTRICT

4 Sabre Drive

Schenectady, New York 12306

TO : Clerk of the Board of Education
Schalmont Central School District at Rotterdam

In accordance with Chapter 151 of the Laws of 1981, this is to certify that my election expenditures to date **have not** exceeded \$500.00.

Signature: _____

Date: _____

First Statement:

Sworn before me this **30th day preceding** the election.

(Due, Monday, April 22, 2024; at the same time the “Petition for Board of Education Membership” is due by 4:00 p.m. EST.)

Note: Authorized expenditures to elect exceeding \$500.00 must be itemized and submitted both to the District Clerk and to the Commissioner of Education, New York State Education Department, Albany, New York 12234.

SCHALMONT CENTRAL SCHOOL DISTRICT

4 Sabre Drive

Schenectady, New York 12306

TO : Clerk of the Board of Education
Schalmont Central School District at Rotterdam

In accordance with Chapter 151 of the Laws of 1981, this is to certify that my election expenditures to date **have not** exceeded \$500.00.

Signature: _____

Date: _____

Second Statement:

Sworn before me this **5th day preceding** the election. **(Due Thursday, May 16, 2024)**

Note: Authorized expenditures to elect exceeding \$500.00 must be itemized and submitted both to the District Clerk and to the Commissioner of Education, New York State Education Department, Albany, New York 12234.

SCHALMONT CENTRAL SCHOOL DISTRICT

4 Sabre Drive

Schenectady, New York 12306

TO : Clerk of the Board of Education
Schalmont Central School District at Rotterdam

In accordance with Chapter 151 of the Laws of 1981, this is to certify that my election expenditures to date **have not** exceeded \$500.00.

Signature: _____

Date: _____

Third Statement:

Sworn before me this **20th day succeeding** the election. **(Due Monday, June 10, 2024)**

Note: Authorized expenditures to elect exceeding \$500.00 must be itemized and submitted both to the District Clerk and to the Commissioner of Education, New York State Education Department, Albany, New York 12234.

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

MEMORANDUM

TO : Candidates for the Board of Education

FROM: Brenda Leitt, Clerk of the Board

RE : Drawing by Lot

DATE : March 1, 2024

Education Law requires the Clerk of the Board of Education to hold a drawing by lot to determine the order in which names of Board of Education candidates will be placed on the ballot. If you cannot appear at the drawing, a person to whom you have given a written proxy to act in your place may represent you. If you neither appear nor send another person with a written proxy, the Clerk of the Board of Education is authorized to act as proxy.

The Clerk of the Board of Education shall conduct the drawing on **Monday, April 22, 2024 at 4:10 p.m.** in the District Office, 4 Sabre Drive, Schenectady, New York.

If you have any questions, please contact me.

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, 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 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, 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.

