

WAVERLY CENTRAL  
SCHOOL DISTRICT

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**Information Packet for Potential  
Board of Education Member.**

Michelle L. Keene, District Clerk  
Phone: 607-565-2841, Ext. 1030



Every child enrolled in your school district is a reason for you to vote in school board elections. The overall quality of your local schools, both now and in the future, rests with decisions made by the board of education. You want the best and the brightest of your fellow citizens in charge.

## FOR MORE INFORMATION

Local school board members in New York State are elected, except for those in New York City and Yonkers who are appointed. The method of election may vary from district to district. Check with your superintendent of schools or your district clerk to learn about the voting procedure in your district.

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. By state law, school board and budget elections, in all districts except Albany and the Big 5, must be held on the third Tuesday in May.

For more information about school boards in New York, visit the New York State School Boards Association's website at [www.nyssba.org](http://www.nyssba.org). For more information and resources on school boards, school board candidates and excellent public education, visit the Center for Public Education's website at [www.centerforpubliceducation.org/allinfavor](http://www.centerforpubliceducation.org/allinfavor) or the National School Boards Association's website at [www.nsba.org](http://www.nsba.org).



*New York State*  
**School Boards Association**  
24 Century Hill Drive, Suite 200  
Latham, NY 12110-2125  
518-783-0200 • 1-800-342-3360  
[www.nyssba.org](http://www.nyssba.org)  
[info@nyssba.org](mailto:info@nyssba.org)

# ALL IN FAVOR

*Cast your vote  
for student  
success*

Your local school board makes the decisions that determine how your community's children are educated and how your tax dollars are spent. Voting for school board members is a simple but powerful way to support student success and strengthen your community.



NEW YORK STATE  
SCHOOL BOARDS ASSOCIATION

## THE POWER TO PURSUE EXCELLENCE

*The decisions made by the school board affect virtually every important aspect of local schools, from boundaries to bus schedules, curriculum to clubs, funding to field trips.*

- The school board hires the superintendent, the “chief education officer” responsible for managing district staff and operations.
- The school board sets the priorities and adopts the budget that determine how millions in federal, state and local tax dollars are spent.
- The school board sets goals for student achievement and evaluates progress toward those goals.
- The school board decides how school boundaries are drawn and whether schools are constructed or closed.
- The school board sets the policies that determine which courses and programs are offered and what texts, tools and technology are purchased.
- The school board, as the community’s elected representatives and fiscal stewards, ensures the district education program is in compliance with New York State laws and regulations.

*Voting in school board elections means your voice is represented in those choices.*



## YOU HAVE EVERYTHING TO GAIN — OR LOSE

*Everyone — not just parents — has a stake in the success of public schools. When schools are strong and students succeed, everyone benefits.*

- Good schools are good business — they attract employers, strengthen the local economy and enhance property values.
- Good schools ensure our students will be prepared to keep our nation competitive in a global economy.
- Good schools keep the American Dream alive with an opportunity for every child to receive a world-class education.
- Good schools keep the quality of life in a community high by producing citizens who pay taxes and obey the law.
- Good schools teach students from all backgrounds how to live and participate in our democracy.

*Voting in a school board election is an investment in the future of kids, of our community and of the nation.*

## THE RIGHT PERSON MAKES A DIFFERENCE

*What qualities, skills, and experience should you look for in a school board candidate? Here are some questions to consider.*

- What are the candidate’s vision and goals for high academic achievement for all students?
- Does the candidate inspire parents and other stakeholders to have confidence in the local public schools?
- Does the candidate understand that the school board’s role is about the big picture — setting the direction for the district, and providing oversight and accountability — rather than day-to-day management?
- Does the candidate focus on one issue or discuss a broad range of school district concerns?
- Does the candidate’s approach make it likely that he or she will be able to work effectively with the rest of the board to get things done?
- Will the candidate enhance the mix of skills and backgrounds on the board and help represent the diversity of the community?
- Does the candidate have the commitment to do what is right for all children, even in the face of opposition?



NEW YORK STATE  
SCHOOL BOARDS ASSOCIATION



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.



*2019 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

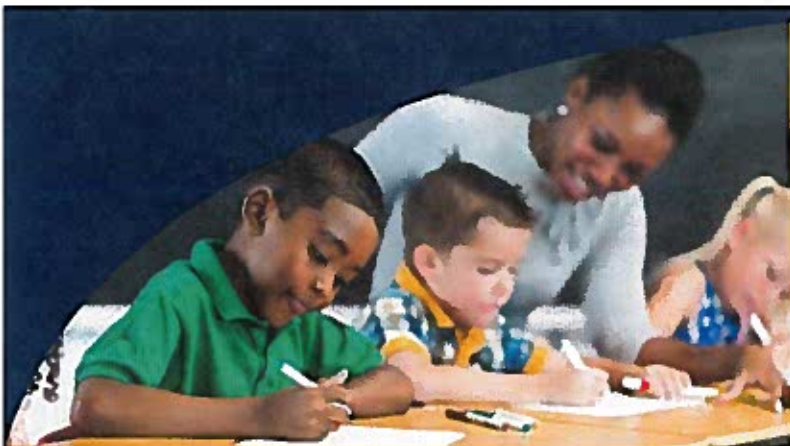
Blank petitions are often available from the district clerk.

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 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](mailto:info@nyssba.org).**



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[Model Code of Ethics](#)

## Running for the School Board

### What all Prospective School Board Members Should Know

[English Version](#)
[2019 Running for the School Board Brochure \(PDF\)](#)
[Spanish Version](#)
[2019 Running for the School Board Brochure \(PDF\)](#)

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## THE SCHOOL BOARD MEMBER EXPERIENCE

### FREQUENTLY ASKED QUESTIONS

#### Would I be a good school board member?

Yes, if:

- You value public education.
- You are deeply concerned about all students in your school district; each student is guaranteed a "sound basic education" under the state Constitution.
- You are both an effective speaker and a good listener.
- You can work effectively with fellow school board members in a group decision-making process.
- You are a lifelong learner; you want to understand more about what makes schools effective, learn about changes that affect schools and grow in your role as a school board member.
- You value the opinions of members of school community and are prepared to engage with them throughout your tenure as a school board member (this includes visits to the grocery store!).

#### What does a school board do?

In New York State, school boards:

1. Hire and evaluate the superintendent of schools.
2. Propose an annual budget to voters.
3. Create policies that guide all aspects of district functioning. Policies can serve to comply with legal requirements (e.g., describing how allegations of bullying or sexual harassment will be handled), provide notice of rights/responsibilities (e.g., Parent Bill of Rights Regarding Student Data Privacy and Security), articulate values (e.g., mission statement), and set rules unique to the district on issues that are locally decided (e.g., Will non-resident students be admitted to this district? What will be the tuition?).
4. Set goals (including goals involving student achievement) and evaluate progress.
5. Make key decisions including: acting on personnel actions recommended by the superintendent; adopting the school calendar; approving curricula and textbooks; approving purchases; and deciding whether a school should be closed (or built, with financial approval by the voters).
6. Hold public forums on the budget, provide required budget notices and otherwise engage and communicate with the public.
7. Set the district's priorities and positions in collective bargaining.
8. Form contractual agreements. These include purchases, articulation agreements with colleges and labor contracts.

## THE SCHOOL BOARD MEMBER EXPERIENCE

### FREQUENTLY ASKED QUESTIONS, Continued

9. Make decisions involving legal actions, including responding to claims related to student or teacher discipline, tenure, special education, bullying, harassment and discrimination, among other topics.
10. Seek to influence state and federal education policy by passing resolutions, working with advocacy groups such as NYSSBA and interacting with state legislators and other elected officials.

#### How much time is required?

Half of school board members in New York State spend five hours or less per week on school board business, excluding meetings. About 38 percent spend six to 10 hours, and 12 percent spend more than 10 hours. Boards typically meet one or two evenings a month, and board members typically have written material to review before each meeting. Board members are also expected to participate in committee meetings, work sessions and annual or semi-annual retreats. Furthermore, New York State law requires you complete six hours of financial training during your first year in office. NYSSBA strongly encourages school board members to attend other trainings, especially ones that cover the state Open Meetings Law, conflicts of interest, executive sessions (private, confidential meetings of the board) and the state Freedom of Information Law (which makes school board member's emails and other materials open to the public).

#### Any tips about campaigning?

**Yes: don't make any promises you can't keep.**

An individual board member has zero authority. It's only when a majority of the board takes action through a vote that the board's authority is exercised. So while it's appropriate to state your position on issues when campaigning, avoid promising that you will ensure that the district will take specific actions if elected.

#### I have a relative who works in the district. Can I be a school board member?

Yes; about 47 percent of school board members have relatives who work in their school district or a different school district. However, before voting on any teaching appointment that involves a relative by blood or marriage, board members should disclose the relationship. In such cases, the board member may vote but a two-thirds supermajority is required for the appointment to be effective.

#### As a board member, can I be held personally liable for legal claims against the board or the school district?

**Generally, this should not be a concern.** School board members cannot be held liable for actions taken in good faith and within the scope of their authority. A governing board member is not immune from liability, however, if he or she:

- Acts outside the scope of his or her authority.
- Knows (or should have known) that an action violates a person's constitutional rights.
- Engages in criminal activity.
- Has a conflict of interest in violation of state law.
- Commits an intentional tort, such as assault.
- Violates the state open meeting law.

School districts typically have insurance policies that provide for defense and indemnification, providing a shield from personal liability. Boards also have legal counsel and should consult with them as appropriate.

#### Is there a Code of Ethics for school boards and school board members?

**Yes.** State law requires districts to adopt a code of ethics for district officers (i.e., school board members) and employees. Read NYSSBA's Model Code of Ethics at <https://www.nyssba.org/about-nyssba/>.

**WAVERLY CENTRAL SCHOOL DISTRICT**

**BOARD OF EDUCATION - 2018-2019**



**Andrew Aronstam**

**Renee Kinsley**

**Donald Mattison**

**Parvin Mensch**

**Cory Robinson**

**Colleen Talada**

**Kasey Traub**

**Jennifer Vaughn**

**Kristi Zimmer**

**WAVERLY CENTRAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION MEETINGS**  
**REVISED SCHEDULE FOR 2018-2019**

*All meetings are at 6:00 p.m. unless stated otherwise.*

*All meetings will be held in the Learning Commons at Waverly High School.*

|              |           |   |   |
|--------------|-----------|---|---|
| July 12      | Thursday  | - | Reorganizational Meeting &<br>Special Meeting               |
| July 26      | Thursday  | - | Regular Meeting   |
| August 9     | Thursday  | - | Special Meeting   |
| August 23    | Thursday  | - | Regular Meeting   |
| September 13 | Thursday  | - | Regular Meeting   |
| October 4    | Thursday  | - | Special Meeting   |
| October 18   | Thursday  | - | Regular Meeting   |
| November 15  | Thursday  | - | Regular Meeting   |
| December 13  | Thursday  | - | Regular Meeting   |
| January 17   | Thursday  | - | Regular Meeting   |
| February 14  | Thursday  | - | Regular Meeting   |
| March 7      | Thursday  | - | Special Meeting   |
| March 21     | Thursday  | - | Regular Meeting   |
| April 2      | Tuesday   | - | GST BOCES Annual Meeting                                    |
| April 11     | Thursday  | - | Special Meeting   |
| April 24     | Wednesday | - | Regular Meeting & GST BOCES<br>Budget Vote & Board Election |
| May 9        | Thursday  | - | Budget Hearing  |
| May 21       | Tuesday   | - | Annual District Meeting @ 11:30 a.m.                        |
| May 21       | Tuesday   | - | Annual Vote from Noon to 8:00 p.m.                          |
| May 23       | Thursday  | - | Regular Meeting   |
| June 13      | Thursday  | - | Regular Meeting   |

**2018-2019 Board Subcommittees**

Audit Committee

Special Education Committee

Academic Committee

Board Policy Committee

CAPP Committee & Energy Conservation Task Force

Community Connections Team

|       | <u>BOE Meetings</u>                                | <u>CAPP</u>                            | <u>Academic Committee</u> | <u>Policy</u>       | <u>Executive Board</u>                        | <u>Audit Committee</u> | <u>Comm. Conn.</u>   |
|-------|--|--|---------------------------|---------------------|---|------------------------|----------------------|
| July  | July 12 @ 6 - LC<br>July 26 @ 6 - LC               |  |                           |                     | July 18 @ 5:30 - DO                           |                        |                      |
| Aug.  | August 9 @ 6 - LC<br>August 23 @ 6 - LC            |  |                           |                     | August 1 @ 5:30 - DO<br>August 15 @ 5:30 - DO |                        |                      |
| Sept. | Sept. 13 @ 6 - LC                                  | Sept. 25 @ 5 - DO                      | Sept 26 @ 3:30 - DO       | Sept. 25 @ 6 - DO   | Sept. 5 @ 5:30 - DO<br>Sept. 26 @ 5:30 - DO   |                        |                      |
| Oct.  | October 4 @ 6 - LC<br>October 18 @ 6 - LC          |  |                           | October 30 @ 6 - DO | October 10 @ 5:30 - DO                        | Oct. 4 @ 5 - LC        |                      |
| Nov.  | Nov. 15 @ 6 - LC                                   |  |                           | Nov. 27 @ 6 - DO    | Nov. 7 @ 5:30 - DO                            |                        | Nov. 14 @ 3:30 - LC  |
| Dec.  | Dec. 13 @ 6 - LC                                   | Dec. 11 @ 5 - DO                       | Dec. 12 @ 3:30 - DO       | Dec. 11 @ 6 - DO    | Dec. 5 @ 5:30 - DO                            |                        |                      |
| Jan.  | January 17 @ 6 - LC                                |  |                           | Jan. 29 @ 6 - DO    | January 9 @ 5:30 - DO                         |                        | Jan. 16 @ 3:30 - LC  |
| Feb.  | February 14 @ 6 - LC                               |  |                           | Feb. 26 @ 6 - DO    | Feb. 6 @ 5:30 - DO<br>Feb. 27 @ 5:30 - DO     |                        |                      |
| March | March 7 @ 6 - LC<br>March 21 @ 6 - LC              | March 6 @ 5:15-DO<br>March 26 @ 5 - DO | March 13 @ 3:30 - DO      | March 26 @ 6 - DO   | March 13 @ 5:30 - DO                          |                        | March 20 @ 3:30 - LC |
| April | April 11 @ 6 - LC<br>April 24 @ 6 - LC             |  |                           | April 30 @ 6 - DO   | April 3 @ 5:30 - DO<br>April 22 @ 5:30 - DO   |                        |                      |
| May   | May 9 (Budget Hearing) @ 6 - LC<br>May 23 @ 6 - LC | May 28 @ 5 - DO                        | May 22 @ 3:30 - DO        | May 28 @ 6 - DO     | May 15 @ 5:30 - DO                            |                        | May 15 @ 3:30 - LC   |
| June  | June 13 @ 6 - LC                                   |  |                           |                     | June 5 @ 5:30 - DO                            |                        |                      |

LC=Learning Commons  
DO=District Office  
Café=HS Cafeteria