

TO: BOARD MEMBER CANDIDATES

FROM: DISTRICT CLERK- CATTARAUGUS-LITTLE VALLEY
CENTRAL SCHOOL

DATE: MARCH 2021

RE: ELECTION INFORMATION – **THREE YEAR TERM**

Enclosed, please find a brochure and information regarding your candidacy for one of the three-year terms for the Cattaraugus-Little Valley Central School Board of Education. The term you plan to candidate for will begin July 1, 2021 and expire June 30, 2024.

Included in this packet are two (2) copies of the petition that must be submitted to the District Clerk no later than 5:00 P.M. on Monday, **April 19, 2021**. You must have signatures of at least 25 *qualified district voters*. It is advisable that you obtain extra signatures in case some are deemed inadmissible.

A *qualified voter* is a person who is a citizen of the United States, at least 18 years old, a resident of the school district for at least 30 days prior to the meeting at which he or she offers to vote, and who is otherwise not prohibited from voting under the provisions of section 5-106 of the Election Law (for example, a person who has been adjudged to be mentally incompetent).

A drawing will be held on Tuesday, April 20, 2021, at 1:00 P.M. in the District Office to determine the order of the candidates' names as they are to be listed on the ballot. All candidates are invited to attend this drawing.

State law requires that each board of education candidate file three reports of campaign expenses. Assuming your expenses will not exceed **\$500**, you will find the statement to be sworn indicating this to be the case. **One notarized copy** must be filed with the District Clerk's office by Monday, April 19, 2021, a second by Thursday, May 13, 2021, and a third by June 7, 2021. Please keep a second copy of each for your files. If your campaign expenditures are in excess of \$500, please contact the District Office for further instructions.

As a candidate for election to the board, please complete the information sheet enclosed. A news release with information from this sheet will be distributed so that the public will have quality information on which to base their decisions. Please return this information with your petition.

During the public budget presentation, the candidates will be introduced and will be able to give a brief speech as to why they are running for the Board of Education. A letter of invitation will be sent to candidates once the deadline for petitions has passed.

Success as a Board of Education Member includes the following commitments:

- Preparation for and regular attendance at BOE meetings (typically the 2nd and 4th Tuesday of each month at 6:30pm.)
- Attendance at Board Retreats (usually a Tuesday in January and one in July in place of a regular Board meeting).
- Participation in Mandatory Fiscal Oversight Training and Essentials of School Board Governance for new Board members (required by New York State). This has been made easier by on-line access.
- Participation in Orientation Sessions to assist in the transition.
- Learning and professional growth including but not limited to:
 - The Allegany Cattaraugus Association of School Boards holds several dinner meetings each year. These are opportunities to learn, meet with other Boards, and advocate for schools via a regional initiative.
 - Professional Development Workshops sponsored by the New York State School Boards Association (in person and on line) allow BOE members to grow in understanding of key governance topics.
 - The New York State School Board Convention & Education Expo is scheduled for Thursday, October 24 through Saturday, October 26, 2021 in New York City. This event is full of workshops and opportunities to interact with BOE members from across the state.

Your interest in our school system is appreciated. Please feel free to contact the District Office at 716-257-5293 if you have any further questions. The District Clerk, Paula Jones, is available at the listed number or via pjones@clvschools.org. Board President, Ben Stoll can be reached at bstoll@clvschools.org. Superintendent Sharon Huff, 716-257-5292 or shuff@clvschools.org, is also available to assist you.

Good luck in your pursuit of a board seat.

Cattaraugus-Little Valley Central School



"Home of the Timberwolves"

PRIDE • EXCELLENCE • WELLNESS

Vision

I am Cattaraugus-Little Valley

I am.....

Constructing foundations of Pride;

Living into Wellness

StriVing for Excellence

Mission

The responsibility of the Cattaraugus-Little Valley Central School District is to educate all students in a caring and cooperative community.

At CLVCS, we embrace the responsibility to educate all students in a collaborative, creative, and competitive culture.

We expect our students to excel in all endeavors while we simultaneously nurture their social and emotional development.

We will empower our graduates with the tools, skills, and knowledge for future success.

Q & A for Prospective Board Members

What is a School Board?

A school board is a corporate body that over sees and manages a public school district's affairs, personnel, and properties.

- Admission, instruction, discipline, grading, classification of students;
- Employment & management of staff;
- Purchasing, leasing, maintaining, insuring school buildings, properties, equipment, and supplies;
- Detailed statement of estimated expenditures (proposed budget)

What are the qualifications?

In a common, union free, central, central high school or small city school district:

- Must be able to read and write;
- Must be a qualified voter of the District-U.S. citizen, 18 or older, not incompetent;
- Must be a district resident at least one year-continuous and uninterrupted;
- Must not have been removed from district office within preceding year;
- Must not reside with another member of same school board as member of same family;
- Must not be current employee of the school board;
- Cannot simultaneously hold another incompatible public office;

And.....

- Yes, a former employee of the school district may serve on the school board;
- Yes, an individual may be a school board member even if that person's spouse, children, or other relatives are employed by the district;
- Yes, a member of the clergy may be a school board member.

How much time should I expect to spend?

The average board member reports spending approximately 6 hours a week on board work. Some seasons board members may serve longer hours, for example during budget preparation.

What is the Authority of a Board Member?

- Unless the board has taken official action to designate an individual member as the representative of the board for a particular purpose, an individual board member has no more authority than any other qualified voter of the district.
- As an individual board member, you have no legal powers. You can exercise your powers as a board member only through board action.
- A school board is required to transact its business in the same manner as the governing body of any corporation; that is its acts are required to be authorized by resolutions or motions duly adopted or passed by a majority of the whole board at a properly constituted meeting of the board.

- A board of education is a public corporation whose purpose and authority are set forth in the State Education Law and other sections of law.
- A board of education has no inherent powers and possesses only those powers expressly delegated by statute or necessarily and reasonably implied therefrom.

What are the Characteristics Common to Effective Board Members?

- **Focus** on Outcomes, Future, Governance
- **Communicate** – not just speak, actively listen;
- **Think Critically** – facts, relevance, effect;
- **Team** – w/board, superintendent, community;
- **Lead** – agent of change/navigator through change;
- **Learn** – continuously.

What are the Major Roles of Board Members?

Representative – of the entire community

Steward – of the district's resources

Leader – of the district

Advocate – for public education

How do School Boards Fulfill Their Responsibilities?

- Sets the District's Direction – Drawing upon the community, the board describes a shared vision, and establishes goals, standards, and strategy to transform vision into reality;
- Ensures Alignment – of strategy, resources, policies, programs, and processes with district goals;
- Assess & Accounts for Progress – using comprehensive data, thorough deliberation, and open communication;
- Continuously improves the district – accentuating and reinforcing the positive, and correcting the negative.

What Pay Does a Board Member Receive?

School board members may not receive compensation for their services unless expressly authorized by an act of state Legislature....However....may be reimbursed for expenses actually and necessarily incurred in the performance of their official duties...also may receive reimbursement to cover the cost of conferences. (38th Edition, School Law, Section 6:51)

But....

It's a job with incredible perks. You get invited to read to kindergarteners, and to attend many school events. You know that every decision you make has a direct impact on children.

What Legal Liability Does a School Board Member Incur?

There is immunity for school board members when they carry out official functions within the context of a school board meeting. For immunity to apply, these functions cannot be exclusively ministerial. They must involve the exercise of discretion or expert judgment in policy matters.

School board members...may be individually liable in a civil rights action if they knew or should have known that their actions would violate the federal constitutional or federal statutory rights of a person.

How Do I Become a Candidate?

Submit nominating petition to district clerk;

-signed by at least 25 qualified district voters,
-ordinarily, the petition must include: candidate's name & residence; residence of persons signing;
length of the term of office to be filled.

How do I file the petition?

-in the office of the district clerk
-not later than 30 days before the election date.
-between 8:00 a.m and 4:00 p.m. (5:00 p.m. on the possible date to file)

When is the Election?

Each school district (except Albany and Big 5) must hold its board election on the third Tuesday in May.

Do I need to Disclose Expenditures and Contributions?

If campaign expenditures by candidate or on his/her behalf exceed \$500, or if contributions received by candidate on his/her behalf exceed \$500, candidate must file sworn statement itemizing such expenditures and/or contributions with both district clerk and commissioner of education.

***-statement only with district clerk if \$500 or less;
-must file preliminary statement 30 days before election;
-must file second statement 5 days before election;
-final statement 20 days after election***

Please see your district clerk for details.

What Kind of Training is Available?

NYSSBA conducts a wide-ranging developmental program for school board members and administrators. New York State requires newly elected, reelected, and appointed board members to complete 6 hours of fiscal oversight training. NYSSBA offers fiscal training at New Board Member Academies, at regional workshops throughout New York State, and for individual districts and neighboring districts, in collaboration with local school board associations and BOCES. For more information on training, see NYSSBA Developmental Opportunities.



Cattaraugus-Little Valley Central School

25 Franklin Street N. Cattaraugus, New York 14719 www.cattlv.wnyric.org

BOARD OF EDUCATION CANDIDATE INFORMATION

Please share information to the degree that you are comfortable in the areas below. This information, except for phone and email address, will be shared with the Olean Times Herald. If it is convenient for you, sending the information via email would be helpful. (pjones@clvschools.org)

Feel free to call with any questions that arise throughout this process.

Name: _____ Phone: _____

Address: _____ Email: _____

_____ Cell: _____

Educational Background:

Current Employment:

Civic or Professional Organizations/Volunteer Experience:

Describe what made you decide to run for the CLVCS Board of Education:

District Office
716-257-5293

Middle/High School
716-257-3483

Elementary School
716-257-3436

The Clerk, Board of Education
Cattaraugus-Little Valley Central School District
25 Franklin Street N.
Cattaraugus, NY 14719

Election of 2021

Election of three (3) Members of the Board of Education: for a term of three (3) years

Whereas three (3) candidates will be elected to terms to fill vacancies occurring on said Board of Education,
We the undersigned authorized voters of this school district do hereby nominate

_____ of _____
Name Address
as Board Member of the Cattaraugus-Little Valley Central School District, Towns of Dayton, East Otto, Leon, Little Valley, Mansfield, Napoli,
New Albion, Otto and Persia, New York.

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
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7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____

In order for the petition to be valid, it must be signed by at least 25 qualified voters of the District and filed with the Clerk, Board of Education, no later than 5:00p.m. Monday, April 19, 2021. The elections will be held on Tuesday, May 18, 2021 from 11:00am – 8:00pm.

The Clerk, Board of Education
Cattaraugus-Little Valley Central School District
25 Franklin Street N.
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- | Name | Address |
|-----------|---------|
| 20. _____ | _____ |
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| 36. _____ | _____ |
| 37. _____ | _____ |
| 38. _____ | _____ |

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THREE YEAR TERM 2024

TO: District Clerk
Cattaraugus-Little Valley Central School District

COUNTY OF CATTARAUGUS)
SS:
STATE OF NEW YORK)

I, _____ being duly sworn, depose and say:

1. I reside at _____,
(Number and Street)

_____, New York _____ in the County
(Post Office) (Zip)

of Cattaraugus.

- 2. I am a candidate for member of the Board of Education of Cattaraugus-Little Valley Central School District in the election to be held on ***May 18, 2021***.
- 3. To and including the date preceding the date hereof, election expenditures in my campaign did not exceed Five Hundred Dollars (\$500.00).
- 4. The above information is true and correct to the best of my knowledge, information and belief.

**(Candidate's Signature)

Subscribed and sworn to before me
this ____ day of _____ 2021.

(Seal)

** Sign only in the presence of the notary after he/she has sworn you.

Cattaraugus-Little Valley Central School
District Office
25 Franklin Street North
Cattaraugus, New York 14719
(716) 257-5293