



BOARD OF EDUCATION
CANDIDATE NOMINATION PACKET
2018

McGraw Central School
District Office
10 West Academy St.
McGraw, NY 13101
Phone (607) 836-3636
Fax (607) 836-3635

PACKET INCLUDES:

- Board Member Qualifications/ Information
- Timeline
- Instruction for Filing Nominating Petition
- Petition
- Questions Regarding Statement of Campaign Expenses
- Affidavit – Statement of Campaign Expenses Under \$500
- Affidavit – Statement of Campaign Expenses EXCEEDING \$500
- Candidate Questionnaire for Publicity

BOARD MEMBER QUALIFICATIONS

General

As prescribed by law, Board members, must be able to read and write, must be at least 18 years of age or older, and must be and have been a resident (but need not be a taxpayer) of the district for a continuous and uninterrupted period of at least one year immediately before the election.

Restrictions on Employment and Public Office:

A Board member may not reside with another member of the same school board as a member of the same family. No current district employee may be a member of the Board of Education. The Commissioner has held, however, that a retired teacher receiving medical insurance benefits under a current collective bargaining agreement is eligible to serve on the Board. A Board member may not hold another public office, which is incompatible with his or her Board service, e.g., local municipal office.

Ineligibility of Removed Board Member:

A Board member who is removed from any school district office is ineligible for appointment or election to any school district office for one (1) year from the date of removal.

THE SCHOOL BOARD'S ROLE

The School Board is comprised of seven (7) members elected by district residents, for overlapping terms of three years. The Board of Education is both an agent of the state and a representative body of the people of the district. The Board derives its authority from the State Constitution, State Statutes, and the Regulations of the Commissioner of Education.

In accordance with Education Law, the Board of Education adopts policies, rules and bylaws they deem will best meet the statutory responsibilities and secure the best educational results for the students in their charge. See Education Law §1709 for a comprehensive list of all Board of Education duties.

The Board appoints the Superintendent of Schools to provide the educational leadership, expertise, and knowledge to lead the district in the direction established by the Board. The Superintendent oversees the day-to-day operation of the school system and implements the priorities and policies set by the Board. Board members volunteer their service to the community and are not financially compensated. Voting for school board positions takes place on the same day as the budget vote — the third Tuesday in May.

TRAINING

Once elected, board members will be required to fulfill mandatory training within the first year of service. This includes fiscal oversight training and governance skills training.

SCHOOL BOARD MEETINGS

The schedule of meetings is established at the Organizational Meeting held in July of each year.

TIMELINE

The following timeline should assist all of us involved in accomplishing this intricate set of responsibilities on a timely basis:

<u>Date</u>	<u>Task</u>
April 16, 2018 (by 5:00 p.m.)	Nominating Petition for Member of Board of Education must be filed with District Clerk
April 16, 2018	First Expenditure Report to be filed by candidate
April 17, 2018 (at 9:00 a.m.)	Drawing by lot for position on the ballot will take place in the District Office.
May 3, 2018 (6:30 p.m.)	Budget Hearing will take place in the Junior-Senior High School Auditorium.
TBD	Meet the Candidates Night (held if there are more candidates than available seats)
May 10, 2018	Second Expenditure Report to be filed by candidate
May 15, 2018 (Noon to 8:00 p.m.)	Vote will take place in Junior-Senior High School foyer.
June 4, 2018	Last Date to file Final Expenditure Report by candidate

INSTRUCTIONS FOR FILING NOMINATING PETITION

Please see attached petition.

The following information is provided to clarify any questions you may have regarding candidacy in the upcoming election.

1. Deadline for filing nominating petitions: **Monday, April 16, 2018 by 5:00 PM**
2. Petitions are to be filed in the Office of the District Clerk, 10 West Academy St., McGraw, NY 13101.
3. Number of signatures required: Nominating petitions must be signed by at least **25** qualified voters. However, **more signatures are recommended** in the event the District Clerk cannot read, verify, or has to disqualify a signature.
4. Before filing a petition with the District Clerk, be sure that:
 - a. Nominee's **FULL NAME** and **ADDRESS** (Street and city) are legibly **PRINTED** on each page. No P.O. Box address or ditto marks will be accepted on any part of the petition
 - b. All signatures are written in **INK**
 - c. All signatures are **INDIVIDUALIZED**, i.e., Jane Doe or John Doe – (Not Mrs. John Doe or Mr. & Mrs. John Doe)
5. Three (3) members of the Board of Education will be elected as follows:
 - For a three-year term commencing **July 1, 2018**, and expiring **June 30, 2021**, to succeed **Anthony Opera** whose term expires on **June 30, 2018**.
 - For a three-year term commencing **July 1, 2018**, and expiring **June 30, 2021**, to succeed **Cheryl Kenyon** whose term expires on **June 30, 2018**.
 - For a three-year term commencing **July 1, 2018**, and expiring **June 30, 2021**, to succeed **Stephen Tobias** whose term expires on **June 30, 2018**.
6. Drawing of lots for placement on ballot:

According to New York State Law, the day after the last possible date to file a board candidate petition, the District Clerk will conduct a drawing to determine the order of the board candidates' names on the voting ballot. Candidates are encouraged to be present to draw for their position. In the event a candidate is not present in person, and he/she has not designated by written proxy a person to accomplish the drawing, the District Clerk shall be authorized to act as proxy. If only one candidate has submitted a petition, there will be no drawing; he or she will be listed first on the ballot.

McGRAW CENTRAL SCHOOL DISTRICT BOARD CANDIDATE PETITION- 2018

1. Name in Full _____ Name of Spouse _____

2. Residence Address _____

_____ Phone No. _____

3. Occupation _____

4. Business Address _____

5. List Relevant Educational, Civic & Community Activities:

6. Statement of Purpose:

A. How would you view your role as a member of the Board of Education?

B. Why would you be a good School Board Member?

C. What do you see as the priorities in the school system?

I am a qualified voter of the McGraw School District, able to read and write, and I am or will have been on the date of the vote, a resident of the school district for at least one year, and I am not restricted from becoming a member of the Board of Education.

Signature

Date

April 16, 2018 at 5:00 p.m. is the deadline for submitting petitions to the District Clerk

PETITION FOR NOMINATION OF A CANDIDATE FOR A MEMBER OF A BOARD OF EDUCATION AS REQUIRED BY SECTION 2018B OF NEW YORK STATE EDUCATION LAW

Name of Candidate: _____

Residence of Candidate: _____

To the Clerk of the McGraw Central School:

We, the undersigned, do hereby state that we are duly qualified voters* of the McGraw Central School District, and we hereby nominate the following named person as a candidate for the Board of Education of McGraw Central School District.

*A Qualified Voter is a citizen of the United States, at least 18 years old, and a resident of the school district for at least 30 days immediately prior to the election (May 15, 2018.)

<u>Signature</u>	<u>Residence Address</u>	<u>Date</u>
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1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____

Name of Candidate: _____

Residence of Candidate: _____

To the Clerk of the McGraw Central School:

We, the undersigned, do hereby state that we are duly qualified voters* of the McGraw Central School District, and we hereby nominate the following named person as a candidate for the Board of Education of McGraw Central School District.

*A Qualified Voter is a citizen of the United States, at least 18 years old, and a resident of the school district for at least 30 days immediately prior to the election (May 15, 2018.)

Signature

Residence Address

Date

- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____
- 31. _____
- 32. _____
- 33. _____
- 34. _____
- 35. _____
- 36. _____

**EDUCATION LAW OF THE STATE OF NEW YORK PERTAINING TO EXPENDITURE
STATEMENTS**

Questions and Answers Regarding Statement of Campaign Expenses

Ref: Education Law § 1528, 1529, 1530 – Chapter 359

Q: Is filing required of all candidates?

A: Yes

Q: With whom must the candidate file?

A: **Fleurette Clough, District Clerk
McGraw Central School District
10 West Academy St.
McGraw, NY 13101
Fax: (607) 836-3635**

And when applicable:

**The Commissioner of Education
Office of Management Services
State Education Department, Room 510
Education Building
Albany, New York 12234
Fax: (518) 473-4909**

Q: Is there a specific format for filing?

A: **No. The format is left to the discretion of the candidate**

Q: What information must be included in the filing?

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

Q: Must a candidate file if he/she incurs little or no personal expenditures and/or if expenditures incurred by others with his/her approval are minimal?

A: **Every candidate must file. An itemization is necessary if expenditures and or contributions exceed \$500. The candidate should complete and submit to the District Clerk the appropriate affidavit(s).**

Q: What are personal expenses for the purpose of this law?

A: Personal expenses shall include only payments for traveling expenses and expenses incidental thereto, for writing, printing and preparing for transmission any letter, circular, or other publication not issued at regular intervals, containing a statement of the position or views of the candidate or person upon public or other questions, for stationery and postage and for telegraph, telephone and other public messenger service; but all such expenses shall be limited to those which are directly and personally incurred and paid by the candidate.

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

A: The person or persons making such expenditures without the candidate's approval must file a sworn statement with the clerk stating that the candidate did not approve such expenditures. Such expenditures are limited to \$25 and shall not be included in determining the total expenditures of \$500 mentioned above.

Q: When must statements be filed?

A: A first statement must be filed on the 30th day preceding the election (April 16, 2018). A second statement must be filed on or before the fifth day preceding the election (May 10, 2018). The third statement must be filed within 20 days succeeding the election (June 4, 2018). 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.

Q: How long must a statement be kept in the school district's file?

A: Three (3) years from the date of filing. These statements constitute public records and must be open to public inspection.

Q: What action must be taken against a candidate who fails to file a statement or if a statement is incorrectly filed?

A: The Supreme Court or Justice thereof, in a proceeding instituted by any candidate voted for at the election or by any five qualified voters, may compel a candidate by order to file a statement or to file a new or supplemental statement, which was incorrectly filed originally.

MCGRAW CENTRAL SCHOOL DISTRICT
McGraw, NY 13101

CANDIDATE’S CAMPAIGN EXPENSES AFFIDAVIT

EXPENSES NOT EXCEEDING \$500.00

STATE OF NEW YORK)

ss. :

COUNTY OF CORTLAND)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the McGraw Central School District Board of Education for the election to be held on **May 15, 2018** and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The total election expenses, together with those expenses incurred by others on my behalf, with my approval, during the period through and including _____ (which period includes any prior reporting period) did not exceed \$500.00.

Signature of Candidate

Sworn to before me this
Day of _____, **2018**

NOTARY PUBLIC – STATE OF NEW YORK

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AS FOLLOWS:

1. On or before the 30th day preceding the date of the election (**April 16, 2018**), AND
2. On or before the 5th day preceding the date of the election (**May 10, 2018**) AND
3. Within 20 days following the date of the election (**June 4, 2018**)

MCGRAW CENTRAL SCHOOL DISTRICT
McGraw, NY 13101

CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT

EXPENSES EXCEEDING \$500.00

STATE OF NEW YORK)
 ss.:
COUNTY OF CORTLAND)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the McGraw Central School District Board of Education for the election to be held on **May 15, 2018** and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The total election expenses, together with those expenses incurred by others on my behalf, with my approval, during the period through and including _____ exceeded \$500.00 and were as follows (see paragraph 3 below for any prior reported expenses)*:

(NAME)	\$ _____
	\$ _____
	\$ _____

Enclose a separate sheet of paper for additional expenses.

3. If this is other than my first statement, the following is a summary of all expenses reported in any previous statements:

4. The total amount expended or incurred during said period is: _____

Signature of Candidate

Sworn to before me this
Day of _____, **2018**

NOTARY PUBLIC – STATE OF NEW YORK

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AND THE COMMISSIONER OF EDUCATION AS FOLLOWS:

1. On or before the 30th day preceding the date of the election (**April 16, 2018**), AND
2. On or before the 5th day preceding the date of the election (**May 10, 2018**) AND
3. Within 20 days following the date of the election (**June 4, 2018**)

SCHOOL BOARD CANDIDATE INFORMATION FORM

The following information may be shared publicly in the District Budget Booklet, with local radio and newspapers, and with NYS School Boards Association and CNY School Boards Association.

CANDIDATE NAME: _____

CANDIDATE ADDRESS: _____

YEARS LIVED IN DISTRICT: _____ EMAIL: _____

CONTACT PHONE #: _____

OCCUPATION: _____

EDUCATION, COLLEGES, DEGREES RECEIVED AND DATES:

LEADERSHIP POSITIONS, ORGANIZATIONS, CLUBS, ETC.:

FAMILY:

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

PLEASE ANSWER THE FOLLOWING: What is the most important issue facing our district? Give concrete examples of what you can do to bring about the necessary changes.

Candidate Signature

Date