



# Elba Central School

*Home of the Lancers*

PO Box 370 | 57 So. Main Street Elba, NY 14058 | 585-757-9967

## **BOARD OF EDUCATION**

## **CANDIDATE'S PACKET**

# **2021**

### **2021 Budget Vote and Annual Election Dates**

Board nominating petitions available	February 1, 2021
Board nominating petitions due to the District Clerk of the Board	April 19, 2021 by 5:00 p.m.
Drawing of names for position on ballot	April 20, 2021 10:00 a.m.
Annual Public Budget Hearing	May 10, 2021 6:30 p.m.
Annual Budget Vote and Election Auditorium Lobby	May 18, 2021 12:00-8:00 p.m.

February 1, 2021

Dear School Board Candidate:

Thank you for your interest in serving as a board member on the Elba Central School District Board of Education. Although the legal requirements for becoming a board member are not difficult, possessing the characteristics that make someone a productive member of a legislative body is very important. According to the New York State School Boards Association, the following attributes are helpful:

- **Effective Communicator:** You can describe what you want and describe what others want, you are a good listener.
- **Consensus Builder:** You are capable of working towards a decision that all can support and are willing to compromise to achieve that goal
- **Community Participant:** You enjoy meeting a variety of people; you can identify the community's key communicators and reach out to fellow citizens.
- **Decision Maker:** You know your own as well as other's decision-making styles and can support group decision making; including supporting the will of the board when you personally disagree with the outcome.
- **Information Processor:** You can organize priorities and schedules to handle large quantities of verbal and written information.
- **Leader:** You are willing to take risks and be supportive of board colleagues, district staff and community.
- **Team Player:** You help promote the board's vision and goals.

Legal requirements to be eligible to run for a school board member include:

- Must be a qualified voter of the District
- Have been a resident of the District for a continuous and uninterrupted period of one year
- 18 years of age or older
- A Citizen of the United States

Candidates must submit a nominating petition to the school district clerk by **5:00 p.m.** on **April 19, 2021** to be considered. The petition must be signed by 25 qualified voters of the Elba Central School District. Please note the sworn statement at the bottom of page three of the petition must be completed in the presence of a Notary Public. District Clerk Donna Harris is a Notary Public and you may bring the petition to the District Office and complete the sworn statement here or in front any New York State Qualified Notary.

The **Annual Public Budget Hearing** for the 2021/22 Elba Central School District Budget will be held on **Monday, May 10, 2021** at **6:30 p.m.** in the Library Media Center. During the meeting, School Board candidates will be introduced and provided the opportunity to discuss their candidacy for the School Board. Candidates are asked to limit their comments to three (3) minutes. The **Annual School Budget Vote and Board Member Election** will take place on **Tuesday, May 18, 2021** from **12:00 – 8:00 p.m.**

Per Education Law, board candidates **must** file a statement with both the District Clerk and the Commissioner of Education if their campaign expenditures exceed \$500. If less than \$500, the statement must be submitted only to the District Clerk. Regardless of campaign expenditures amount, a preliminary statement must be filed with the clerk at least 30 days before the election; a second statement filed 5 days before the election; and a final statement must be filed no more than 20 days after the date of the election. Notarized campaign expenditures can be returned to the District Clerk:

**Donna Harris, District Clerk  
Elba Central School  
57 So. Main Street  
Elba, NY 14058**

**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**

## **THE SCHOOL BOARD'S ROLE**

The School Board is comprised of seven (7) members elected by district residents. 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.

## **SCHOOL BOARD MEETINGS**

There are several types of Board meetings, which must be conducted in a specific manner according to various laws and regulations: The **Regular Monthly Meetings** allow the Board of Education to conduct the regular business of the school district. **Special Meetings** are called as needed to discuss topics, which require the immediate attention of the Board. These generally address business or personnel matters. **Work Sessions** can be called as needed to address one specific topic and receive reports from the administration. The Board of Education may, at any time, adjourn to **Executive Session** to discuss a number of issues, including but not limited to:

- Matters that will imperil public safety if disclosed;
- Any matter that may disclose the identity of a law enforcement agent or informer;
- Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed;
- Proposed, pending or current litigation;
- Collective negotiations pursuant to article 14 of the Civil Service Law;
- The medical, financial credit or employment history of a particular person or corporation, or matters leading to appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The preparation, grading or administration of exams;
- The proposed acquisition, sale, or lease of real property or the proposed acquisition, sale, or exchange of securities, but only when publicity would substantially affect the value of these things. (Pub. Off. Law § 105(1)-(h)).

While the regular monthly meetings, work sessions, and special meetings are open to the public, only Board members and those people invited by the Board may attend executive sessions.

ELBA CENTRAL SCHOOL DISTRICT

ELBA, NY 14058

CANDIDATE’S CAMPAIGN EXPENSES AFFIDAVIT

FORM A: EXPENSES NOT EXCEEDING \$500.00

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

\_\_\_\_\_, being duly sworn deposes and says:

- 1. I am a candidate for election to the Elba Central School District Board of Education for the election to be held on May 18, 2021 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 , 2021

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 19, 2021), AND
2. On or before the 5th day preceding the date of the election (May 13, 2021) AND
3. Within 20 days following the date of the election (June 7, 2021)

**ELBA CENTRAL SCHOOL DISTRICT**

*Elba, NY 14058*

**CANDIDATE’S CAMPAIGN CONTRIBUTIONS AFFIDAVIT**

**FORM B: EXPENSES EXCEEDING \$500.00**

STATE OF NEW YORK )

ss.:

COUNTY OF GENESEE )

\_\_\_\_\_, being duly sworn deposes and says:

1. I am a candidate for election to the Elba Central School District Board of Education for the election to be held on May 18, 2021 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)	(AMOUNT)
_____	\$ _____
_____	\$ _____

\* 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                   , 2021

\_\_\_\_\_  
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 30<sup>th</sup> day preceding the date of the election (April 19, 2021), AND
2. On or before the 5<sup>th</sup> day preceding the date of the election (May 13, 2021) AND
3. Within 20 days following the date of the election (June 7, 2021)

**ELBA CENTRAL SCHOOL DISTRICT**

*ELBA, NY 14058*

**CANDIDATE’S CAMPAIGN CONTRIBUTIONS AFFIDAVIT**

**FORM C: AGGREGATE CONTRIBUTIONS NOT EXCEEDING \$500.00**

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

\_\_\_\_\_, being duly sworn deposes and says:

1. I am a candidate for election to the Elba Central School District Board of Education for the election to be held on May 18, 2021 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The aggregate amount of all contributions made on behalf of my candidacy 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                   , 2021

\_\_\_\_\_  
NOTARY PUBLIC – STATE OF NEW YORK

**AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AS FOLLOWS:**

1. On or before the 30<sup>th</sup> day preceding the date of the election (April 19, 2021), AND
2. On or before the 5<sup>th</sup> day preceding the date of the election (May 13, 2021) AND
3. Within 20 days following the date of the election (June 7, 2021)

**ELBA CENTRAL SCHOOL DISTRICT**

*Elba, NY 14058*

**CANDIDATE’S CAMPAIGN CONTRIBUTIONS AFFIDAVIT**

**FORM D: AGGREGATE CONTRIBUTIONS EXCEEDING \$500.00**

STATE OF NEW YORK )

ss.:

COUNTY OF GENESEE )

\_\_\_\_\_, being duly sworn deposes and says:

1. I am a candidate for election to the Elba Central School District Board of Education for the election to be held on May 18, 2021 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The aggregate amount of all contributions made on behalf of my candidacy during the period through and including \_\_\_\_\_ (which period includes any prior reporting period) exceeded \$500.00 and were as follows (see paragraph 3 below for any prior reported expenses)\*:

Name of Contributor	Address	Amt/Fair Mkt Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

\*Enclose a separate sheet of paper for additional expenses contributions, if necessary. If the contributor is a political committee, include the political unit represented, the date of receipt of the contribution, the name and address of the person to whom it was made of the name of the political unit represented by the committee to which it was made and the date thereof.

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

\_\_\_\_\_  
\_\_\_\_\_

4. The total amount contributed or received during said period is: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Candidate*

Sworn to before me this     day of                     , 2021

\_\_\_\_\_  
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 30<sup>th</sup> day preceding the date of the election (April 19, 2021), AND
2. On or before the 5<sup>th</sup> day preceding the date of the election (May 13, 2021) AND
3. Within 20 days following the date of the election (June 7, 2021)

**ELBA CENTRAL SCHOOL DISTRICT**  
*Elba, NY 14058*

**CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT**

**FORM E: CONTRIBUTIONS OR LOANS EXCEEDING \$1,000.00 RECEIVED AFTER THE FILING OF THE SECOND REQUIRED STATEMENT, BUT PRIOR TO THE ELECTION**

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

\_\_\_\_\_, being duly sworn deposes and says:

1. I am a candidate for election to the Elba Central School District Board of Education for the election to be held on May 18, 2021 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The following contribution or loan made by others on behalf of my candidacy exceeded \$1,000.00 and was received after the close of the last statement submitted, but prior to the election. Such contribution or loan was received on \_\_\_\_\_ and is being reported within twenty-four hours of receipt:\*

Name of Contributor	Address	Amt/Fair Mkt Value
_____		\$ _____

\*Enclose a separate sheet of paper for additional contributions, if necessary. If the contributor is a political committee, include the political unit represented, the date of receipt of the contribution, the name and address of the person to whom it was made or the name of the political unit represented by the committee to which it was made and the date thereof.

\_\_\_\_\_  
*Signature of Candidate*

Sworn to before me this     day of                   , 2021

\_\_\_\_\_  
NOTARY PUBLIC – STATE OF NEW YORK

***AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AND THE COMMISSIONER OF EDUCATION WITHIN 24 HOURS OF RECEIPT OF CONTRIBUTION IF SUCH CONTRIBUTION WAS RECEIVED AFTER THE CLOSE OF THE PERIOD COVERED IN THE LAST STATEMENT FILED BEFORE THE ELECTION BUT PRIOR SUCH ELECTION.***



**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:** **The Clerk of the School District:**

**Donna Harris  
Office of the District Clerk  
57 So. Main Street  
Elba, NY 14058**

**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) which are attached as Forms A,B,C,D and E.**

- Q: What are personal expenses for the purpose of this law?
- A: **Refer to §1528 attached hereto.**
- Q: What filing are 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 19, 2021). A second statement must be filed on or before the fifth day preceding the election (May 13, 2021). The third statement must be filed within 20 days succeeding the election (June 7, 2021). 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.**

## BOARD OF EDUCATION CANDIDATE QUESTIONNAIRE

Please complete this candidate questionnaire and return it to Donna Harris, District Clerk, along with your Board Petition. Keep in mind that information rendered by you in this survey will also serve as the basis for school district press releases including the School Newsletters. A recent photograph should also be attached (or call the school to make arrangements for a picture to be taken).

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell  
Phone# \_\_\_\_\_

How long have you resided in the District? \_\_\_\_\_ Are you a graduate of ECS? \_\_\_\_\_

Have you had and/or do you presently have children attending school in the District? \_\_\_\_\_

If so, please indicate their names and years of graduation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Write a brief statement (**250 words, or less**) describing why you are seeking election to the Board of Education and, if elected, your goals as a Board member.

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

# PETITIONS AND INSTRUCTIONS FOR FILING NOMINATING PETITIONS

Please see attached petitions.

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 19, 2021 by 5:00 PM**
2. Petitions are to be filed in the Office of the District Clerk, 57 So. Main Street, Elba, NY 14058.
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 have 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 signature are **INDIVIDUALIZED**, i.e., Jane Doe or John Doe – (Not Mrs. John Doe or Mr. & Mrs. John Doe)

One (1) member of the Board of Education will be elected for a five-year term commencing July 1, 2021 and expiring June 30, 2026.





