WHAT ALL PROSPECTIVE SCHOOL BOARD MEMBERS SHOULD KNOW

Important Dates

- Nominating Petitions must be filed with the District Clerk – not later than 30 days preceding the election
- Budget Vote & Election Day – third Tuesday in May

Service to Education

A school board member takes on an important civic responsibility: overseeing the education of the community’s youth.

School boards oversee and manage the community’s public school system. School boards are comprised of elected volunteers within the community who dedicate their time to better public education.

The Islip Board of Education consists of seven (7) Board Members who are each elected to serve a three (3) year term. Terms are staggered so all board positions are never open at the same time.

School board members act at the board table, working with other board members to serve students and accomplish, among other things, the following:

- Create a shared vision for the future of education
- Set the direction of the school district relative to student performance
- Develop a budget and present it to the community
- 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
- Review, adopt, and maintain Board policies
- Hire and evaluate the Superintendent
- Ratify collective bargaining agreements
- Maintain strong ethical standards

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 to which you must adhere.
Eligibility Requirements

• Generally, school board candidates must be a U.S. citizen, at least 18 years old, not a convicted felon or have been judged an incompetent, a qualified voter in the school district, and able to read and write.
• They must be residents of the Islip School District continuously for one year before the election but need not be a taxpayer.
• They cannot be employed by the Board or the Islip School District or live in the same household with a family member who is also a member of the Islip Board of Education.
• May not simultaneously hold another, incompatible public office.
• If a person is removed from a school district office within one (1) year of the election (2103 (2)), such person shall be ineligible for appointment or election to any district office for a period of one (1) year from the date of such removal.

Nominating Petitions

Nominating Petitions may be picked up at the Office of the District Clerk (Administration Building, 215 Main Street, Islip).

Candidates for the Board of Education must file their respective nominating petitions with the District Clerk on or before 5:00 p.m., not later than 30 days preceding the election to be placed on the ballot. 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, must sign the petition. You may contact the District Clerk for information regarding the number of voters in the prior year’s election. It is suggested that you obtain more than the minimum number required in the event that one or more signatures are invalid.

The Petition may only be signed by a qualified voter of the School District. A qualified voter of the School District is a person who is: (1) a citizen of the United States; (2) at least eighteen years of age; (3) a resident within the School District for a period of at least thirty (30) days immediately prior to the election at which he/she seeks to vote; and (4) who is not otherwise prohibited from voting under the provisions of Section 5-106 of the Election Law.

The petition must include the following:

• Candidate’s name and residence
• Vacancy in question
• Incumbent’s name (if any)
• Name, signature, and residence of the persons who signed the petition
• Length of the term of office for which the candidate is being nominated

If there is more than one candidate for a vacancy, the candidate’s place on the ballot will be determined by lottery at 5:00 p.m. on the day AFTER the petition deadline. If you are not there, the Clerk of the Board of Education or your designee (in writing) can draw for you.
**Campaigning**

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 and contributions. Statements must be filed at three different times during the election period: **no later than thirty (30) days before the election; no later than five (5) days before the election; and within twenty (20) days after the election.**

Details concerning these requirements may be obtained from your District Clerk or from the Performance Improvement and Management Services (PIMS) and Chief Financial Officer (CFO), New York State Education Department, Albany, NY 12234.

Chapter 359 of the Laws of 1978 provides that each candidate must file sworn expenditure and contribution statements. If campaign expenditures are less than five hundred dollars ($500.00), or the aggregate amount of all contributions made to a candidate is **less than five-hundred dollars ($500.00)**, the sworn expenditure and contribution statements must be filed with the District Clerk only. If the expenditures **exceed** five hundred dollars ($500.00) and/or the aggregate amount of all contributions received exceed five-hundred dollars ($500.00), the sworn expenditure and contribution statements must be filed with both the District Clerk and the Commissioner of Education.

Section §1528 of New York State Education Law provides that:

1. (a) Any candidate for election to the Board of Education, except a candidate for member of the community district education council of a New York City community school district, shall file sworn statements with the clerk of the school district in which he or she is a candidate and the commissioner setting forth all moneys or other valuable things, paid, given, expended or promised by him or her, or incurred for or on his or her behalf with his or her approval to be filed with the aforesaid clerk and commissioner by any person, firm association or corporation, to aid his or her own nomination or election, or to aid or influence the nomination or defeat of any candidate to be voted for at the election. Any candidate for election, if he or she expended nothing or his or her only expenditures were for personal expenses which when taken together with the total expenditures incurred by others on his or her behalf and with his or her approval do not exceed five hundred dollars, and if the aggregate amount of all contributions made to such candidate do not exceed five hundred dollars, shall not be required to file any statements with the commissioner; however such candidate shall file with the clerk of the school district a sworn statement to the effect that his or her election expenditures did not exceed five hundred dollars and contributions received did not exceed five hundred dollars.

(b) Any required contribution statements shall include the dollar amount of any receipt, contribution or transfer, or the fair market value of any receipt, contribution or transfer, which is other than of money, the name and address of the transferor, contributor or person from whom received, and if the transferor, contributor or person is a political committee as defined in subdivision one of section 14-100 of the election law; the name of and the political unit represented by the committee, the date of its receipt, the dollar amount of every expenditure, the name and address of the person to whom it was made or the name of and the political unit represented by the committee to which it was made and the date thereof.

(c) No person or persons shall make expenditures on behalf of a candidate without his or her approval unless such person or a person files a sworn statement with the clerk and commissioner stating that the candidate did not approve such expenditure. Such expenditure shall be limited to twenty-five
dollars and shall not be included in determining the five hundred dollars as set forth in paragraph (a) of this subdivision.

2. For the purposes of this section, 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.

Section §1529 of the New York State Education Law provides that:

1. The times for filing the statements prescribed by section fifteen twenty-eight of this article shall be as follows:
   a. A first statement shall be filed on or before the thirtieth day next preceding the election to which it relates.
   b. A second statement shall be filed on or before the fifth day next preceding the election to which it relates.
   c. A third statement shall be filled within twenty days next succeeding the election to which it relates.

2. Unless otherwise provided, each statement shall cover the period up to and including the day next preceding the day herein specified for the filing thereof; provided, however, that any contribution or loan in excess of one thousand dollars, if received after the close of the period to be covered in the last statement filed before the election but before such election, shall be reported, in the same manner as other contributions, within twenty-four hours after receipt.

3. It shall not be necessary to itemize in any statement the data previously reported in any prior statement but each statement shall include a summary of all expenditures and contributions and other particulars reported in any previous statements.

4. A statement shall be deemed properly filed when deposited in an established post-office within the prescribed time, duly stamped, registered and directed to the clerk of the school district in which he is a candidate and to the commissioner of education, but in the event it is not received, a duplicate of such statement shall be promptly filed upon notice by the school district administrative officer and/or the commissioner of its non-receipt. Each statement shall be preserved for a period of three years from the date of filing thereof and it shall constitute a part of the public records and shall be open to public inspection.

Training

If elected, Board Members are required by New York State law to fulfill mandatory training within the first year of service. This includes Fiscal Oversight Training and Governance Skills Training.