



LEARNING • ACHIEVEMENT • GROWTH • DIRECTION



POCANTICO HILLS CENTRAL SCHOOL

599 Bedford Road • Sleepy Hollow, N.Y. 10591 • 914-631-2440 • fax 914-631-3280 • www.pocanticohills.org

Dear Candidate:

Enclosed is the nominating petition for the office of Trustee of the Board of Education of the Pocantico Hills Central School District. There are 25 signatures required on the petition and it must be returned to me by 5 p.m. on Monday, April 20, 2020.

On Tuesday, April 21, 2020 there will be a lottery for placement on the ballot. Candidates will be notified of the results following the lottery drawing.

The qualifications for membership on a school board are:

- You must be able to read and write.
- You must be a qualified voter of the district (citizen of the U.S., at least 18 years of age and not a convicted felon or adjudged an incompetent).
- You must be and have been a resident of the district for at least one year prior to the election.
- You may not have been removed from any school district office within the preceding year.
- You may not reside with another member of the same school board as a member of the same family.
- You may not be a current employee of the school board.
- You may not simultaneously hold another incompatible public office.

If you have any questions or need assistance, please call me at 914-631.2440 x703.

Sincerely,

Gina L. Downes
District Clerk

**PETITION FOR NOMINATION OF CANDIDATE
FOR MEMBER OF BOARD OF EDUCATION
POCANTICO HILLS CENTRAL SCHOOL DISTRICT
TOWNS OF MT. PLEASANT & GREENBURGH, WESTCHESTER COUNTY, NEW YORK**

To: Gina L. Downes, District Clerk of the Pocantico Hills Central School District, Towns of Mt. Pleasant and Greenburgh, Westchester County New York.

We, the undersigned, duly qualified voters of the Pocantico Hills Central School District, Towns of Mt. Pleasant and Greenburgh, do hereby nominate _____, residing at _____ in said district as a candidates for a three (3) year term expiring June 30, 2023 as a member of the Board of Education of said district.

PLEASE PRINT NAME AND ADDRESS CLEARLY

	PRINT NAME	SIGN NAME	PRINT ADDRESS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**PETITION FOR NOMINATION OF CANDIDATE
FOR MEMBER OF BOARD OF EDUCATION
POCANTICO HILLS CENTRAL SCHOOL DISTRICT
TOWNS OF MT. PLEASANT & GREENBURGH, WESTCHESTER COUNTY, NEW YORK**

	PRINT NAME	SIGN NAME	PRINT ADDRESS
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

To be signed by bearer of petition: I certify that the above signatures were obtained by me and were signed in the presence of me and all of the above to the best of my knowledge are residents of the Pocantico Hills Central School District.

Signature

Date

PETITIONS ARE DUE IN THE DISTRICT CLERK'S OFFICE BY 5:00 P.M. ON MONDAY, APRIL 20, 2020

**POCANTICO HILLS CENTRAL SCHOOL DISTRICT
EXPENDITURE AND CONTRIBUTION STATEMENT
FOR CANDIDATES FOR MEMBER OF THE BOARD OF EDUCATION**

The following statement (including attachment, if necessary) shall be completed, signed, notarized and filed with the District Clerk of the Pocantico Hills Central School District, Sleepy Hollow, New York. If total expenditures, including those incurred by others on my behalf, with my approval, exceed \$500 or the aggregate amount of contributions to my campaign exceed \$500, this statement must also be filed with the Commissioner of Education, NYS Education Department, State Education Building, 89 Washington Avenue, Albany, New York 12234.

THREE (3) STATEMENTS MUST BE FILED BY THE FOLLOWING DATES:

1. on or before the 30th day preceding the date of the election (April 17, 2020)
2. on or before the 5th day preceding the date of the election (May 14, 2020)
3. within 20 days following the date of the election (June 8, 2020)

I, _____, am a candidate for member of the Board of Education of the Pocantico Hills Central School District, at an election to be held on **May 19, 2020**.

COMPLETE THIS SECTION IF LESS THAN \$500 HAS BEEN EXPENDED OR RECEIVED IN CONTRIBUTIONS DURING THE PARTICULAR REPORTING PERIOD:

I HEREBY CERTIFY THAT:

_____ as of _____, 2020, I have expended and/or others have expended on my behalf, with my approval, less than \$500 on my campaign in support of my candidacy for this office; and

_____ as of _____, 2020, the aggregate amount of contributions received by my campaign does not exceed \$500.

COMPLETE THIS SECTION IF MORE THAN \$500 HAS BEEN EXPENDED OR RECEIVED IN CONTRIBUTIONS DURING THE PARTICULAR REPORTING PERIOD:

I HEREBY CERTIFY THAT:

_____ as of _____, 2020, I have expended and/or others have expended on my behalf, with my approval, a total of \$ _____ on my campaign in support of my candidacy for this office. **If you check this, you must complete the attached sheet.**

_____ as of _____, 2020, the aggregate amount of contributions made by others on my behalf, with my approval, was \$ _____. **If you checked this, you must complete the attached sheet.**

Signature of Candidate

Sworn to before me this
____ day of _____, 2020

Notary Public

NOTE: IF YOU RECEIVE A CONTRIBUTION OR LOAN OF MORE THAN \$1,000 AFTER THE FILING OF THE SECOND STATEMENT, YOU MUST REPORT IT, IN A NOTARIZED WRITING, TO BOTH THE DISTRICT CLERK AND COMMISSIONER OF EDUCATION WITHIN 24 HOURS OF RECEIPT.

ATTACHMENT TO EXPENDITURE AND CONTRIBUTION STATEMENT

THIS FORM MUST BE COMPLETED IF YOU (AND/OR OTHERS) EXPEND MORE THAN \$500 ON YOUR CAMPAIGN DURING ANY REPORTING PERIOD OR IF YOU RECEIVE MORE THAN \$500 IN CAMPAIGN CONTRIBUTIONS DURING ANY REPORTING PERIOD.

CAMPAIGN EXPENSES:

Expense	Date	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONTRIBUTIONS

Name of Contributor	Address	Amount/Fair Market Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: If Contributor Is a Political Committee, Include Political Unit Represented, Date of Receipt, Dollar Amount of Every Expenditure and Name and Address of the Person to Whom it Is Made.

**POCANTICO HILLS CENTRAL SCHOOL DISTRICT
 CAMPAIGN CONTRIBUTION STATEMENT
 FOR CONTRIBUTIONS OF MORE THAN \$1,000 RECEIVED
 AFTER FILING OF SECOND EXPENDITURE AND CONTRIBUTION STATEMENT**

I, _____, am a candidate for member of the Board of Education of the Pocantico Hills Central School District, at an election to be held on **May 19, 2020**.

I HEREBY CERTIFY THAT:

The following contribution(s) made by others, on my behalf, with my approval, exceeded \$1,000 and was received after the filing of the second statement. This report is being made within 24 hours of receipt of the contribution.

Name and Address of Contributor	Date Received	Amount/Fair Market Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Candidate

Sworn to before me this
 ____ day of _____, 2020

 Notary Public

NOTE: If Contributor Is a Political Committee, Include Political Unit Represented, Date of Receipt, Dollar Amount of Every Expenditure and Name and Address of the Person to Whom it Is Made.



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

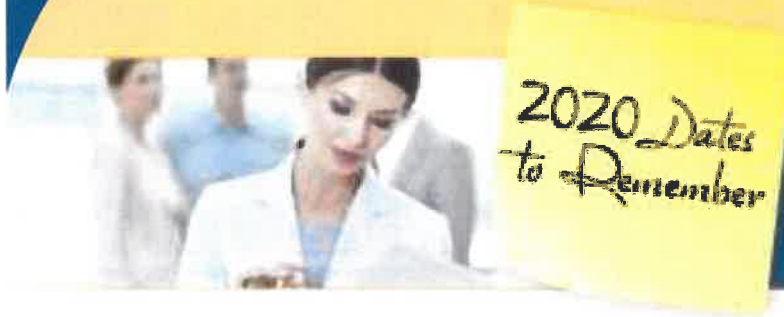
Characteristics of a board member

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.



April 20 – Petition must be filed for central, union free and common school districts

April 29 – Petition must be filed for all small city school districts

May 19 – 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 2020 nominating petitions in small city school districts must be filed by April 29th, in other districts nominating petitions must be filed by April 20th.

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 2020, the budget vote and election occurs on May 19th.

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, visit [The School Board Member Experience at www.nyssba.org/experience](http://www.nyssba.org/experience) or contact The New York State School Boards Association at (518) 783-0200 or via email at info@nyssba.org.





PROSPECTIVE SCHOOL BOARD MEMBER Workshop

THURSDAY, APRIL 16TH

7:00 PM—9:15 PM

HORACE GREELEY HIGH SCHOOL, ILAB
70 ROARING BROOK RD., CHAPPAQUA

Board/Supt
relationship

Issues
addressed by
school boards

Roles and
Responsibilities

Board scenarios

Communicating
with the public

Board protocols

Managing
Expectations

Panel/small
group discussion

REGISTRATION

To register, go to www.wpsba.org and click on Prospective School Board Member Workshop on our homepage.
That will lead you to the registration link.
(Please register by 4/13)

This workshop is provided as a free, public service by WPSBA to individuals interested in running for their local school board in Westchester & Putnam Counties (who have not previously attended).

(914) 345-8737 • WWW.WPSBA.ORG • INFO@WPSBA.ORG