



March 2024

**ADMINISTRATIVE OFFICES**  
**201 Main Street**  
**VESTAL, NEW YORK 13850**

Dear Prospective Board of Education Candidate:

Thank you for your interest in pursuing candidacy for a seat on the Vestal Central School District's Board of Education. The following information describes the process for prospective Board candidates:

**Procedure for Filing of Petitions:**

- ✓ Each petition shall have the **original signatures** of at least **25** qualified residents of the district and shall state the address of each signer. In order to be sure of the legality of the petitions, candidates are urged to file more than the minimum number. Legal names must be used; initials/nicknames are not acceptable. Names and addresses must be legible and identifiable on the county election registration list. Illegible entries will not be counted. No post office box addresses are allowed. **Spouses/family members are not allowed to sign for each other.**
- ✓ **Petitions must be filed no later than Monday, April 22, 2024 at 5:00 PM in the District Clerk's office at the Administration Building, 201 Main Street, Vestal, NY. There are secure drop boxes at that address for your convenience.**

**Position on the Ballot:**

- ✓ On Tuesday, April 23, 2024, at 9:00 am in the Administration Building, the order that the names shall appear on the ballot will be determined by drawing. Candidates may attend in person or by proxy; if neither, the Clerk or her designee is authorized to act as proxy. A waiver is enclosed.

**Candidate Information:**

- ✓ The District's Budget Newsletter will contain the name, photo, and a brief profile of each candidate. Please turn this information in when you return your petition, or earlier if possible. The Board of Education candidate's summary form is enclosed.

**Expense Statements:**

- ✓ Candidates are required to file sworn statements of campaign expenses. The District has devised a form to be used. Three copies are enclosed. Dates they are due in the District Clerk's office are stated on the forms.

**Other Information:**

- ✓ Three (3) three-year positions are open. Petitioners state they nominate the candidates whose petitions they are signing. Candidates do not file for a specific vacancy. The three candidates receiving the largest number of votes shall be entitled to the three 3-year terms.
- ✓ New York State has mandated six-hour training for new school board members on school board governance and fiscal oversight. These trainings must be completed within the first year of service.
- ✓ Additional reading material is available in the District Clerk's office, if you are interested.
- ✓ ***Broome-Tioga School Board Association has scheduled a workshop for prospective candidates on Thursday, April 11, 2024 at 6:30 pm. Please contact me if you are interested in attending.***

If you have questions, please feel free to contact me at 757-2320 or [mrlewis@vestal.k12.ny.us](mailto:mrlewis@vestal.k12.ny.us). Thank you.

Michelle Lewis, District Clerk

TO: MICHELLE R. LEWIS, CLERK OF BOARD OF EDUCATION  
OF VESTAL CENTRAL SCHOOL DISTRICT OF THE TOWNS  
OF VESTAL AND BINGHAMTON, BROOME COUNTY, NEW YORK  
AND OF THE TOWN OF OWEGO, TIOGA COUNTY, NEW YORK

*NOTE: At least **25** signatures must  
be submitted per candidate  
(2% of 982 voters in the 2023  
annual vote or 25, whichever is  
greater)*

I, the undersigned, do hereby state that I am a duly qualified voter of the Vestal Central School District of the Towns of Vestal and Binghamton, Broome County, New York, and of the Town of Owego, Tioga County, New York, and entitled to vote at the Annual Vote and Election of the said School District; that my place of residence is truly stated opposite my signature hereto and that I hereby nominate the following named person as a candidate for office of member of the Board of Education of said School District for a three-year term to be voted on at the annual election of the said School District to be held on **May 21, 2024**.

NAME OF CANDIDATE \_\_\_\_\_ ADDRESS \_\_\_\_\_

IN WITNESS WHEREOF, I have hereunto set my hand on the day and year placed opposite my signature.

CANDIDATE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

	NAME	STREET ADDRESS	TOWN
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**To be completed by person circulating petition:**

STATE of New York:  
COUNTIES of BROOME and TIOGA:

I, \_\_\_\_\_, and now residing at \_\_\_\_\_, being duly sworn, depose and say that I am a duly qualified voter of Vestal Central School District of the Towns of Vestal and Binghamton, Broome County, New York, and Town of Owego, Tioga County, New York. I know each of the petitioners whose names are subscribed to on the above petition sheet containing \_\_\_\_\_ signatures and each of them subscribed to the same in my presence and upon subscribing, declared to me that the foregoing statement made and subscribed to by him or her was true.

\_\_\_\_\_  
(Signature of Witness)

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024

S E A L

\_\_\_\_\_  
Notary Public, Broome County or Tioga County

**VESTAL CENTRAL SCHOOL DISTRICT**  
Vestal, New York

**BOARD OF EDUCATION CANDIDATE SUMMARY**

***(must be filed with the District Clerk no later than 5:00 p.m. on April 22, 2024)***

NOTE: Information included in this summary will be published in the budget edition of the district newsletter.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Email: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ # OF YEARS OF VESTAL RESIDENCY: \_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

**CAREER BACKGROUND:**

**SCHOOL DISTRICT INVOLVEMENT:**

**COMMUNITY INVOLVEMENT:**

**DO YOU OR DID YOU HAVE CHILDREN IN VESTAL SCHOOLS?**

**PLEASE ANSWER THE FOLLOWING FOUR QUESTIONS BRIEFLY. INFORMATION INCLUDED IN THIS SUMMARY WILL BE PUBLISHED IN THE BUDGET EDITION OF THE DISTRICT NEWSLETTER. LIMIT YOUR COMMENTS TO 4 SENTENCES PER ITEM, AS ONLY THE FIRST 4 SENTENCES WILL BE INCLUDED.**

1. Do you feel the new State and Federal changes in public education will have a positive or negative impact on education? How? Why?
2. What is your vision for education in this community?
3. What is the most important responsibility of a Board member?
4. What do you see as the major obstacles or challenges facing our school and how would you attempt to solve them?

**VESTAL CENTRAL SCHOOL DISTRICT**  
**Vestal, New York**

**WAIVER**

I HEREBY WAIVE MY RIGHT TO ATTEND THE DRAWING FOR POSITION ON  
THE BALLOT AND DESIGNATE:

a) \_\_\_\_\_ DISTRICT CLERK, Michelle Lewis

b) \_\_\_\_\_

TO ACT AS MY PROXY IN THAT DRAWING ON TUESDAY, APRIL 23, 2024.

\_\_\_\_\_  
CANDIDATE'S SIGNATURE

\_\_\_\_\_  
DATE

PLEASE FILE THIS WAIVER WITH THE DISTRICT CLERK.

## ELECTION EXPENSE STATEMENT

TO: VESTAL CENTRAL SCHOOL DISTRICT  
Vestal, New York 13850  
Attention: District Clerk

The undersigned candidate for election to the Board of Education of the Vestal Central School District hereby certifies that the following sets forth all monies, or other valuable things, paid, given, expended, or promised or incurred for or on his or her behalf with his or her approval by any person, firm, association, or corporation to aid his or her own nomination or defeat of any candidates to be voted for at the election:

☐ A. That the only expenditures were for personal expenses, which when taken together with the total expenses incurred by others on my behalf and with my approval, do not exceed \$500.00; or

☐ \*B. That expenditures for personal expenses, which when taken together with the total expenses incurred by others on my behalf and with my approval, exceeded \$500.00 and are itemized as follows:

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**\* If Section B is checked, a copy of this must be filed with the Commissioner of Education.**

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

State of New York: SS  
County of Broome:

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

***PLEASE NOTE: this form must be filed with the District Clerk by  
April 22, 2024; May 16, 2024; and within 20 days after election (not  
later than June 3, 2024).***

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## ***WHAT DOES THE BOARD OF EDUCATION DO??***

### **➤ By Law, a Board of Education has three specific duties:**

- Establish, review, and approve policies for the District

Policies and the accompanying regulations are the framework of how the District is run. Policies are not required for Education, State or Federal Laws that must be followed. The Board has a policy sub-committee that meets with administrators and legal counsel, when necessary.

- Establish and approve the annual spending plan for the District

The annual budget process begins in December to review anticipated expenditures and revenues for the coming year. Building principals, department heads, and District administrators all have input into this process. The Board recommends the budget to be put to a vote by stakeholders each May.

- Hire and evaluate the Superintendent to run the District

The Superintendent is the chief operating officer of the District, responsible for the day-to-day running of programs and buildings. The Superintendent recommends to the Board the hiring of personnel, communicates on a regular basis with the Board, and updates the Board regarding any pressing issues. The Board evaluates the Superintendent twice a year.

- Board members have no authority as individuals, they can only act as a unit by majority rule.
- Boards of Education are not a legislative body, have no political party affiliations, and have no ability to change laws, mandates, or requirements.
- Board members direct any questions they receive to the Superintendent and/or appropriate administrator. They do not supervise the daily operations of any staff, building, or department.



## ***WHAT HAPPENS AT A SCHOOL BOARD MEETING??***

➤ **By law, School Board meetings are held in public, but are not public meetings**

- The Board establishes the time and place for meetings. Agendas are published 48 hours prior to the meeting. There could be an occasion when an emergency meeting is necessary, at which time the 48-hour notification is done as soon as possible. Open Meetings Law is followed.
- Board meetings conduct the business of running the District. For example, personnel changes, approval of contracts, reports, and sharing of information take place in a public setting.
- Executive Session is held for Board members only and those included by the Board. There are very specific legal reasons to hold an executive session, such as a pending legal issue, a personnel matter, Special Education placements, or negotiations with bargaining units. The Board will exit Executive Session to take any action.
- Stakeholders have two opportunities to speak to the Board. First, they can address a specific action item on the agenda. Comments on any subject can be made during Voice of the Public. This is not a required part of the business meeting but is established for communication with stakeholders. The Board will listen, but dialogues are not engaged. If there is a broad-based issue, the Board could direct the Superintendent to investigate the matter and respond. To protect the confidentiality of students and staff, the Board does not allow comments regarding specific personnel or children.
- The Board is required by law to hold a public hearing each year to present the proposed budget to the stakeholders. Other public hearings are held for changes to the student Code of Conduct and updates to the District-Wide Emergency Plan. A public hearing is open to dialogue.

# Prospective Board Member Workshop

Date: April 11, 2024

Time: 6:30 p.m.

Broome Tioga BOCES

Allen D. Buyck

Instructional Support Center,  
conference room A

**FREE PUBLIC WORKSHOP  
OFFERED COMPLIMENTS  
OF THE BROOME TIOGA  
SCHOOL BOARDS  
ASSOCIATION**

RSVP with your District  
Clerk or email  
Michelle Savory at  
[msavory@btboces.org](mailto:msavory@btboces.org)



## INCLUDES

- Panel of current School Board Members
- Question-and-Answer Period
- Take-Home Material

## TOPICS

- Challenges in dealing with special interest groups
- Expectations of colleagues and administrators
- Legal responsibilities and election procedures

*Pre-registration recommended  
Contact your District Office*

