

### **How long do board members serve?**

Scotia-Glenville board members are elected at-large from throughout the district to serve terms of three years. Terms are staggered so that all board seats are never open at the same time.

School board and budget elections are decided on the third Tuesday of May.

Board members receive no compensation except the satisfaction that comes from rendering an indispensable public service.



### **What happens when a new member joins the Board of Education?**

A board member will be available to serve as a mentor for the newly elected board member.



The district will have a half-day orientation session, which will enable the new board member to meet with the superintendent and other key district personnel.

It is also strongly recommended that the board member attend the New York State School Boards Association (NYSSBA) new school board member academy, which lasts a full day and is offered in the summer/fall.

The new board member will be required to attend fiscal responsibility training, which is a six-hour course mandated by the state. It is most beneficial if taken before the first budget session begins.

The NYSSBA convention occurs in the fall and it is three days of workshops and speakers promoting topics of interest for new and veteran board members. Additional workshops and speakers are available throughout the year.

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*Information about school board service is also available from the New York State School Boards Association at [www.NYSSBA.org](http://www.NYSSBA.org) or by calling 783-0200.*

### **When and where does the Scotia-Glenville Board of Education meet?**

Weekly updates and packets of information are sent to each board member and need to be reviewed before meetings.



Meetings rotate between district buildings and they begin at 7 p.m. The board meets twice a month – typically on the second and fourth Mondays. Exceptions are made to avoid conflicts with holidays and recesses. All meetings are open to the community.

Special meetings are scheduled as needed. During budget preparation from February to April, meetings are held weekly. The board also meets biannually with the school district's administrative council to discuss topics of interest.

Board members are expected to serve on subcommittees. The board's subcommittees meet outside of the regular board meetings to discuss specific issues. Board members are also encouraged to attend district-wide events.



### **What happens at a board meeting?**

The board is interested in the viewpoints of staff and community members. A "privilege of the floor" is held at the start of each meeting to allow speakers to express their views.

Meetings follow a prepared agenda. The board conducts official action on agenda items and may also receive educational program/information reports.

The board also meets in executive session to discuss personnel matters, labor negotiations and other matters that are of a confidential nature. Executive sessions are closed to the public; however, any formal action on any resolution is taken in open session.

3/08



# **Have YOU considered running for the school board?**

## **What you should know about serving on a Board of Education.**



**Scotia-Glenville  
Central School District  
900 Preddice Parkway  
Scotia, NY 12302**

**Telephone: 382-1215**

**FAX: 386-4336**

**[ScotiaGlenvilleSchools.org](http://ScotiaGlenvilleSchools.org)**





## What makes a good board member?

The legal requirements for board members are few, but qualifications for effective service are many. The most effective board members possess most or all of these attributes:

- **Effective Communicator** – Can describe what he or she wants and describe what others want, has the ability to listen to all points of view and honors confidentiality.
- **Consensus Builder** – Capable of working toward decisions that all can support and willing to compromise to achieve that goal.
- **Community Participant** – Enjoys meeting a variety of people, can identify the community's key communicators and reaches out to the community.
- **Decision Maker** – Knows his or her own as well as others' decision-making styles, can support group decision-making and keeps an open mind.
- **Information Processor** – Can organize priorities and manage a lot of verbal and written information.
- **Leader** – Willing to take risks, be supportive of board colleagues, district staff and the community.
- **Team Player** – Helps promote the board's vision and goals and remembers that he or she is one of seven board members.

**The board of education is a uniquely American institution. It keeps the country's public schools flexible and responsive to the needs of their local communities. A member of a board of education in New York state takes on one of the most important responsibilities that can be assigned to any citizen: helping to plan the education of the state's youth.**

## What does a board member do?

With children always their ultimate focus, board members act officially only at the board table, working with other members to:

- Create a shared vision for the district;
- Consider the needs of all district children;
- Establish district goals and set priorities;
- Oversee the general operation of the district, setting directions for academic programs, public relations, facilities and contracts;
- Establish the district's educational program;
- Adopt and maintain current policies in written format;
- Approve and adopt the annual budget;
- Hire and evaluate the superintendent;
- Ratify collective bargaining agreements;
- Set high standards of governance;
- Maintain strong ethical standards;
- Maintain good community relations;
- Lobby and collaborate with district, town, county, state and federal organizations.



## Who can become a candidate?

Candidates for school board must be:

- At least 18 years old;
- Qualified voters in the school district;
- Able to read and write;
- A resident of the district continuously for one year prior to the election.

Candidates cannot be employed by the board on which they serve and cannot live in the same household with a family member who serves on the same school board.



## How do I seek a seat on a board of education?

Procedures for filing petitions for vacancies on a school board vary depending on the type of school district. At Scotia-Glenville, candidates must:

- Pick up nominating petitions from the school district clerk at the business office.
- Have petitions signed by at least 25 qualified district voters or 2 percent of the number of those who voted in the previous annual election, whichever is greater.
- Make sure the petition includes the candidate's name and residence, the vacancy in question, the incumbent's (if any) name, the residences of the persons who signed the petition and the length of the term of office for which the candidate is being nominated.
- File petitions with the district clerk at least 30 days before the election between 9 a.m. and 5 p.m.

State law requires all candidates to file a sworn statement with the district clerk disclosing their campaign expenses. If expenditures made by the candidate or on his or her behalf exceed \$500, a statement should be filed with the commissioner of election.

Expenditures of not more than \$25 may be made without the candidate's permission if the donors file a sworn statement with the clerk and the commissioner stating that the candidate did not approve the expenditure.



## For information about the Scotia-Glenville Board of Education, contact the:

- Superintendent of Schools, 900 Preddice Parkway, Scotia, NY 12302 382-1215
- District Clerk, Business Office, 900 Preddice Parkway, Scotia, NY 12302 382-1222
- Any current board members

