

Dear School Board Candidate,

Thank you for your interest in joining the Fillmore School Board. Serving our local community as a voluntary school board member is one of the most important civic responsibilities you can accept in life. As you are considering this process, we feel it is important that you begin to understand the roles, responsibilities and characteristics of board members. We have provided this handout to introduce you to what being a board member is all about.

### Roles of the Board

- Board members represent the school as a collective group rather than as individuals.
- Board members set goals, establish policy, and make final decisions based on recommendations from the Superintendent
- Board members evaluate the performance of the Superintendent

### Responsibilities of a Board Member

- Doing what is best for all students is the primary responsibility of the school board
- Create a shared vision for the future of education
- Support a healthy school district culture for work and learning
- Build the district's progress through continuous improvement
- Adopt and keep district policy current
- Hire and evaluate the superintendent
- Ratify collective bargaining agreements
- Provide insight and feedback during the budget process
- Determine a final budget that will be brought to the community
- Maintain high ethical and moral standards

### Characteristics of a Board Member

- **Effective Communicator:** Be a good listener, be thoughtful, honest and open
- **Consensus Builder:** Work for solutions that can be supported by others, be willing to compromise
- **Decision Maker:** Be comfortable making decisions, support decisions made by the collective board
- **Information Processor:** Organize, sort and prioritize information as needed
- **Positive Leader:** Support board colleagues, district staff, students and the community
- **Team Player:** Promote the District's mission, vision and goals

### Eligibility Requirements:ioo

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 district continuously for one year 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:

Petitions need to be signed by at least 25 qualified voters in the school district and it must be filed with the District Clerk, by submitting it to the District Office, at least 30 days before the day of the election.

### Elections:

In accordance with state law, board elections and budget votes are held annually on the third Thursday in May of each year.

### Training:

If you are elected you will be required within the first year to complete mandatory School Board training in accordance with the laws of New York State. The Superintendent will establish local training opportunities at the local level in addition to the NYSSBA training program.

### Mentoring:

During your first year of service a local board member will be assigned to serve as a professional mentor to all new board members.

In conclusion, we wish you the best of luck as you run for a seat on the school board. If you have any other questions, please call the Superintendent of Fillmore School District at 585-567-2251.

Fillmore School Board of Education