

# Candidate Information

May 19, 2026

School Board Election

Jordan-  
Elbridge  
Central School  
District



- Candidate Profile
- Petition (notarized)
- Policies 1231, 1221 & 1211
- Expenditure Statements
- Deadlines



## ***JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT***

District Office: 9 N. Chappell Street, Jordan, NY 13080 • Mail: P.O. Box 902, Jordan, NY 13080  
T: (315) 689-8500 • F: (315) 689-0084 • [www.jecsd.org](http://www.jecsd.org)

**Bernadette Fall**  
*District Clerk*  
(315) 689-8500 x5002  
[bfall@jecsd.org](mailto:bfall@jecsd.org)

TO: All Potential Candidates for the Jordan-Elbridge Board of Education

FROM: Bernadette Fall, District Clerk

DATE: February 26, 2026

RE: Candidate Profiles

The Jordan-Elbridge Central School District will be posting biographical information on candidates running for the Board of Education on the district website.

Please produce a candidate biography including answers to the following questions in this order.

- Your Name
- Your spouse's name (if applicable)
- Address where you reside
- Children, grades and school they attend
- Your education
- Occupation
- Community experiences
- Why would you like to be on the Board of Education

**PHOTO** (head shot)

The District requires a photo for our website. You can provide a digital photo, or arrangements can be made to take one for you. The local newspapers will also be requesting biographical information and a photo.

Please e-mail your biography and photo as soon as possible or no later than 5 p.m. on the petition deadline, April 20, 2026.

All information should be e-mailed to [bfall@jecsd.org](mailto:bfall@jecsd.org).

Thank you for your cooperation. If you have any questions, please feel free to contact the District Clerk at (315) 689-8500 x5002 from 8:00 A.M. to 4:00 P.M.

# Jordan-Elbridge Board of Education Candidate Profile Form

Candidates vying for a seat on the Jordan-Elbridge Central School District Board of Education will be profiled in the district's budget newsletter and on the district's website if their information is received in time for publication. Profiles will include a brief candidate biography and a photograph.

The number of candidates will determine the amount of space in the newsletter dedicated to each candidate. Your submitted information will be edited to ensure equal space for each candidate.

Please fill out the following information for your profile and e-mail/mail your responses no later than April 6, 2026.

Candidates may submit a photo of themselves taken within the past year. Photos must also be submitted by April 6 to [jnewcombe@citiboces.org](mailto:jnewcombe@citiboces.org) in .jpeg format and be at least 1 MB in file size. They should be color, head and shoulders only. Candidates may also schedule an appointment to have their photo taken at the district office by April 7. If you would like to schedule an appointment, or have any questions, please call Josh Newcombe, Public Information Assistant, 631-902-8524.

***Information received after the deadline will not be published in the district newsletter or on the district web site. If a bio is received without a photograph, a gray box with the words "no photograph available" will be published.***

Thank you for your cooperation!

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Main phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of spouse (if any): \_\_\_\_\_

Number of children (if any): \_\_\_\_\_ Please list their names, ages, grade levels and schools.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you lived within the Jordan-Elbridge Central School District \_\_\_\_\_

Are you currently employed? If so, please give your employer's name, your title and briefly describe your work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list high school and college(s) attended, degrees received and subject areas studied:

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Please list any Jordan-Elbridge related activities or committees in which you are involved.

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Please list any community activities in which you are involved.

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Book Policy Manual  
Section 1000 - Board Operations  
Title BOE Nomination Election Reporting Expenditures  
Code 1231  
Status Active

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: BOE Nomination, Election & Policy Number: 1231

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Reporting Expenditures

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Date of Original Policy: 09/19/2012 Date Revision Adopted

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Reviewed by Policy Committee: 10/17/2018 Date of Next Review: 09/16/2021

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Replacement of Policy Number: 1220 & 1230 (from 2002).

The Jordan-Elbridge Central School District welcomes the opportunity for members of the community and District to proactively work together for the betterment of students, faculty, and all district residents. The school district and Board of Education encourages qualified individuals interested in becoming a School Board Member to participate in the following election process:

1. Candidates for the office of member of Board of Education shall be nominated by petition. Such petition can be obtained at the District Office. The petition must be signed by at least twenty-five (25) qualified voters of the District, or by two percent (2%) of the number of voters who voted in the previous annual election of Board

members, whichever is greater. The petition shall state the residence of each signer, and shall state the name and residence of the candidate.

1. The notice of Annual District Meeting must state that petitions nominating candidates for the Board of Education must be filed with the Clerk of the District no later than 30 days before the Annual or Special District Meeting at which the school board election will occur, between 9 am and 5pm.
  
1. Voting will be by machine, and provisions shall be made for the election by write-in-vote of any candidate not previously nominated. The position of candidates on ballots shall be determined by lot at a drawing conducted by the District Clerk on the day after the last filing. Candidates or their proxies may be present for the drawing.
  
1. The hours of voting shall be as indicated by Board resolution.
  
1. The candidates receiving the largest number of votes or, in the alternative, the largest number of votes for each specific vacancy, shall be declared elected in accordance with Education Law.
  
1. At least ten days prior to the election, the Board shall appoint at least two (2) inspectors of election for each voting machine, and set their salary.
  
1. The District Clerk shall oversee the election. The Clerk shall give notice immediately to each person declared elected to the Board, informing him/her of the election and his/her term of office.
  
1. Only qualified voters as determined by Education law (Section 2012) may vote at any District meeting or election.
  
1. No electioneering will be allowed within one hundred (100) feet of the polling place.
  
1. When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full term vacancy also fills the remaining days of the previous term, beginning

his/her term of office immediately upon election and the taking and filing of the oath of office.

### **Reporting of Expenditures and Contributions**

Each candidate for the position of member of the Board of Education who expenses and/or contributions received exceed five hundred dollars (\$500.00) must file a statement accounting for his/her campaign expenditures and contributions with the District Clerk and an addition statement with the Commissioner of Education. In the event the expenses do not exceed five hundred dollars (\$500.00) and the aggregate amount of all contributions made to the candidate do not exceed \$500.00, then a sworn statement to that effect must only be filed with the District Clerk.

### **Required contribution statement shall include:**

1. the dollar amount and/or fair market value of any receipt, contribution or transfer which is other than money;
2. the name and address of the transferor, contributor or person from whom received;
3. If the transferor, contributor or person is a political committee as defined in Section 14-100 of Education Law;
4. the name and political unit represented by the committee;
5. the date of receipt;
6. the dollar amount of every expenditure;
7. the name and address of the person to whom the expenditure was made, or the name of and political unit represented by the committee to which it was made;
8. the date of the expenditure.

### **Dates for filing the expenditure/contribution statements are as follows:**

1. The first statement on or before the thirtieth (30<sup>th</sup>) day preceding the election to which it relates
2. A second statement on or before the fifth (5<sup>th</sup>) day before the election
3. A third statement within twenty (20) days after the election

Any contribution or loan in excess of one thousand dollars (\$1,000.00) received after the close of the period covered in the last statement filed before the election (b above) but before the election itself shall be reported with 24 hours after receipt.

All statements must be sworn before a notary public, a commissioner of deeds, a lawyer or a public official authorized by New York State law to administer oaths.

Education Law Section 2004, 2013, 2018, 2025,

2029, 2031-a, 2032, 2034 (7)(d),

2105 (14) and 2121

Education Law Section 1528 and 1529

Election Law Section 14-100 (1)

Original Policy 1231 Adoption Date

Revised 07/14/2005



Book	Policy Manual
Section	1000 - Board Operations
Title	Code of Ethics
Code	1221
Status	Active

Date of Original Policy: 07/10/2002

Date Revision Adopted

Reviewed by Policy Committee: 09/16/2020

Date of Next Review: 09/17/2021

Replacement of Policy Number:

The Jordan Elbridge Central School District Board of Education is committed to the following:

- a. Assure the opportunity for high quality education for every student and make the well being of the students the fundamental principle in all decisions and actions;
- b. Represent the entire District without fear or favor, while not using these positions for personal gain and accepting all responsibilities as means of unselfish service.
- c. Maintain high standards and the effectiveness of education through continuing professional development.
- d. Preserve the obligation of having all issues considered fairly and without bias.

Based on these commitments, the Board hereby establishes the following code of ethics and Conduct for each of its members:

- a. Instill respect for community, state and nation.
- b. To observe and enforce state laws and regulations pertaining to education.
- c. To accept office as a Board Member as a means of unselfish service.
- d. To transact school business only in regular sessions.
- e. To represent the entire community without fear or favor.
- f. To remember at all times that he/she is one of a team.
- g. To accept all Board decisions once they are made and assist in carrying them out effectively.

- h. To delegate action to the Chief School Administrator as the Board executive and to confine Board action to policy making, planning and appraisal.
- i. To employ only competent, trained personnel, considering the recommendation of the Chief School Administrator.
- j. To preserve the right and obligation of teachers to teach controversial issues fairly and without bias.

The rules of ethical conduct of this policy shall not conflict with, but be in addition to the prohibitions of Article 18 of the New York State General Municipal Law relating to conflicts of interest of school district officers and employees.

## **DEFINITIONS**

**Interest** - A pecuniary or material benefit accruing to a Board member.

**Gifts** - A Board member, officer or employee shall not, directly or indirectly, solicit any gift or receive any gift having a value of \$75.00 or more, whether in the form of money, services, loans, travel, entertainment, hospitality, or promise, or any other form, under circumstances in which it could reasonably be inferred that: the gift was intended to influence the individual or could reasonably be expected to influence the performance of official duties; or was intended as a reward for any official action on the individual's part.

This shall not be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to ensure that gifts of value are not accepted by staff, employees, or officers. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

**Confidential Information** - A Board member or its committees, officer or employee shall not disclose confidential information acquired in the course of official duties, or use such information to further a personal interest or obtain an advantage for friends or supporters. Confidential information includes information protected by law, and information obtained in Executive Sessions of the Board or its committees.

To ensure the confidentiality of information obtained, executive sessions will not be taped, nor will the information obtained be reduced to any form of writing.

**Representation Before the Board** - A Board member, officer or employee shall not receive, or enter into any agreement, express or implied, for compensation (contingent or otherwise) for services to be rendered in relation to any matter before the Board of Education.

## **DISCLOSURE OF INTEREST IN MATTERS BEFORE THE BOARD**

- a. Any Board member, officer or employee, whether paid or unpaid, who participates in discussions or gives an official opinion to the Board of Education on any matter before it, shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has with respect to the matter under discussion.
- b. Any Board member who has any direct or indirect financial interest, or other private interest, in any matter before the Board of Education, shall publicly disclose on the official record the nature and extent of the interest prior to any discussion on the matter, presuming the matter can legally come before the Board for action.

**Conflict of Interest** - A Board member, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with Board responsibilities and duties, unless permitted by law. Education Law §3016 requires a two-thirds vote by the board to employ a teacher who is related by blood or marriage to a school board member. The two-thirds vote requirement does not apply or have an effect on the continued employment of a tenured teacher who is hired before his/her relative is elected or appointed to the school board.

**Private Employment** - A Board member, officer or employee shall not engage in, solicit, negotiate for or promise to accept employment from or service private interests when it creates a conflict with or impairs the proper discharge of official school district duties.

## **GENERAL CONDUCT**

- a. As part of the educational team each Board member, officer shall act with mutual respect and regard for each other's responsibility and duties, recognizing that the strength of a Board of Education is action as a board, not as individuals. Board members only have authority to act when acting at a duly called meeting of the Board. A vote of the majority shall determine any action, unless otherwise required by law, and the action then becomes the action of the entire Board. Board members shall not hold themselves out as speaking on behalf of the Board unless directly authorized by appropriate action of the

Board. Individually, a Board member's rights are not greater or different than those of any qualified voter of the school district. If speaking in their individual capacity about school district matters, Board members shall directly indicate that they are not speaking on behalf of the Board nor are they acting in their capacity as a Board member.

- b. Board members and officers shall become familiar with state, federal and local laws affecting the educational goals and objective of the Jordan-Elbridge Central School District and shall abide by all laws and regulations pertaining to education and municipal entities.
- c. In order to increase their knowledge of the school district's operations, Board responsibilities and legal obligations, Board members and officers shall take advantage of opportunities to participate in applicable conferences, seminars, lectures, and/or webinars.

#### **DISTRIBUTION/POSTING OF CODE OF ETHICS**

The Superintendent of the Jordan-Elbridge Central School District shall cause a copy of this code of ethics to be distributed to every Board member of the School District within thirty (30) days after the effective date of this resolution. Each Board member elected thereafter shall be furnished a copy before entering upon the duties of his/her office by the District Clerk. The Superintendent shall also cause a copy of Article 18 of the General Municipal Law to be kept posted in each building in the District in a place conspicuous to its Board members. Failure to distribute any such copy of this code of ethics or failure of any Board member to receive such copy, as well as failure to post any such copy of General Municipal Law, Article 18, shall have no effect on the duty of compliance with such code or Article 18, nor with the enforcement of provisions thereof.

#### **PENALTIES**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any provision of this code may be fined, suspended, or removed from office or employment, in the manner provided by law.

*General Municipal Law, Article 18*

*Public Officers Law, Article 7*

*Education Law, §1701, §1804*



Book	Policy Manual
Section	1000 - Board Operations
Title	Board of Education Members, Qualifications, Term and Quorum
Code	1211
Status	Active

Date of Original Policy: 2 May 2012 (Effective 1 July 2012)

Date Revision Adopted

Reviewed by Policy Committee: 09/20/2019

Date of Next Review: 09/28/2022

Replacement of Policy Number: 1130, 1210, 1710

### **BOARD OF EDUCATION MEMBERS: QUALIFICATIONS**

A Board of Education member of the Jordan-Elbridge Central School District must meet the following qualifications:

- a. A citizen of the United States;
- b. Eighteen (18) years of age or older;
- c. Able to read and write;
- d. A legal resident of the District for a continuous and uninterrupted period of at least one (1) year prior to the election;
- e. Cannot be an employee of the Jordan-Elbridge Central School District;
- f. The only member of his/her family (that is, cannot be a member of the same household) on the Jordan-Elbridge Central School District Board;
- g. May not simultaneously hold another, incompatible public office, including, but not limited to Superintendent, clerk, tax collector, treasurer, librarian, or an employee of the Board.
  1. In central school districts, however, a Board member may be appointed clerk of the Board and of the District.
  2. A Board member of a BOCES may not be employed by any of that BOCES component districts.
- h. Must not have been removed from a school district office within one year preceding the date of election to the Board.

*Education Law Sections 1804(1), 1950(9), 2102, 2103, 2103-a, 2130(1), and 2502(7)*

*Public Officers Law Section 3*

**NUMBER OF MEMBERS AND TERMS OF OFFICE**

The Board of Education of the Jordan-Elbridge Central School District shall consist of seven (7) members elected by the qualified voters of the School District at the annual election as prescribed by law.

Members of the Board of Education shall serve for three (3) years beginning July 1 following their election and each term shall expire on the thirtieth day of June of the third year.

*7 Member Board - Education Law Section 1804(1)*

*Term of Office - Education Law Section 2105*

**QUORUM**

The quorum for any meeting of the Board shall be four (4) members. No formal action shall be taken at any meeting at which a quorum is not present. When only a quorum exists, the Board shall act by unanimous vote unless otherwise required by the laws of the State of New York.

*General Construction Law Section 41*







# DEADLINES 2026

1. April 6<sup>th</sup> – 4:00 p.m. – Biographical Information (Picture and Candidate Profile Form)
2. April 19<sup>th</sup> – First Expenditure and Contribution Statements are due to the District Clerk
3. April 20<sup>th</sup> – 5:00 p.m. – Board nominating petitions are due to the District Clerk
4. April 21<sup>st</sup> – 8 a.m. – Drawing for Ballot Position
5. May 14<sup>th</sup> – Second Expenditure and Contribution Statements are due to the District Clerk
6. May 19<sup>th</sup> – Budget Vote and Board Member elections
7. June 8<sup>th</sup> – Third Expenditure and Contribution Statements are due to the District Clerk