



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF  
NEW YORK/ ALBANY, NY 12234**

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Mr. David Wicks, District Superintendent of Schools  
First Supervisory District of Suffolk County  
201 Sunrise Highway  
Patchogue, New York 11772  
(631) 687-3006

**MEMORANDUM**

**TO:** Suffolk County Superintendents of Schools

**FROM:** David Wicks

**DATE:** January 11, 2018

**RE:** Board Vacancy at Little Flower UFSD

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I am writing to advise you that the opportunity to serve on the Little Flower board of education is available to residents of your school district. In order to be eligible to be appointed, candidates must reside in the “general vicinity” (defined as Suffolk County) of the Little Flower Union Free School District.

The Little Flower UFSD is a special act school district located in Wading River. It is the only special act school district on Long Island, and nearly all of its students are residents of the Little Flower Children’s Home.

Chapters 628 and 629 of the Laws of 2004 require the Commissioner of Education to appoint two members to the board of education of each special act school district in New York State. The Commissioner appointed a member to the Little Flower board to serve a four-year term commencing on July 11, 2014 and ending on July 10, 2018.

This vacancy will be filled using the process described in the law. Interested persons will need to submit an application to the New York State Education Department (NYSED). Those who meet the qualifications will be interviewed by a Regional Interview Team, which will make recommendations to the Commissioner.

Information regarding the appointment and application materials to be submitted to NYSED is attached.

The deadline to apply is Friday, February 16, 2018.

Thank you for your attention to this matter.

January 11, 2018

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Attachment

c: Jhone Ebert, Senior Deputy Commissioner for Education Policy, NYSED  
Suzanne Bolling, Director of Special Education Fiscal Services, NYSED  
Angelique Johnson-Dingle, District Superintendent, Western Suffolk BOCES  
Peter LaPan, Supervising Accountant for the Rate Setting Unit, NYSED  
Julie Davis Lutz, Chief Operating Officer, Eastern Suffolk BOCES  
Cynthia Stachowski, Superintendent of Schools, Little Flower UFSD

**APPLICATION  
and  
AFFIDAVIT OF  
RESIDENCY/QUALIFICATIONS  
for**

**Commissioner of Education's Appointments  
of Members to the Boards of Education of Special  
Act School Districts**

## **INFORMATION SHEET**

Chapters 628 and 629 of the Laws of 2004 require the Commissioner of Education to appoint two public members to the board of education of each special act school district for four-year terms.

If you are interested in serving as a member of the board of education of a special act school district (listed below), the New York State Education Department is currently accepting applications for such service. In order to be considered for appointment, you must meet the legal requirements, specified in the attached affidavit, and submit the completed application, a letter of intent, a current resume and a properly executed affidavit to:

Peter LaPan, Supervisor  
Room 302 EB  
NYS Education Department  
89 Washington Avenue  
Albany, NY 12234

(Information must be typed or printed legibly; **and** faxed submissions will not be accepted.)

### **Special Act School Districts**

<b><u>Special Act School District</u></b>	<b><u>Location</u></b>
Randolph Academy Union Free School	Randolph (Cattaraugus County) Hamburg (Erie County)
Berkshire Union Free School District	Canaan (Columbia County)
Little Flower Union Free School District	Wading River (Suffolk County)
George Junior Republic Union Free School District	Freeville (Tompkins County)
Greenburgh-Graham Union Free School District	Hastings-on-Hudson (Westchester County)
Greenburgh Eleven Union Free School District	Dobbs Ferry (Westchester County)
Greenburgh-North Castle Union Free School District	Dobbs Ferry (Westchester County)
Hawthorne-Cedar Knolls Union Free School District	Hawthorne (Westchester County)
Mt. Pleasant-Cottage Union Free School District	Pleasantville (Westchester County)
Mt. Pleasant-Blythedale Union Free School District	Valhalla (Westchester County)

## **Description of Position**

The position is a member of the school board that is responsible for the education of the children attending the special act school district and must provide for the governance and oversight of the district's affairs, personnel and properties. To address the responsibilities, a board member is expected to work with other board members to establish a strong control environment, issue comprehensive policies, ensure the district operates in accordance with its mission and all legal requirements, monitor the district's financial condition and ensure the district hires qualified individuals.

Specifically, the board member would be expected to:

- Regularly attend and participate in board meetings and committee meetings where applicable;
- Read, review and inquire about materials that involve the school district, including board minutes, fiscal reports and other reports; and
- Use good judgment in analyzing all school district matters and act in good faith consistent with the best interests of the school district.

It should be noted that under section 2102-a of the Education Law, as added by Chapter 263 of the Laws of 2005, "Every trustee or voting member of a board of education of a school district or a board of cooperative educational services, elected or appointed for a term beginning on or after July first, two thousand five, shall, within the first year of his or her term, complete a minimum of six hours of training on the financial oversight, accountability and fiduciary responsibilities of a board member."

## **Candidate Qualifications**

- A candidate must be eligible to vote in the general election (i.e., over 18 years of age, a United States citizen and a New York State resident).
- A candidate must reside in the general vicinity of the special act school district (supervisory district in which the special act school district is located, contiguous supervisory district or non-component district, e.g., New York City would serve as the "general vicinity" for a special act school district located in the area served by the Southern Westchester BOCES).
- A candidate cannot be an officer or employee of the child care agency that appoints members to the board of education of the special act school district; serve as an officer or employee of the special act school district other than as a public member; have a prohibited interest in a contract with the special act school district under article 18 of the General Municipal Law; be an officer or employee of a school district, or a board of cooperative educational services (BOCES), or a public agency, as defined in subdivision 6 of section 4001 of the Education Law, that contracts with the special act school district; or be an officer or employee of an employee organization that represents employees of the special act school district, pursuant to article 14 of the Civil Service Law, or its parent employee organization.
- Preference will be given to candidates with a background in corporate or school finance; the governing board of an education corporation, another not-for-profit corporation or a school district; and/or the education or treatment of troubled youth.

## **Term of Appointment**

Applicants must be available to serve as a member of a special school district for a four-year term. All board members appointed by the Commissioner of Education will serve at the pleasure of the Commissioner.

## **Education Department Review**

Education Department staff will review the applications, letters of intent and other required documentation against the established criteria. Upon completion of the review process, the names of qualified candidates, together with relevant information, will be forwarded to regional teams for the purpose of interviewing candidates.

## **Interview of Candidates**

Candidates will be interviewed by regional teams comprised of members representing the following sectors: a district superintendent of schools; a duly licensed certified public accountant or public accountant; and individuals recommended by organizations representing superintendents of schools, boards of education and teachers; and individuals with disabilities and/or parents of individuals with disabilities.

# **APPLICATION**

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

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

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

1 Which special act school district would you like to serve as a member of the board of education? \_\_\_\_\_

2 Please describe any experience you may have in financial management.

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(Append additional information related to Item 2, if needed.)

3 Please describe any experience you may have as a member of the governing board of an education corporation, another not-for-profit corporation or a school district.

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(Append additional information related to Item 3, if needed.)

4 Please describe any experience you may have in the education or treatment of troubled

youth.

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(Append additional information related to Item 4, if needed.)

- 5 Please explain your reasons for wanting to serve as a member of the board of education of a special act school district board.

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(Append additional information related to Item 5, if needed.)

- 6 Please describe any unique training or experience you believe makes you especially qualified to serve on the board of education of a special act school district.

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(Append additional information related to Item 6, if needed.)



7 Have you been convicted of any crime in New York State or in any other jurisdiction or have criminal charges currently pending against you? **No** or **Yes** (circle one)

If you have answered “**yes**” to the above question, please provide specifics, including the dates and nature of the conviction(s) and the circumstances of the conviction(s).

**(PLEASE NOTE:** prior criminal convictions will be assessed in accordance with the standards contained in sections 752 and 753 of the Correction Law.)

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(Append additional information related to Item 7, if needed.)

**Additional Comments** (optional): \_\_\_\_\_

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(Append additional information, if needed.)

**PLEASE FORWARD A PROPERLY EXECUTED AFFIDAVIT OF RESIDENCY/QUALIFICATIONS ALONG WITH A LETTER OF INTENT, THE COMPLETED APPLICATION AND A CURRENT RESUME TO:**

Peter LaPan, Supervisor  
Room EB 302  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234

(Information must be typed or printed legibly; and faxed submissions will not be accepted.)

**AFFIDAVIT OF RESIDENCY/QUALIFICATIONS FOR SERVICE  
ON THE BOARD OF EDUCATION  
OF A SPECIAL ACT SCHOOL DISTRICT**

By executing this instrument, I do hereby affirm that:

- I am a citizen of the United States;
- I reside at the address specified in my application;
- I am at least 18 years of age;
- I am able to read and write in English;
- I am not an officer or employee of the special act school district or of a child care agency that appoints members to the board of education of the special act school district on which I wish to serve;
- I am not an officer or employee of an employee organization that represents employees of the special act school district on which I wish to serve, pursuant to article 14 of the Civil Service Law, or its parent organization;
- I am not an officer or employee of a school district or a BOCES or public agency, as defined in subdivision 6 of section 4001 of the Education Law, that contracts with the special act school district on which I wish to serve;
- To the best of my knowledge, I do not have a prohibited interest in a contract, within the meaning of article 18 of the General Municipal Law, with the special act school district on which I wish to serve; and
- To the best of my knowledge, I am currently willing, qualified and able to fulfill a term of four years if selected for appointment to the board of education of the special act school district on which I wish to serve.

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

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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