So, You Want to Be a Board Member?

North Dakota School Boards Association
Lunch & Learn | March 2022

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THANK YOU!

Agenda

Who can be a school board member?

Becoming a school board member

Expectations for school board members

The work of school boards

Limitations of school boards

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Who can be a school board member?

Requirements

- Must be a qualified elector of the district
  - 18 years of age or older
  - Reside in the district AND the corresponding precinct if applicable for at least 30 days prior to the election
  - A U.S. Citizen

Prohibitions

- Criminal conviction IF the school district is located on tribal land AND the applicable tribal government has prescribed such a conviction as a disqualification for public office
- Being a *CURRENT* teacher in the district

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Becoming a Board Member

- School districts are required to hold annual elections between April 1 and June 30 and sometimes special elections
- Precincts or at-large
- Newly elected members take office in July

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Annual Elections How do I get on the ballot?

- Statement of Intent and Statement of Interests filed with business manager 64 days before the election (example: April 11, 2022)
- Election day – June 14, 2022
- School board canvasses votes and declares results 13 days after the election (example: June 27, 2022)
- Business manager provides written notice to winners within 3 days of canvass
- Oath of Office must be taken within ten days after the canvass

DEADLINES FOR 2022

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Statement of Intent

School Board Election

Letter of Intent

I hereby declare my intent to place my name on the ballot for the position of Fargo School Board Member in the June 14, 2022 Fargo Public School District Election.

I would like my name to appear on the ballot as follows: _____

I am aware that I cannot remove my name from the ballot after the filing deadline of April 11, 2022.

_____
Signature

_____
Date

Statement of Interests

COMPLETE, PRINT, SIGN AND MAIL

STATEMENT OF INTERESTS
SECRETARY OF STATE
SFN 10172 (10-2015)

Secretary of State
State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500
Telephone: (701) 328-4146
Toll-Free: (800) 352-0867, option 6
Fax: (701) 328-3413
Email: soselect@nd.gov
Website: Vote.ND.Gov

SEE PAGE 4 FOR INSTRUCTIONS

References to the Statement of Interests are found in North Dakota Century Code, Chapter 16.1-09.

FILING REQUIREMENTS FOR STATEMENT OF INTERESTS

1. Every candidate for elective office shall file a Statement of Interests with the appropriate filing officer with whom the candidate filed his/her Certificate of Endorsement SFN 17196 or Petition/Certificate of Nomination SFN 2704.
   a. Candidates for President and Vice President of the United States shall file with the Secretary of State either a Statement of Interests as required by Chapter 16.1-09 of the North Dakota Century Code or a copy of the personal disclosure statement required by the Federal Election Commission.
   b. Candidates for US Senate and US House of Representatives shall file this form with the Secretary of State or a copy of the personal disclosure statement required by the Federal Election Commission.
   c. Candidates for statewide office shall file with the Secretary of State.
   d. Candidates for legislative office shall file with the Secretary of State.
   e. Candidates for Garrison Conservancy and Soil Conservation district shall file with the County Auditor in their county of residence.
   f. Candidates for District Judge shall file with the Secretary of State.
   g. Candidates for county offices shall file with the County Auditor.
   h. Candidates for city offices shall file with the City Auditor.
   i. Candidates for school district offices shall file with the School Business Manager of the school district.

   The Statement of Interests shall be filed at the same time a Petition/Certificate of Nomination or Certificate of Endorsement is filed.

   Candidates filing a Statement of Interests for the primary election need not re-file for the general election.
2. Every person appointed by the Governor to a state agency, board, bureau, commission, department, or occupation or professional licensing board shall file a Statement of Interests with the Secretary of State no later than the announcement of the appointment.

Please refer to the instructions provided on page 4 of the Statement of Interest for answering specific questions before completing this form.

Please Print

OR

ITEM A

PRINCIPAL OCCUPATION/SOURCE OF INCOME (Check One)

☐ Farmer ☐ Military ☐ Investor or Retired ☐ Clerical and Sales ☐ Government Employee
☐ Business Owner ☐ Laborer ☐ Professional ☐ Craftsman ☐ Student
☐ Other _____

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Special Elections or Appointments

How do I get on the ballot?

Appointments	Special Elections
• School district policy*	• Recall • Reorganization • Filling an empty seat*

*Individual will finish the remainder of the term

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You're Elected – Now What?

- 5/7/9 member boards
- Most terms are three years (some are four)
- No statutory limit on number of terms you may serve
- Compensation differs from district to district + reimbursement

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Expectations for Board Members

- Monthly meetings + prep work
- Special meetings & committee meetings
- Regular attendance
- Declare conflicts of interest
- Adhere to applicable laws (open meeting, public record, employment, etc.)
- Value student achievement

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Conflict of Interest NDCC References

- NDCC §15.1-07-17
- NDCC §44-04-22

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Conflicts of Interest

NDCC 15.1-07-17

- More specific
- Requires an expenditure of funds
- Has a penalty – Class A misdemeanor
- **Requires disclosure & consent**

NDCC 44.04-22

- More general
- Does not require an expenditure of funds
- No penalty in code
- **Requires disclosure & consent**

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Not in law – may be in district policy.

Ethics for Board Members

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Ethical behavior

- BEING RESPECTFUL
- ACTING IN THE BEST INTEREST OF THE DISTRICT
- FOLLOWING THE CHAIN OF COMMAND
- ACTING WITH INTEGRITY AND HONESTY
- FOLLOWING POLICY
- WORKING AS A TEAM

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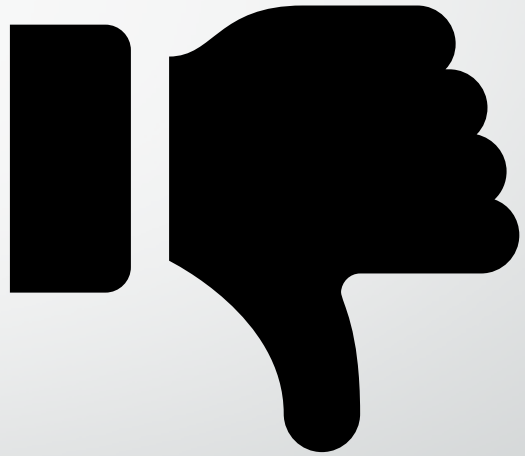
Unethical behavior

- PROMOTING PERSONAL AGENDA
- MICROMANAGING
- VIOLATING TRUST
- ATTACKING OTHERS IN PUBLIC
- USING THE OFFICE FOR PERSONAL GAIN
- NOT MAINTAINING CONFIDENTIALITY



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What is the job of a board member versus that of the superintendent and business manager?

Roles & Responsibilities

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Four Areas of Leadership

VISION

STRUCTURE

ACCOUNTABILITY

ADVOCACY

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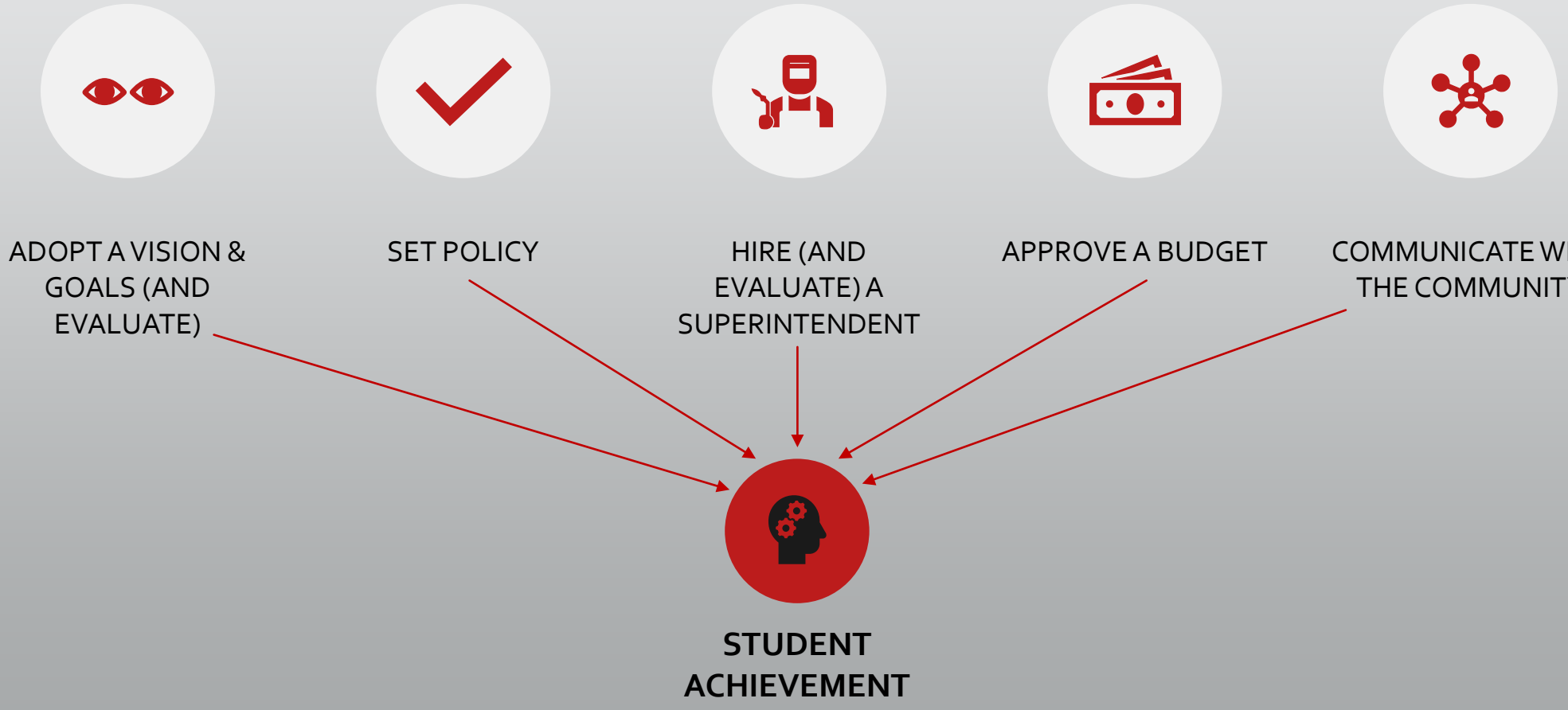
Five Key Jobs



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ROLES AND RESPONSIBILITIES

Roles/Responsibilities	School Board	Superintendent
1. General	Governs the district	Advises the board
2. Policy	Adopts	Suggests and implements
3. Meetings	In charge of	Serves as resource person
4. Budget/Finance/Audits	Adopts and monitors	Prepares, administers, monitors, details
5. Instruction	Establishes criteria, approves and monitors	Recommends, oversees staff
6. Personnel	Establishes criteria, approves or rejects	Interviews, recommends, hires, evaluates, promotes, trains
7. Community Relations	Creates a positive image for district	Creates a positive image for district, directs communications
8. Labor Relations	Provides guidelines, ratifies contracts	Monitors process within guidelines
9. Student Services	Adopts policies for care and control	Recommends, implements, directs
10. Facilities/Food Service/ Transportation	Develops policy	Implements policy, writes rules and regulations, makes recommendations

The school board DOES NOT run the schools, it sees that they are run well.

RESOURCE:

NDSBA School Board Member Toolkit

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So, What's Not My Job?

- Hiring staff other than the superintendent and business manager
- Day-to-day student discipline
- Staff reprimands, complaints, or evaluations
- Operational decisions
- Parent complaints

The school board DOES NOT run the schools, it sees that they are run well.

Potential Repercussions

- Censure
- Loss of leadership positions
- Loss of committee assignments
- District liability
- Personal liability? It depends.

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Questions?

Contacts

- Your business manager
- Board members in your district
- Board members you know

www.ndsba.org

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