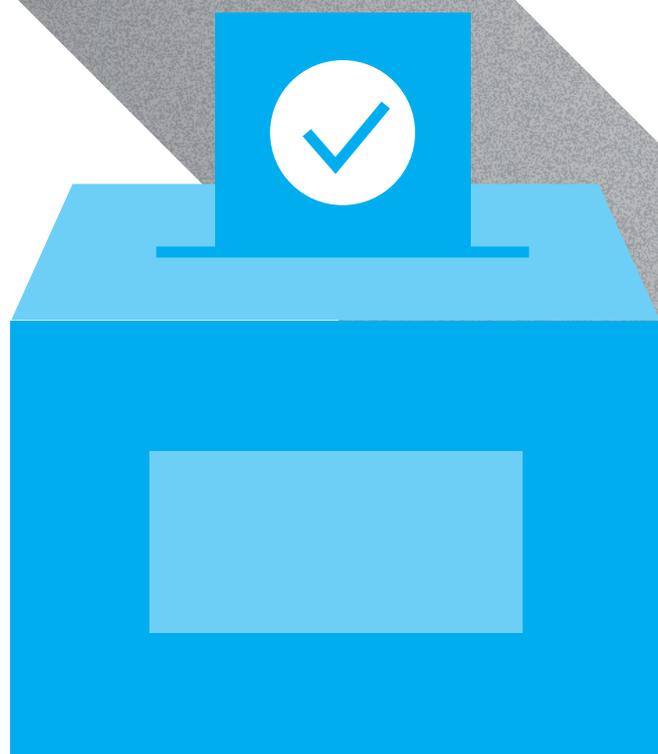


Conseil scolaire acadien provincial Elections Candidate Guide

A Resource for School Board
Candidates in the 2020 Elections



Are you thinking of becoming a Conseil scolaire acadien provincial (CSAP) member?

It's one of the most rewarding ways to contribute to your community.

The CSAP has responsibility for the delivery and administration of French-first-language programs in Nova Scotia. The operational language of CSAP is French.

This guide has been compiled to assist individuals thinking about running for this year's school board election. Inside you will find material prepared to help you during your campaign including qualifications, campaign tips, FAQs, the role of CSAP and members, and important dates. The following information is also available on the CSAP and EECD websites.

You will note some information in this document is hyperlinked, however if you choose to print it, here are the links you'll need to know:

Municipal Affairs

www.novascotia.ca/dma/

Municipal Elections Act

<http://nslegislature.ca/legc/statutes/muncpel.htm>

Education Act

[https://nslegislature.ca/sites/default/files/legc/statutes/education%20\(csap\).pdf](https://nslegislature.ca/sites/default/files/legc/statutes/education%20(csap).pdf)

Becoming a School Board Member

Things to consider:

Individuals who run for school board office have the potential to contribute a unique set of skills, values, and experience to the school board. Critical questions for potential board members to ask themselves include:

- Do I have a sincere interest in public education?
- Do I want to make a difference in the lives of children and young people?
- Do I respect concerns of families and the community?
- Do I appreciate the need for effective communication?
- Am I prepared to commit the significant time required to research issues and prepare for and attend meetings?
- Am I a team player?
- Do I demonstrate an interest in providing leadership?

Qualifications:

Candidates for CSAP must:

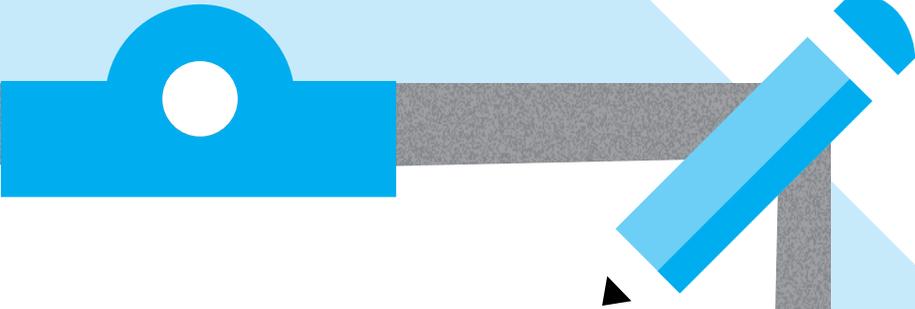
- be 18 years of age at the time of nomination
- be a Canadian citizen
- be a Nova Scotia resident for six months prior to the nomination day (i.e., residence as of, or prior to, March 7, 2020), and continue to so reside
- be entitled persons as defined in the Education (CSAP) Act; this includes an individual
 - a) whose first language learned and still understood is French; or
 - b) who received primary school instruction in Canada in a French first-language program; or
 - c) who is the parent of a child who is receiving or has received primary or secondary school instruction in Canada in a French-first-language program
- not have been disqualified under the [Municipal Elections Act](#)



The “school region” is the area over which a school board exercises jurisdiction. The jurisdiction (school region) of CSAP is the entire province.

An “electoral district” refers to the district from which each board member is elected. CSAP electoral districts do not always line up with municipal polling districts. Please check with your municipal office for specific information on your electoral district.

You do not need to reside in the particular electoral district, as long as you meet the residency requirement of six months in the province.



Roles and Responsibilities

Key Roles

To promote, preserve and protect Acadian culture and the French language.

Communicator: The school board maintains regular communication with community members to address public education issues of local importance. Board members participate in local school activities.

Planner: CSAP develops plans to address student needs.

Policy Maker: CSAP helps to create policies that outline expectations of board administration, teachers, and students.

Supporter: CSAP supports parents, students, and the community on education issues that affect our system.

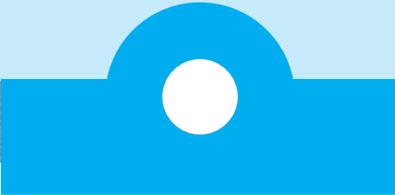
Educator: CSAP makes important decisions that determine the direction and quality of public education.

Key Responsibilities

School board members act in a collective manner to carry out the following responsibilities:

Student Achievement

- Improve student achievement.
- Lead educational reform.
- Serve as an advocate for all students in the school board.
- Respond to local educational concerns.
- Ensure equity in distribution of resources.



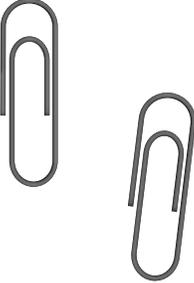
Leadership

- Create a vision and mission for education consistent with provincial objectives.
- Empower the administrators, educators, and the community to carry out the vision.
- Provide a crucial link between public values and professional expertise.
- Represent the community's interest in the governance of schools.
- Promote cooperative initiatives with local agencies.
- Act as a communication link between the public and board administration.

Policy Making and Oversight

- Establish short-term and long-term goals.
- Set school and performance indicators.
- Select and appoint the Superintendent and provide direction and support to them.
- Focus on policy versus daily administration.
- Develop policies and procedures.
- Comply with legislation.

Financial Oversight

- Plan and approve budget.
 - Ensure budget is balanced.
 - Demonstrate financial accountability.
 - Allocate funds efficiently.
 - Provide oversight of service contracts.
 - Work with the Province to ensure education is properly funded.
 - Develop partnerships to maximize resources.
- 

Evaluation

- Conduct self-evaluation activities to check for effectiveness.
- Monitor public satisfaction with school board accountability through informal and formal methods.
- Evaluate superintendent performance annually.

Nominations

In order to run for CSAP elections, you will need nominations:

- The nomination deadline is September 8, 2020.
- A candidate is nominated for one office, in writing, by at least five qualified voters. The five voters who nominate the candidate must be on the list of electors and must be qualified to vote for the candidate.
- A nomination fee of \$200 maximum is required (unless reduced or eliminated by the local municipality).
- Nomination papers must be filed with the Returning Officer for the district in which you are running.
- Your deposit will be refunded if you
 - a) remove all campaign signs within seven days of election,
 - b) return all copies of the voters list in your possession and sign an affidavit to that effect, and
 - c) are elected or acclaimed, or
 - d) receive half as many votes as the successful candidate.

For detailed information on nominations, contributions, and obtaining an agent, visit the [Candidate's Guide to Municipal and School Board Elections](#).



Tips for Successful Campaigns

Here are some tips for running your campaign:

- Organize a “team of friends” or supporters who will help you spread the word.
- Speak informally whenever possible to members of your community about why you wish to run for school board election and why they should vote for you.
- Book speaking engagements at the local Chamber of Commerce or other business meetings in your area.
- Use social media. Share information on Twitter and start a Facebook group or event specifically for your campaign. Encourage friends and colleagues to share.
- Reach out to the local media and encourage them to interview you. There are many local reporters using social media as well, you can send them a tweet!
- Conduct a telephone campaign—members of your “team of friends” could call with a standard script.
- Place a paid advertisement in your local or community newspaper.
- Develop a brochure or information card that speaks to your strengths and why you are interested in serving on the school board. Go door to door.
- Place signs around your community.
- Share information with voters about the role of school board members, and the importance of voting in the election. Include information on voter eligibility.

NOTE: When printing election brochures, signage, or other print materials, be sure you’re adhering to the guidelines laid out by Municipal Affairs ([Candidate’s Guide to Municipal and School Board Elections](#)).

Campaign Costs

Through the use of social media, it is possible to conduct a cost-effective campaign, but it is important to remember not everyone is “online.” The most significant costs will be for creating campaign materials and for paid advertisements. You should wait until it’s confirmed that another candidate is running in your school board district before determining what and how much material you will print.

You should estimate \$1,000–\$1,500 as a bare minimum for your campaign. School board candidates are required to pay a deposit of \$200 with your nomination papers. If the school board district and/or region spans more than one municipality, you are only required to make one deposit. You can gather donations for your campaign, however candidates must disclose the name of donors who exceed a \$50 donation. There are no income tax credits or deductions available to donors contributing to school board elections.

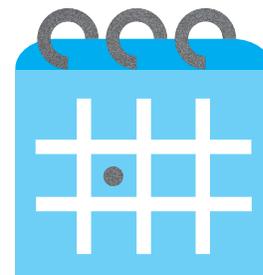
NOTE: Please see the [Candidate’s Guide to Municipal and School Board Elections](#) for extensive information on financing your campaign.



Nova Scotia

The jurisdiction (school region) of CSAP is the entire province with 22 schools.

★ CSAP School



Important Dates

The following dates are stipulated by the Municipal Elections Act, and all candidates and official agents should be aware of them:

March 7 th , 2020	Candidates must have been residents of the school region in which they intend to run as of this day (and continue to be residents)
September 8 th , 2020	Deadline for nominations, deposit, and appointment of official agent
September 9 th , 2020	Deadline for candidates to withdraw candidacy
October 8 th & 10 th , 2020	Optional advance poll days (varies by municipality)
October 13 th , 2020	Mandatory advance poll days
October 17 th , 2020	Election day
October 24 th , 2020	Candidates to return voters lists and remove signs or they will lose their deposit

Frequently Asked Questions



► **When is the CSAP election?**

The CSAP election is held every four years together with municipal elections. This year they are on October 17, 2020.

► **What does the CSAP do?**

The CSAP plays a crucial role in shaping our youth through the French as a first language education system. In partnership with the community, parents, schools, and the Department of Education and Early Childhood Development, CSAP is responsible for ensuring that children receive the best French language education possible. It is their responsibility to ensure that people are aware of the school board's role, its accomplishments, and why good public education is crucial to the economic and social health of a community.

► **Who is CSAP accountable to?**

CSAP is accountable to the Minister of Education and Early Childhood Development.

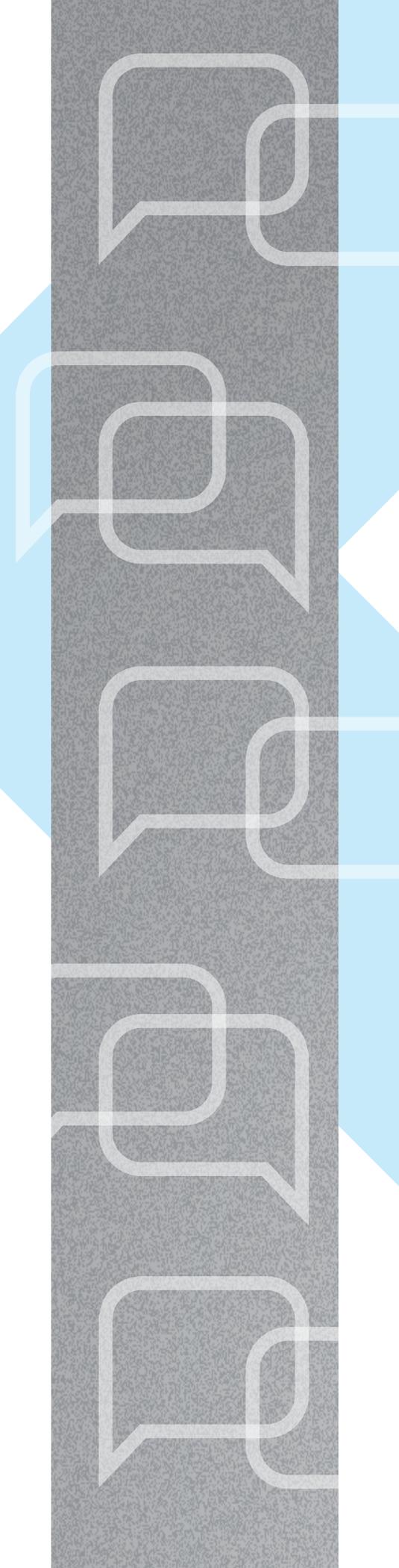
► **Who serves as school board members?**

School board members are people from various backgrounds. They are retirees, homemakers, professionals, trades people, university students—the list goes on. The one thing these people all have in common is an interest in children's French as a first language education and the desire to serve their communities.

► **What are the key accountabilities for individual board members?**

All members of CSAP must maintain a focus on the achievement of all students enrolled in the board, act in the best interest of the board, and fulfil the duties of the board as outlined in the Education Act.





► **Who is eligible to vote for CSAP members?**

All “entitled persons” are eligible and encouraged to vote as long as they are at least 18 years of age, are voting in the school board electoral district in which they reside, and meet the criteria as outlined in the [Candidate’s Guide to Municipal and School Board Elections](#). An “entitled person” is defined as someone who has French as their first language learned and still understood, or who received their primary school education in French in Canada following a French-first-language program, or has a child who has received or is receiving primary or secondary education in Canada following a French-first-language program are eligible to vote for CSAP members. By requesting a ballot for the CSAP election, voters are declaring their eligibility to vote.

► **What are electoral districts and how are they determined?**

For the purposes of electing members to the school board, each region is divided into electoral districts. The Education Act grants authority to the Nova Scotia Utility and Review Board (UARB) to determine the number of electoral districts within a school region and the boundaries of the electoral district. The school board is required to submit an application to the UARB every eight years to confirm or change the number and boundaries of the electoral districts in the school region.

► **When will I know the official results of the election?**

The election results that are announced on election night are unofficial. The official addition of the votes is conducted by the Returning Officer, who records the results entered on the written statements of poll from each polling station. The municipal Returning Officer conducts the official addition for all of the elections in the municipality. The school board Returning Officer conducts the official addition for the school board election(s) that the Returning Officer was responsible for.

► **If elected is there training for school board members?**

CSAP offers a training session for board members to familiarize them with policies and procedures.