

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

**INFORMATION PACKET FOR
PROSPECTIVE BOARD OF EDUCATION CANDIDATES**

Included in this packet, please find the following information:

1. Informational letter regarding vacant positions
2. School Board Policy: Board of Education Members: Qualifications
Board of Education Members: Nomination & Election
Reporting of Expenditures and Contributions
3. Petition for Board of Education membership
4. Information regarding campaign expenses
...Regulations governing campaign expenses
...Questions and answers
...Campaign expense statements
5. Drawing by lot to determine ballot placement
6. Budget Brochure information needed for candidate

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

MEMORANDUM

TO : Candidates for the Board of Education

FROM: Joseph Lenz, Clerk, Board of Education

RE : Upcoming Election

DATE : March 1, 2018

At the upcoming Board of Education election to be held May 15, 2018 there will be **two (2)** positions up for election. The positions are full three-year terms to begin July 1, 2018 and terminate June 30, 2021.

If you have any questions regarding the upcoming election, please feel free to telephone me at 355-9200, extension 4002.

Saa
Election

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

MEMORANDUM

TO : Candidates for the Board of Education

FROM: Joseph C. Lenz, Clerk, Board of Education

RE : Regulations Governing Campaign Expenses Effective May 29, 1981

DATE : March 1, 2018

Section 1528 of the Education Law sets forth requirements for the filing of statements of election expenditures. Provided for your information is a question and answer sheet to help you understand what is required. Also attached are copies of statement forms you may use to meet the requirements of this Law if your expenses do not exceed \$500.00.

Please have your expense statement notarized before it is filed.

If you have any questions, please contact me.

Saa
Election

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

MEMORANDUM

TO : Candidates for the Board of Education

FROM: Joseph C. Lenz, Clerk, Board of Education

RE : Campaign Expenses

DATE : March 1, 2018

Chapter 1528 of the Education Law requires all candidates for election to a Board of Education to file sworn statements of campaign expenses. The following questions and answers are intended to be of assistance in the implementation of the Law:

With whom must a candidate file?

Any candidate for election, if he expended nothing or his only expenditures were for personal expenses, which when taken together with the total expenditures incurred by others on his behalf and with his approval do not exceed \$500.00, shall not be required to file any statements with the Commissioner of Education. However, such candidate shall file with the Clerk of the School District, a sworn statement to the effect that his election expenditures did not exceed \$500.00.

Is there a specific formation for filing?

No. The format is left to the discretion of the candidate. However, the school district has provided forms for your use.

What information must be included in the filing?

The filing must be set forth all monies for other valuable things which he has paid, given, expended or promised, or which have been incurred for or on his behalf with his approval by any person, firm, association or corporation for the purpose of aide in his nomination or election or to defeat any other candidate in the election.

Must a candidate file if he incurs little or not personal expenditures and/or if expenditures incurred by others with his approval are minimal?

Yes. Every candidate must at least file with the school district clerk. Any itemization is necessary if expenditures exceed \$500.00. When the candidate's only expenditures were for personal expenses which, were taken together with the total expenditures incurred by others on his behalf and with his approval are under \$500.00, a sworn statement must be filed indicating that his election expenditure did not exceed \$500.00.

What are personal expenses for the purpose of this Law?

Expenses directly and personally incurred and paid by the candidate including traveling expenses and expenses incidental thereto, expenses for writing, printing and preparing for transmission letters, circulars or other publications not issued at regular intervals, setting forth his position or view on public or other questions, expenses for stationery, postage, telephone, telegraph and other message services.

What filing is required if expenditures are made by a person or persons on behalf of a candidate without his approval?

The person or persons making such expenditures without the candidate's approval must file a sworn statement with the Clerk and Commissioner stating that the candidate did not approve such expenditures. Such expenditures are limited to \$25.00 and shall not be included in determining the total expenditures of \$500.00 mentioned above.

When must statements be filed?

A first statement must be filed on or before the 30th day (which may be a Saturday) preceding the election. A second statement must be filed on or before the 5th day before the elections. A third statement within 20 days succeeding the election. A statement will be deemed properly filed when it is deposited in any established post office within the time indicated above, duly stamped, registered and directed to the Clerk of the School District in which the filer is a candidate and to the Commissioner of Education.

Saa
Election

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

TO : Clerk of the Board of Education
Schalmont Central School District at Rotterdam

In accordance with Chapter 151 of the Laws of 1981, this is to certify that my election expenditures to date have not exceeded \$500.00.

Signature: _____

Date: _____

Second Statement:

Sworn before me this 5th day preceding the election.

Note: Authorized expenditures to elect exceeding \$500.00 must be itemized and submitted both to the District Clerk and to the Commissioner of Education, New York State Education Department, Albany, New York 12234.

Saa
Election

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

TO : Clerk of the Board of Education
Schalmont Central School District

In accordance with Chapter 151 of the Laws of 1981, this is to certify that my election expenditures to date have not exceeded \$500.00.

Signature: _____

Date: _____

Third Statement:

Sworn before me this 20th day succeeding the election.

Note: Authorized expenditures to elect exceeding \$500.00 must be itemized and submitted both to the District Clerk and to the Commissioner of Education, New York State Education Department, Albany, New York 12234.

Saa
Election

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

MEMORANDUM

TO : Candidates for the Board of Education

FROM : Joseph C. Lenz, Clerk, Board of Education

RE : Board of Education Members: Qualifications
Board of Education Members: Nomination & Elections

DATE : March 1, 2018

Board Policy 1210 Qualifications, 1220 Nomination & Election and 1230 Reporting of Expenditures and Contributions are attached for your information.

Saa
Election

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

MEMORANDUM

TO : Candidates for the Board of Education

FROM: Joseph C. Lenz, Clerk, Board of Education

RE : Drawing by Lot

DATE : March 1, 2018

Education Law requires the Clerk of the Board of Education to hold a drawing by lot to determine the order in which names of Board of Education candidates will be placed on the ballot. If you cannot appear at the drawing, a person to whom you have given a written proxy to act in your place may represent you. If you neither appear nor send another person with a written proxy, the Clerk of the Board of Education is authorized to act as proxy.

The Clerk of the Board of Education shall conduct the drawing on **April 17, 2018 at 10:00 a.m.** in the District Office, 4 Sabre Drive, Schenectady, New York.

If you have any questions, please contact me.

Saa
Election

SCHALMONT CENTRAL SCHOOL DISTRICT

PETITION FOR BOARD OF EDUCATION MEMBERSHIP

TO : Clerk of the Board of Education
Schalmont Central School District at Rotterdam

The undersigned, qualified voters of the above school district, do, by this petition, nominate a candidate for the office of Member of the Board of Education of the Schalmont Central School District, Town of Rotterdam, New York, to be voted on at the annual election of such school district, designated to be held on **Tuesday, May 15th, 2018** between the hours of 6:00 AM and 9:00 PM, EDST.

The following candidate whose name and residence is set forth below is nominated for the office of Member of the Board of Education in said district.

NAME	ADDRESS
Each candidate's petition must contain at least 25 signatures and must be filed in the District Office, 4 Sabre Drive, Schenectady, NY by 5:00 PM on Monday, April 16, 2018.	

NAME	ADDRESS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

CANDIDATE NAME

ADDRESS

NAME

ADDRESS

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

30. _____

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

TO : Clerk of the Board of Education
Schalmont Central School District at Rotterdam

In accordance with Chapter 151 of the Laws of 1981, this is to certify that my election expenditures to date have not exceeded \$500.00.

Signature: _____

Date: _____

First Statement:

Sworn before me this 30th day preceding the election.

Note: Authorized expenditures to elect exceeding \$500.00 must be itemized and submitted both to the District Clerk and to the Commissioner of Education, New York State Education Department, Albany, New York 12234.

Saa
Election