

**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 (2121)  
Board of Education Members: Nomination & Election (2120)  
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: Rachael France, Clerk of the Board  
RE : Upcoming Election  
DATE : March 2, 2026

At the upcoming Board of Education election to be held **May 19, 2026**, there will be **two** positions up for election. **The two positions are full three-year terms to begin July 1, 2026 thru June 30, 2029.**

If you have any questions regarding the upcoming election, please feel free to email me at [rfrance@schalmont.net](mailto:rfrance@schalmont.net) or by telephone at 518-355-9200 ext. 4004.

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

**MEMORANDUM**

TO : Candidates for the Board of Education

FROM : Rachael France, Clerk of the Board

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

DATE : March 2, 2026

Board Policy 2121 Board Member Qualifications, Policy 2120 School Board Election and Chapter 151 of the Laws of 1981, Reporting of Expenditures and Contributions, are all attached for your information.

## SCHALMONT CENTRAL SCHOOL DISTRICT

**2121**

( ) Required  
( ) Local  
**(X) Notice**

### **BOARD MEMBER QUALIFICATIONS**

The qualifications of a member of the Schalmont Central School District Board of Education are that the individual:

1. must be able to read and write;
2. must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be an incompetent;

(Note: a convicted felon is barred from running for a seat on a board of education if their maximum prison sentence has not expired or if they have not been pardoned or discharged from parole)

3. must be and have been a resident of the school district for at least one year prior to election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the Schalmont school district; and
7. may not simultaneously hold another conflicting public office.

Ref: Education Law §§2102; 2103; 2502(7)  
Election Law §5-106(2)-(4), (6)  
*Rosentock v. Scaringe*, 40 N.Y.2d 563 (1976)  
*Matter of Schoch*, 21 EDR 300 (1981)

Adoption date: March 9, 2021

## SCHALMONT CENTRAL SCHOOL DISTRICT

2120

( ) Required  
( ) Local  
**(X) Notice**

### SCHOOL BOARD ELECTIONS

The elections of members of the Board of Education shall be held on the third Tuesday in May, unless the Board requests that the Commissioner approve changing the election date to the second Tuesday in May, or unless the Governor/Board of Education deems a different date is warranted. The request is due to the Commissioner by March 1<sup>st</sup>. The polls shall be open for those hours designated by the district. The following items shall be voted upon:

1. the annual budget,
2. any vacancies on the Board of Education, and
3. any special propositions that have been properly presented.

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, shall contain the signatures and addresses of at least 25 qualified voters of the district or two percent of the voters who voted in the previous election, whichever is greater, and shall state the name and residence of the candidate. Each petition shall be filed with the District Clerk not later than 30 days preceding the Annual Meeting and Election at which the candidates so nominated are to be elected, between 9:00 a.m. and 5 p.m.

The District Clerk will supervise the election. The District Clerk will give notice immediately to each person declared elected to the Board, informing them of the election and their term of office.

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Displays or handout items of any political nature, except those provided by law, shall be prohibited by any individual, group or organization in any school building on those days when the polls are open for voting on school district matters.

Cross-ref: 1050, Annual Election and Budget Vote

Ref: Education Law §§2012; 2013; 2014; 2018; 2018-a; 2019-a; 2031; 2035

Adoption date: March 9, 2021

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

**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 19, 2026** between the hours of **6:00 a.m. and 9:00 p.m. EST.**

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.

---

**CANDIDATE NAME**

---

**CANDIDATE HOME ADDRESS**

---

**PHONE NUMBER**

---

**EMAIL 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 4:00 p.m. on Monday, April 20, 2026.**

**NAME**

**ADDRESS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**SCHALMONT CENTRAL SCHOOL DISTRICT**  
**PETITION FOR BOARD OF EDUCATION MEMBERSHIP**

<hr/> <b>CANDIDATE NAME</b>	<hr/> <b>CANDIDATE HOME ADDRESS</b>
<hr/> <b>PHONE NUMBER</b>	<hr/> <b>EMAIL ADDRESS</b>
<hr/> <b>NAME</b>	<hr/> <b>ADDRESS</b>
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**

**MEMORANDUM**

TO : Candidates for the Board of Education  
FROM : Rachael France, Clerk of the Board  
RE : Regulations Governing Campaign Expenses Effective May 29, 1981  
DATE : March 2, 2026

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.** (Note: We have notaries located in the District Office.)

If you have any questions, please contact me.

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

**MEMORANDUM**

**TO : Candidates for the Board of Education**  
**FROM : Rachael France, Clerk of the Board**  
**RE : Campaign Expenses**  
**DATE : March 2, 2026**

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 indication that his election expenditure did not exceed \$500.00.

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

***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.

**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.

**(Due, Monday, April 20, 2026; at the same time the “Petition for Board of Education Membership” is due by 4:00 p.m. EST.)**

---

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.

**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. (**Due Thursday, May 14, 2026**)

---

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.

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

Third Statement:

Sworn before me this **20th day succeeding** the election. (**Due Monday, June 8, 2026**)

---

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.

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

**MEMORANDUM**

TO : Candidates for the Board of Education

FROM : Rachael France, Clerk of the Board

RE : Drawing by Lot

DATE : March 2, 2026

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 **Monday, April 20, 2026 at 4:05 p.m.** in the District Office, 4 Sabre Drive, Schenectady, New York.

If you have any questions, please contact me.