



Public Schools of the Tarrytowns

ADMINISTRATIVE OFFICES 200 North Broadway • Sleepy Hollow, New York 10591 914-631-9404 Fax 914-332-6283

Christopher Borsari
Superintendent of Schools
914-631-9404
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Director of Human Resources
914-631-9406
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Kevin A. Ziemba
School Business Administrator
914-631-9401
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To: Candidates for School Board Elections

From: Nelly Valentin, District Clerk

Re: **Information for Candidates**

1. Election Details: The election will take place on Tuesday, May 15, 2018, between the hours of 7:00AM and 9:00PM. There are three seats open, effective July 1, 2018, each for a three-year term.
2. Legal Qualifications for Candidates: Candidates must be a citizen of the United States, at least 18 years old, and a resident of the District for at least thirty days preceding the election.
3. Petitions: Attached is a supply of petitions, to be returned to the District Clerk by 5:00PM on Monday, April 16, 2018. The petition must be signed by at least 25 qualified district voters or two percent of the number of those who voted in the previous annual election, whichever number is greater.
4. Position on Ballot: New York State Education Law specifies that the determination of position of candidates' names on the ballot be done by a drawing. This will take place at 9:00AM on Tuesday, April 17, 2018. Candidates may name a designee if they cannot be present, and must indicate how they wish their name printed on the ballot.
5. Expenditure Statements: State law requires all candidates for election to a board of education to file a sworn statement with the district clerk disclosing their campaign expenses. If expenditures made by the candidate or by others on the candidate's behalf exceed \$500, a statement also should be filed with the commissioner of education. Expenditures of not more than \$25 may be made without the candidate's permission if the donor or donors file a sworn statement with the clerk and the commissioner stating that the candidate did not approve the expenditure. (See attached forms)
6. Registration: This will take place on Tuesday, May 8, 2018 from 4:00PM until 8:00PM, in the Board Room of the Administration Building, 200 North Broadway, Sleepy Hollow, NY. Qualified voters must be a citizen of the United States, at least 18 years of age and a resident of the school district for at least 30 days prior to the election.

7. **Electioneering:** Law specifies that electioneering (defined as attempting to influence a vote) shall be prohibited within 100 feet of the entrance to any polling place. This includes al buttons, literature, posters, etc., in addition to verbal persuasion.
8. **Absentee Ballots:** Applications for absentee ballots are available from the District Clerk. If the applicant is found to be a registered voter with a valid reason for absentee voting, a ballot will be issued or mailed as soon as it is available. By law, ballots which are to be mailed back must be sent out at least seven days prior to the vote. All ballots must be received by the District Clerk by **5:00PM** on the day of the election, Tuesday, May 15, 2018. Absentee ballots are mailed automatically to the list of permanently sick and disabled voters provided by the Westchester County Board of Elections.
9. **Candidates' Workshop:** The Westchester-Putnam School Boards Association Workshop for prospective candidates will be held on Thursday, April 12, 2018, at the White Plains City School District, Education House, 5 Homeside Lane, White Plains, NY, from 7:00PM-9:15PM. Candidates should sign up directly with Westchester-Putnam School Boards Association, www.wpsba.org, or by calling 914-345-8737.
10. **FURTHER INFORMATION:** Please don't hesitate to contact me with any questions: 332-6241.

PUBLIC SCHOOLS OF THE TARRYTOWNS
200 NORTH BROADWAY
SLEEPY HOLLOW, NEW YORK 10591

CANDIDATE PETITION

TO THE CLERK OF THE BOARD OF EDUCATION OF THE PUBLIC SCHOOLS OF THE TARRYTOWNS,
located in Sleepy Hollow, New York:

WE, THE UNDERSIGNED, do hereby state that we are duly qualified voters in the above named school district, and we hereby nominate the following named person as candidate for a three-year term of member of the Board of Education of said school district. Signatures, with addresses, of at least twenty five (25) qualified voters of the district are required for a candidate's petition, which must be filed with the District Clerk no later than **5:00PM on Monday, April 16, 2018**, thirty days (30) prior to the Annual Election to be held on Tuesday, May 15, 2018 from 7:00AM until 9:00PM.

Name of Candidate

Phone Number

Street

City

A MINIMUM OF 25 VALID SIGNATURES IS REQUIRED. IF YOU SIGN ANY NAME OTHER THAN YOUR OWN, YOU ARE COMMITTING FORGERY.

NAME

ADDRESS OF RESIDENCE

DATE

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

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Name of Candidate Phone Number

Street City

A MINIMUM OF 25 VALID SIGNATURES IS REQUIRED. IF YOU SIGN ANY NAME OTHER THAN YOUR OWN, YOU ARE COMMITTING FORGERY.

<u>NAME</u>	<u>ADDRESS OF RESIDENCE</u>	<u>DATE</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

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Street City

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<u>NAME</u>	<u>ADDRESS OF RESIDENCE</u>	<u>DATE</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____



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Dear Candidate:

In compliance with legislation concerning ballot positions for school board elections, the drawing for your position on the ballot for the May 15, 2018 election will take place in the Board Room of the Administration Building on Tuesday, April 17, 2018 at 9:00AM.

It is not necessary for you to be present if this time is not convenient for your schedule. You may wish, instead, to send a representative who can draw for you. This letter, or a copy thereof, must be presented indicating the name of your representative and containing your signature of authorization. In the event you or your representative cannot be present, I, as district clerk, am authorized to draw for you.

Sincerely,

Nelly Valentin
District Clerk

I hereby authorize

to represent me in the drawing for my position on the ballot for the Annual Election and Budget Vote to be held on May 15, 2018

Candidate's Signature



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TO: Candidates for the Board of Education

FROM: Nelly Valentin, District Clerk *Nelly Valentin*

DATE: January 2018

SUBJECT: **Filing of Expenditure Statements**

School Board candidates are required by law to submit the attached statements setting forth expenditures and contributions incurred by the candidate or on his or her behalf in connection with school board elections.

If there were no expenditures or if total expenditures were less than \$500, the sworn statement need only be submitted to me at the above address. Statements on expenditures of over \$500 should be mailed to me and to:

Commissioner of Education
State Education Building, Rom 111
89 Washington Avenue
Albany, New York 12234

/nv

Attachments (2)
Expenditure and Contribution Statement

**UFSD OF THE TARRYTOWNS
CANDIDATES FOR MEMBER OF THE BOARD OF EDUCATION
EXPENDITURE & CONTRIBUTION STATEMENT**

This form must be completed, signed, notarized and filed with the District Clerk of the UFSD of the Tarrytowns (Administration Building, 200 North Broadway, Sleepy Hollow, NY 10591). If the total expenditures, including those incurred by others on your behalf, with your approval, exceed \$500 or the aggregate amount of contributions to your campaign exceed \$500, you must also file this statement with the Commissioner of Education of the New York State Education Department (State Education Building, 89 Washington Avenue, Albany, NY 12234).

THIS STATEMENT MUST BE FILED THREE TIMES ON OR BEFORE THE FOLLOWING DATES:

April 16, 2018 ◇ May 10, 2018 ◇ June 4, 2018

I, _____, am a candidate for member of the Board of Education of the UFSD of the Tarrytowns, at an election to be held on **May 15, 2018**.

Please complete the appropriate statement for each box.

EXPENDITURE STATEMENT

Note: Expenditures include payments for travel expenses, writing, printing and transmission costs of any letter, circular or other publication containing a statement of the position or views of the candidate or person upon public or other questions, stationery, postage, telegraph, telephone and public messenger service.

I HEREBY CERTIFY THAT (check only one):

_____ As of _____ I have expended and/or others have expended on my behalf, with my approval, **less** than \$500 on my campaign in support of my candidacy for this office.

_____ As of _____ I have expended and/or others have expended on my behalf, with my approval, a total of \$ _____ on my campaign in support of my candidacy for this office. **(If you check this statement, you must complete the back of this form.)**

CONTRIBUTION STATEMENT

I HEREBY CERTIFY THAT (check only one):

_____ As of _____ the aggregate amount of contributions received by my campaign **does not exceed** \$500.

_____ As of _____ the aggregate amount of contributions made by others on my behalf, with my approval, was \$ _____. **(If you check this statement, you must complete the back of this form.)**

Signature of Candidate

Sworn to before me this

____ day of _____, 2018

Notary Public

NOTE: If you receive a contribution or loan of more than \$1,000 after the filing of the second statement in May, you must report it to both the District Clerk and Commissioner of Education within 24 hours of receipt.

This section must be completed if you (and/or others) **expend more than \$500** on your campaign during any reporting period **or if you receive more than \$500** in campaign contributions during any reporting period.

CAMPAIGN EXPENSES

EXPENSE	DATE EXPENSED	AMOUNT

CONTRIBUTIONS

If contributor is a political committee, include political unit represented, date of receipt, dollar amount of every expenditure as well as name and address of the person to whom it is made.

NAME & ADDRESS OF CONTRIBUTOR	DATE RECEIVED	AMOUNT/ FAIR MARKET VALUE

For contributions of **more than \$1,000** received after the filing of the second expenditure & contribution statement, the following certification must be completed and notarized.

I, _____, am a candidate for member of the Board of Education of the UFSD of the Tarrytowns, at an election to be held on **May 15, 2018**.

I HEREBY CERTIFY THAT the above listed contribution(s) made by others, on my behalf, with my approval, exceeded \$1,000 and was received after the filing of the second statement in May. This report is being made within 24 hours of receipt of the contribution.

Signature of Candidate

Sworn to before me this
____ day of _____, 2018

Notary Public

**ANNUAL ELECTION AND BUDGET VOTE
VOTER INFORMATION**

THE SCHOOL DISTRICT BOARD ELECTION AND BUDGET VOTE WILL TAKE PLACE ON TUESDAY, MAY 15, 2018 (THIRD TUESDAY OF THE MONTH), BETWEEN THE HOURS OF:

7:00AM- 9:00PM

ELIGIBLE RESIDENTS OF TARRYTOWN CAN VOTE AT WASHINGTON IRVING SCHOOL AND ELIGIBLE RESIDENTS OF SLEEPY HOLLOW CAN VOTE AT W.L. MORSE SCHOOL.

ANY ELIGIBLE RESIDENT WHO IS INTERESTED IN REGISTERING TO VOTE CAN DO SO BETWEEN THE HOURS OF 7:30AM AND 4:00PM, MONDAY THROUGH FRIDAY, ON ANY DAY THAT SCHOOL IS IN SESSION, IN THE DISTRICT CLERK'S OFFICE THROUGH:

MAY 10, 2018 (FIVE DAYS BEFORE THE VOTE)

EVENING REGISTRATION WILL TAKE PLACE ON TUESDAY, MAY 8, 2018 (one week before vote date) BETWEEN THE HOURS OF 4:00 AND 8:00PM IN THE BOARD ROOM OF THE ADMINISTRATION BUILDING, 200 NORTH BROADWAY, SLEEPY HOLLOW.

TO BE ELIGIBLE TO VOTE A PERSON MUST BE:

- **18 YEARS OF AGE OR OLDER**
- **A CITIZEN OF THE UNITED STATES**
- **A RESIDENT OF THE SCHOOL DISTRICT FOR THIRTY DAYS OR LONGER IMMEDIATELY PRECEDING THE ELECTION**

ANYONE VOTING BY ABSENTEE BALLOT MUST REQUEST AN APPLICATION BY CONTACTING THE DISTRICT CLERK AT 332-6241. IF THE BALLOT IS TO BE MAILED TO THE VOTER, THE COMPLETED APPLICATION MUST BE RECEIVED BY THE DISTRICT CLERK NO LATER THAN 4:00PM ON MAY 7, 2018. IF THE BALLOT IS TO BE DELIVERED PERSONALLY TO THE VOTER, THE COMPLETED APPLICATION MUST BE RECEIVED BY THE DISTRICT CLERK NO LATER THAN 4:00PM ON MAY 14, 2018.

Prospective School Board Member Workshop



Board member and superintendent panel

- * *The board/superintendent relationship*
- * *Issues typically addressed by school boards*
- * *Roles and responsibilities of a board member*

Small group discussions of BOE scenarios

- * *Communicating with the public*
- * *Board protocols*
- * *Managing expectations*

Get your questions answered



Thursday

April 12, 2018

7:00 pm—9:15 pm

White Plains CSD Education House

5 Homeside Lane, White Plains

Register by April 9th

To register, go to www.wpsba.org and click on Programs & Meetings. Next, click on WPSBA Upcoming Programs. Scroll to the listing for the Prospective School Board Member Workshop and click on the registration link.

This workshop is provided as a free, public service by WPSBA to individuals interested in running for their local school board in Westchester & Putnam Counties (who have not previously attended).

(914) 345-8737

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info@wpsba.org