

STARPOINT CENTRAL SCHOOL DISTRICT – OFFICE OF THE DISTRICT CLERK

Mrs. Dorothy Szaicher

Email – dszaicher@starpointcsd.org

Phone – 716-210-2352

Fax – 716-210-2355

To: Prospective Candidates for the Board of Education
From: Dorothy Szaicher, District Clerk/ Administrative Assistant to the Superintendent
Date: January 2, 2019
Re: Filing Deadlines and Procedures Relating to Running for a Seat on the Board of Education

This memo is to inform you of various procedures relating to running for a seat on the Starpoint Central School District Board of Education. The annual budget vote and school board election will be held on Tuesday, May 21, 2019. This year, there are three seats up for election. The term for each seat runs from July 1, 2019 to June 30, 2022.

Included in this packet are six documents related to running for a seat on the Starpoint Board of Education. Documents #3 through #6 must be returned to my office, **by Monday April 22, 2019 at 5:00 pm**, in order to be eligible to have your name placed on the ballot of the 2019-20 budget vote and school board election.

Enclosed documents:

1&2 – **School Board Qualifications and Responsibilities** – Starpoint CSD and NYS School Board Association pamphlets that give an overview of the roles and responsibilities associated with being a school board member.

3 – **Affidavit of Qualification** - To qualify for a seat on the school board, an individual must:

- * Must be and have been a resident of the district for a continuous and uninterrupted period of at least one year
- * May not have been removed from any school district office within the preceding year
- * May not reside with another member of the same school board as a member of the same family
- * May not be a current employee of the school board
- * May not simultaneously hold another incompatible public office
- * Must be able to read and write
- * Must be a qualified voter of the district – a qualified district voter is one who is:
 - o A citizen of the United States
 - o At least 18 years of age
 - o A resident of the district for 30 days prior to the Board of Education election
 - o Is not disqualified to vote according to Section 5-106 of the Election Law (convicted felon, mentally incompetent)

4 – **Candidates Information Sheet** – Your information and photo will be included in the District newsletter, *The Spartana*, and will also be listed on the District website. ***** Please complete the sheet as soon as possible and return it, along with a clear (head shot) photo of yourself, to the District Clerk no later than April 9, 2019. Please send your sheet & photo via email to dszaicher@starpointcsd.org.***

5 – **Nominating Petition** – The enclosed nominating petition must contain the signatures of 25 qualified Starpoint district voters. Your petition may be submitted on any business day between the hours of 9:00 am to 4:00 pm, as soon as you have acquired the necessary 25 signatures. Per New York State Education Law, **your petition must be submitted by 5:00 pm on April 22, 2019**, which is 30 before the May 21, 2019 School Board Election/Budget Vote. **Please call me before you plan to drop your petition off to make sure I am in the office.**

6 – Candidates Campaign Finances Reporting - Please carefully read the following filing requirements regarding the reporting of expenditures and contributions.

If a school board candidate's campaign expenditures exceed \$500, the candidate must file a sworn statement with both the District Clerk and the Commissioner of Education itemizing their expenditures and contributions received (§ 1528–1531). This statement must list the amounts of all money or other valuable things paid, given, expended or promised by the candidate, or incurred for or on the candidate's behalf with his or her approval (§ 1528).

Contribution statements shall include the dollar amount of any donation or the fair market value of any contribution which is other than money, and the name, and address of the donor. If the donor is a political committee as defined in Election Law § 14-100, the statement shall include the name of and the political unit represented by the committee, the date of receipt of the donation, the dollar amount of every expenditure, the name and address of the person to whom it was made, and the date thereof (§ 1528(1)(b)).

A candidate who spends \$500 or less is only required to file a sworn statement with the District Clerk indicating this to be the case (§ 1528). No other campaign expenditure statement is required.

An initial statement must be filed at least 30 days before the election, a second statement must be filed on or before the fifth day preceding the election and a final statement must be filed within 20 days after the election (§ 1529(1)). The statement must cover the period up to and including the day next preceding the day specified for the filing of the statement (§ 1529(2)). If any contribution in excess of \$1,000 is received after the close of the period to be covered in the last statement filed before the election, that contribution must be reported within 24 hours of its receipt (§ 1529(2)).

Additional Information:

The annual budget vote and school board election will be held on Tuesday, May 21, 2019 from 7:00 am to 8:00 pm at the Starpoint High School, located in the Fine Arts Lobby, in Room L-04.

A drawing for the order of candidate name placement on the ballot will be held on **Tuesday, April 23, 2019 at 11:00 a.m.** in the Board of Education Conference Room. If you wish to attend the drawing but are unable to attend, someone else may represent you who you have given written authority to act as your proxy. If you do not have a representative at the drawing, I will draw for you. I will inform all board candidates of the ballot placement.

If more prospective candidates run than seats that are available, the Starpoint PTA will contact the candidates to coordinate and hold a 'Meet the Candidate Night Forum' that will be held at the school prior to the vote.

Education Law prohibits electioneering on the day of the election within a 100-foot zone measured from the entrance to the polling place. You may enter the 100-foot zone if you wish to enter the building/polling place for any reason other than electioneering.

I am a notary public and can notarize your documents when you come into submit your nominating petition. Please wait until you appear in front of me before signing the affidavit of qualification and report of campaign finances statements.

If you have any questions, please feel free to contact me at #210-2352.