

Wynantskill Union Free School District

*25 East Avenue, Troy, NY 12180
Phone: (518)283 4679 x14 Fax: (518)283-3799*

TO: Candidates for Membership on the Board of Education

FROM: Heidi Hallock, District Clerk
518.283.4600 x 14
hhallock@wynantskillufsd.org

RE: Responsibilities and Timeline

DATE: March 15, 2021

Please find attached documents that must be completed by or on behalf of a candidate for membership on the Board of Education. All documents must be submitted on a timely basis.

The first document is the Nominating Petition for Member - Board of Education. This petition must be signed by at least twenty-five (25) qualified voters of the district and returned to the District Clerk by **5:00 p.m., April 19, 2021**. Please note that a total of twenty-five (25) qualified voters must sign a petition. This total may be on one petition or several. It is advisable to secure substantially more than twenty-five (25) qualified voter's signatures, since some may be disallowed upon review.

The second set of documents is the Expenditure Report as required by Article 32; Sections 1528, 1529, 1530 and 1531 of the Education Law.

IT IS NECESSARY TO FILE THREE EXPENDITURE REPORTS.

The first report must be filed no later than 30 days before the election, **April 19, 2021**. The second report must be filed on or before the fifth day preceding the election, **May 13, 2021**. The final report must be filed within twenty days after the election, **June 7, 2021**. Please note that if the report reflects an expenditure of \$500 or greater, a copy must be filed with the District Clerk and Commissioner of Education, and include a file sworn statement itemizing the expenditures/contributions. If the expenditure is less than \$500, the Expenditure Report need only be filed with the District Clerk. Each statement must cover the period up to and including the day before required filing. If a candidate receives a contribution in excess of \$1,000.00 after the closing date for the most recent statement, but before the election, the candidate must report it within 24 hours of receipt.

A candidate for membership on the Board of Education should also be aware of the following:

1. In order to be a candidate, an individual:

- 1.1 Must be a qualified voter of the school district (Section 2102 Education Law);
- 1.2 Must be able to read and write (Section 2101 Education Law);
- 1.3 Must be a resident of the school district for at least one (1) year prior to the election (Section 2102 Education Law); and
- 1.4 Cannot be an employee of the Board of Education or hold an incompatible office to which membership is sought (Section 2103 Education Law).

2. A candidate's position on the voting machine will be listed in order as determined by a drawing by lot to be held the day after the last possible date for candidates to file a petition (Section 2032 Education Law). The drawing by lot for position on the voting machine will take place at 9:00 a.m. **Tuesday, April 20, 2021** in the Superintendent's Office, 25 East Avenue, Troy, New York 12180.

3. If you have any questions please contact Heidi Hallock at 518.283.4600 X 14 or email at hhallock@wynantskillufsd.org.

The following timeline should assist all of us involved in accomplishing this intricate set of responsibilities on a timely basis:

Date	Task
April 19, 2021 (by 5:00 p.m.)	Nominating Petition for Member of Board of Education must be filed with District Clerk. First Expenditure Report to be filed by candidate for the Board of Education.
Tuesday, April 20, 2021 (at 9:00 a.m.)	Drawing by lot for position on the voting machine will take place in the Superintendent's Office.
Thursday, May 6, 2021 (7:00 p.m.)	Budget Hearing and meet the candidate's night will take place in Gardner-Dickinson School Media Center.
Thursday, May 13, 2021	Second Expenditure Report to be filed by candidate for the Board of Education.
Tuesday, May 18, 2021 (Noon to 9:00 p.m.)	Vote will take place in the gymnasium.
Monday, June 7, 2021	Final Expenditure Report to be filed by candidate for the Board of Education.

WYNANTSKILL UNION FREE SCHOOL DISTRICT

NOMINATING PETITION FOR MEMBER-BOARD OF EDUCATION

TO THE CLERK OF WYNANTSKILL UNION FREE SCHOOL DISTRICT, RENSSELAER COUNTY,
NEW YORK:

I, the undersigned, do hereby state that I am a duly qualified voter of the Wynantskill Union Free School District, Rensselaer County, New York, for which a nomination for Member of the Board of Education is hereby made. That my place of residence is truly stated opposite my signature hereto and I do hereby nominate the following named person as a candidate for the Office of Member of the Board of Education, to be voted for at the Annual School District Election to be held on the **18th day of May, 2021.**

NAME OF CANDIDATE: _____

RESIDENCE OF CANDIDATE: _____

NAME

ADDRESS

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____
- 31. _____
- 32. _____
- 33. _____
- 34. _____
- 35. _____
- 36. _____
- 37. _____
- 38. _____
- 39. _____
- 40. _____

PLEASE RETURN WITH 100 WORD OR LESS BIO

TO THE DISTRICT CLERK'S OFFICE ON OR BEFORE 5:00 P.M. ON APRIL 19, 2021.

DISTRICT CLERK HOURS: 9:00 A.M. TO 1:00 P.M., MONDAY - FRIDAY

Special Hours 1:00-5:00 APRIL 19, 2021.

Hours of operation subject to change in response to COVID-19-Please call for an appointment.

DUE: April 19, 2021

RE: EXPENDITURE LESS THAN \$500

TO: Heidi Hallock, District Clerk, Board of Education
Wynantskill Union Free School District
25 East Avenue
Troy, NY 12180

COUNTY OF RENSSELAER)

ss.

STATE OF NEW YORK)

I, _____, being duly sworn, depose and say:
(Candidate's Name)

1. I reside at _____,
(Street & Number) (Post Office)

New York, _____ in the County of Rensselaer.
(Zip Code)

2. I am a candidate for Member of the Board of Education of Wynantskill Union Free School District
in the election to be held on _____.
(Date)

3. To and including the date preceding the date hereof, election expenditures in my campaign did not
exceed five hundred dollars.

4. The above information is true and correct to the best of my knowledge, information and belief.

(Candidate's Signature)

Subscribed and sworn to before me

this _____ day of _____, 20 ____.

(Seal) (Notary Public)

- Hand delivery: To the district clerk in the Superintendent's office.
- Mailing: Registered mail and return receipt requested is not required, but is advisable.
- Sign only in the presence of the notary after he/she has sworn you

DUE: April 19, 2021

RE: EXPENDITURE GREATER THAN \$500

TO: Heidi Hallock, District Clerk, Board of Education
 Wynantskill Union Free School District
 25 East Avenue
 Troy, NY 12180

COUNTY OF RENSSELAER)

ss.

STATE OF NEW YORK)

I, _____, being duly sworn, depose and say:
 (Candidate's Name)

1. I reside at _____,
 (Street & Number) (Post Office)

New York, _____ in the County of Rensselaer.
 (Zip Code)

2. I am a candidate for Member of the Board of Education of Wynantskill Union Free School District
 in the election to be held on _____.
 (Date)

3. To and including the date preceding the date hereof, election expenditures in my campaign did not
 exceed five hundred dollars.

4. The above information is true and correct to the best of my knowledge, information and belief.

 (Candidate's Signature)

Subscribed and sworn to before me

this _____ day of _____, 20_____.

 (Seal) (Notary Public)

- Hand delivery: To the district clerk in the Superintendent's office.
Mailing: Registered mail and return receipt requested is not required, but is advisable.
- Sign only in the presence of the notary after he/she has sworn you.

DUE: May 13, 2021

RE: EXPENDITURE LESS THAN \$500

TO: Heidi Hallock, District Clerk, Board of Education
Wynantskill Union Free School District
25 East Avenue
Troy, NY 12180

COUNTY OF RENSSELAER)

SS.

STATE OF NEW YORK)

I, _____, being duly sworn, depose and say:
(Candidate's Name)

1. I reside at _____,
(Street & Number) (Post Office)

New York, _____ in the County of Rensselaer.
(Zip Code)

2. I am a candidate for Member of the Board of Education of Wynantskill Union Free School District
in the election to be held on _____.
(Date)

3. To and including the date preceding the date hereof, election expenditures in my campaign did not
exceed five hundred dollars.

4. The above information is true and correct to the best of my knowledge, information and belief.

(Candidate's Signature)

Subscribed and sworn to before me

this _____ day of _____, 20____.

(Seal) (Notary Public)

- Hand delivery: To the district clerk in the Superintendent's office.
Mailing: Registered mail and return receipt requested is not required, but is advisable.
- Sign only in the presence of the notary after he/she has sworn you.

DUE: May 13, 2021

RE: EXPENDITURE GREATER THAN \$500

TO: Heidi Hallock, District Clerk, Board of Education
Wynantskill Union Free School District
25 East Avenue
Troy, NY 12180

COUNTY OF RENSSELAER)

SS.

STATE OF NEW YORK)

I, _____, being duly sworn, depose and say:
(Candidate's Name)

1. I reside at _____,
(Street & Number) (Post Office)

New York, _____ in the County of Rensselaer.
(Zip Code)

2. I am a candidate for Member of the Board of Education of Wynantskill Union Free School District
in the election to be held on _____.
(Date)

3. To and including the date preceding the date hereof, election expenditures in my campaign did not
exceed five hundred dollars.

4. The above information is true and correct to the best of my knowledge, information and belief.

(Candidate's Signature)

Subscribed and sworn to before me

this _____ day of _____, 20____.

(Seal) (Notary Public)

- Hand delivery: To the district clerk in the Superintendent's office.
Mailing: Registered mail and return receipt requested is not required, but is advisable.
- Sign only in the presence of the notary after he/she has sworn you.

DUE: June, 7, 2021

RE: EXPENDITURE LESS THAN \$500

TO: Heidi Hallock, District Clerk, Board of Education
Wynantskill Union Free School District
25 East Avenue
Troy, NY 12180

COUNTY OF RENSSELAER)

SS.

STATE OF NEW YORK)

I, _____, being duly sworn, depose and say:
(Candidate's Name)

1. I reside at _____,
(Street & Number) (Post Office)

New York, _____ in the County of Rensselaer.
(Zip Code)

2. I am a candidate for Member of the Board of Education of Wynantskill Union Free School District
in the election to be held on _____.
(Date)

3. To and including the date preceding the date hereof, election expenditures in my campaign did not
exceed five hundred dollars.

4. The above information is true and correct to the best of my knowledge, information and belief.

(Candidate's Signature)

Subscribed and sworn to before me

this _____ day of _____, 20_____.

(Seal)

(Notary Public)

- Hand delivery: To the district clerk in the Superintendent's office.
Mailing: Registered mail and return receipt requested is not required, but is advisable.
- Sign only in the presence of the notary after he/she has sworn you.

DUE: June 7, 2021

RE: EXPENDITURE GREATER THAN \$500

TO: Heidi Hallock, District Clerk, Board of Education
Wynantskill Union Free School District
25 East Avenue
Troy, NY 12180

COUNTY OF RENSSELAER)

SS.

STATE OF NEW YORK)

I, _____, being duly sworn, depose and say:
(Candidate's Name)

1. I reside at _____,
(Street & Number) (Post Office)

New York, _____ in the County of Rensselaer.
(Zip Code)

2. I am a candidate for Member of the Board of Education of Wynantskill Union Free School District
in the election to be held on _____.
(Date)

3. To and including the date preceding the date hereof, election expenditures in my campaign did not
exceed five hundred dollars.

4. The above information is true and correct to the best of my knowledge, information and belief.

(Candidate's Signature)

Subscribed and sworn to before me

this _____ day of _____, 20_____.

(Seal)

(Notary Public)

- Hand delivery: To the district clerk in the Superintendent's office.
Mailing: registered mail and return receipt requested is not required, but is advisable.
- Sign only in the presence of the notary after he/she has sworn you.