

-

TO: Candidates for Membership on the Board of Education

FROM: District Clerk  
518.283.4600 x 250  
[hhallock@wynantskillufsd.org](mailto:hhallock@wynantskillufsd.org)

RE: Responsibilities and Timeline

DATE: January 27, 2022

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 18, 2022**. 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 on or before the thirtieth day preceding the election, Monday, **April 18, 2022**. The second report must be filed on or before the fifth day preceding the election, **May 12, 2022**. The final report must be filed within twenty days after the election, **June 6, 2022**. 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. If the expenditure is less than \$500, the Expenditure Report need only be filed with the District Clerk.

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 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 19, 2022** in the Superintendent's Office, 25 East Avenue, Troy, New York 12180.

3. If you have any questions please contact Sharon Hillis at 518.283.4600 X 250 or email at [hhallock@wynantskillufsd.org](mailto: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                                                                                              |
|----------------------------------------------|---------------------------------------------------------------------------------------------------|
| Monday, April 18, 2022                       | First Expenditure Report to be filed by candidate for the Board of Education.                     |
| Monday, April 18, 2022<br>(by 5:00 p.m.)     | Nominating Petition for Member of Board of Education must be filed with District Clerk.           |
| Tuesday, April 19, 2022<br>(at 9:00 a.m.)    | Drawing by lot for position on the voting machine will take place in the Superintendent's Office. |
| Wednesday, May 5, 2022<br>(7:00 p.m.)        | Budget Hearing and meet the candidate's night will take place in Gardner-Dickinson School.        |
| Thursday, May 12, 2022                       | Second Expenditure Report to be filed by candidate for the Board of Education.                    |
| Tuesday, May 17, 2022<br>(Noon to 9:00 p.m.) | Vote will take place in Gymnasium.                                                                |
| Monday, June 6, 2022                         | 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 **17<sup>st</sup> day of May, 2022.**

NAME OF CANDIDATE: \_\_\_\_\_

RESIDENCE OF CANDIDATE: \_\_\_\_\_

\_\_\_\_\_

NAME

ADDRESS

1. \_\_\_\_\_
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**PLEASE RETURN WITH 100 WORD OR LESS BIO  
TO THE DISTRICT CLERKS OFFICE ON OR BEFORE 5:00 P.M. ON APRIL 18 2022.  
OFFICE HOURS: 7:30 A.M. TO 3:30 P.M., MONDAY - FRIDAY  
District offices will be closed Friday, April 15, 2022 in observance of Good Friday.**

**DUE: April 18, 2022**

RE: EXPENDITURE LESS THAN \$500

TO: 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 **Tuesday, May 17, 2022**.
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 18, 2022**

RE: EXPENDITURE GREATER THAN \$500

TO: (1) District Clerk, Board of Education  
Wynantskill Union Free School District  
25 East Avenue  
Troy, NY 12180

(2) The Commissioner of Education  
The University of the State of New York  
The State Education Department  
Albany, New York 12234

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STATE OF NEW YORK)

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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 the Wynantskill Union Free School District in the election to be held on **Tuesday, May 17, 2022.**

3. To and including the date immediately preceding the date hereof, I received the following contributions in support of my campaign:

|               | <u>Amount</u> |
|---------------|---------------|
| Source: _____ | \$ _____      |
| TOTAL         | \$ _____      |

4. I have personally expended the following in support of my campaign or to aid or influence the nomination or defeat of another candidate in the same election:

| Nature of Expenditure: | <u>Amount</u> |
|------------------------|---------------|
| _____                  | \$ _____      |
| TOTAL                  | \$ _____      |

5. The following have, with my approval, made the indicated expenditures in support of my campaign or to aid or influence the nomination or defeat of another candidate in the same election:

| Person, Firm, Association<br>or Corporation: | Nature of<br>Expenditure: | <u>Amount</u> |
|----------------------------------------------|---------------------------|---------------|
| _____                                        | _____                     | \$ _____      |
|                                              | TOTAL                     | \$ _____      |

6. The following is a summary of expenditures and contributions reported in my first statement dated \_\_\_\_\_:

|                                                                            |          |
|----------------------------------------------------------------------------|----------|
| Total contributions previously reported:                                   | \$ _____ |
| Total expenditures made by me previously reported                          | \$ _____ |
| Total expenditures made by others with my approval<br>previously reported: | \$ _____ |

7. 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)

\_\_\_\_\_  
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**DUE: May 12, 2022**

RE: EXPENDITURE LESS THAN \$500

TO: District Clerk, Board of Education  
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Troy, NY 12180

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in the election to be held on, **Tuesday, May 17, 2022.**

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exceed five hundred dollars.

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(Candidate's Signature)

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\_\_\_\_\_  
(Seal)

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25 East Avenue  
Troy, NY 12180

(2) The Commissioner of Education  
The University of the State of New York  
The State Education Department  
Albany, New York 12234

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(Seal)

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**DUE: JUNE 6, 2022**

RE: EXPENDITURE LESS THAN \$500

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

COUNTY OF RENSSELAER)

ss.

STATE OF NEW YORK)

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|----------------------------------------------|---------------------------|---------------|
| _____                                        | _____                     | \$ _____      |
|                                              | TOTAL                     | \$ _____      |

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