



To: Prospective Candidates for the Board of Education
From: Dineen Snyder Election Clerk/ Administrative Assistant to the Superintendent
Date: March 2, 2020
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 Wayland-Cohocton CSD Board of Education. The annual budget vote and school board election will be held on Tuesday, May 19, 2020. This year, there are two board seats up for election. The terms are: one (1) one year seat from July 1, 2020 – June 30, 2021 and one (1) five year seat. from July 1, 2020 to June 30, 2025.

Included in this packet are the documents related to running for a seat on the Wayland-Cohocton Central School Board of Education.

All documents must be returned by **Monday April 20, 2020** in order to be eligible to have your name placed on the ballot of the 2020-21 budget vote and school board election.

Enclosed Documents:

School Board Qualifications and Responsibilities – Wayland-Cohocton CSD and NYS School Board Association pamphlets that give an overview of the roles and responsibilities associated with being a school board member.

Candidates Information Sheet –Your information and photo will be included in the District Budget newsletter and will also be listed on the District website. **** Please complete the Biography Form and return to my office, preferably to my email at dsnyder@wccsk12.org. Remember to include in the email a clear photo (headshot) of yourself on a background free of any distraction.**

Affidavit of Qualification - To qualify for a seat on the school board, an individual must meet various criteria. Please read and return the affidavit to my office.

Nominating Petition – The enclosed nominating petition must contain the signatures of 25 qualified Wayland-Cohocton 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 20, 2020,**



which is 30 days before the May 19, 2020 School Board Election/Budget Vote. **Please call me at 585-728-2211 ext. 3396 before you drop your petition off to make sure I am in the office.**

Candidates Campaign Finances Reporting - Please carefully read the information below regarding the reporting of expenditures and contributions. Then return the three documents to my office.

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 sworn statements 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 19, 2020 from 10:00 am to 8:00 pm in the Wayland-Cohocton Large Group Instruction Room 3100

A drawing for the order of candidate name placement on the ballot will be held on **Tuesday, April 21, 2020 at 8:00 a.m.** in the Superintendent's Conference Room 93. I will inform all board candidates of the ballot placement if you are not present during the drawing.

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.

If you have any questions, please feel free to contact me at (585) 728-2211 ext. 3396





Wayland-Cohocton Central School District
2350 Rte 63
Wayland, New York 14572

AFFIDAVIT OF QUALIFICATION
BOARD OF EDUCATION MEMBER

I, _____, do declare and affirm that I meet the qualifications to hold the position of member of the Wayland-Cohocton Central School District Board of Education. These qualifications, as prescribed by law, are that I:

- Am able to read and write.
- Am 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 his or her maximum prison sentence has not expired or if he or she has not been pardoned or discharged from parole).
- Am and have been a resident (but need not be a taxpayer) of the district for a continuous and uninterrupted period of at least one year immediately before the election.
- Have not been removed from any school district office within the preceding year.
- Do not reside with another member of the same school board as a member of the same family.
- Am not a current employee of the school board.

Signature

Sworn to before me this _____ day of _____, 20__

Notary Public



WAYLAND-COHOCTON CENTRAL SCHOOL DISTRICT

NOMINATING PETITION FOR CANDIDATE FOR MEMBER OF BOARD OF EDUCATION

NAME OF CANDIDATE: _____ PHONE NUMBER OF CANDIDATE: _____

ADDRESS OF RESIDENCE: _____

E-MAIL ADDRESS: _____ ALTERNATIVE PHONE NUMBER: _____

CANDIDATE QUALIFICATIONS:

1. Must be a citizen of the United States
2. Must be at least 18 years of age
3. Must have been a resident of the district for a continuous period of at least 1 year immediately prior to the election
4. Must be able to read and write.
5. Must be the only member of his or her family residing in the same household on the school board

CANDIDATE RESTRICTIONS:

1. Must not simultaneously hold an incompatible public office, such as town supervisor
2. Must not be an employee of the district
3. Must not have been removed from a school district office within one year of the election.
4. A person convicted of a felony in New York State is ineligible to seek a seat on the Board if the maximum sentence to which he/she could have been sentenced has not expired or if he/she has not been discharged from parole.

NOMINATION REQUIREMENTS:

1. Must secure signatures of at least 25 qualified voters of the district, with residences indicated, on a petition that states the name and residence of the candidate.
Qualified voters are individuals at least 18 years of age who have been residents of the district for at least 30 days.
2. Must file this petition, along with a candidate informational sheet, with the Election Clerk, Dineen Snyder, not later than 5:00 PM on April 20, 2020.

CANDIDATE REQUIREMENTS:

Candidates are required to submit a campaign expenditure statement to the District Clerk 30 days and 5 days before the district election and 20 days after the school district election if campaign contributions/expenses exceed \$500. If less than \$500 then required to file a sworn statement with the District Clerk indicating that neither expenditures nor contributions exceeded \$500.

MUST BE RETURNED TO SUPERINTENDENT'S OFFICE BY 5:00 PM on April 20, 2020

We, the undersigned, so hereby state that we are residents and qualified voters of Wayland-Cohocton Central School District and we hereby nominate the candidate named on page 1 for Member of the Board of Education of the Wayland-Cohocton Central School District.

SIGNATURE	PRINTED NAME	ADDRESS
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MUST BE RETURNED TO SUPERINTENDENT'S OFFICE BY 5:00 PM on April 20, 2020

WAYLAND-COHOCTON CENTRAL SCHOOL DISTRICT

Candidates for Board of Education

Statement of Expenses and Contributions

This statement of campaign expenses and contributions must be filed with the District Clerk on the thirtieth (30th) day next preceding the election. An updated statement of expenses and contributions must be filed with the District Clerk on the fifth (5th) day next preceding the election*. A final such statement must be filed with the District Clerk within twenty (20) days next succeeding the election to which it relates. *In the event such expenditures exceed five hundred dollars (\$500), or in the event that contributions made to the candidate exceed five hundred dollars (\$500), such statement(s) must also be filed with the Commissioner of Education.* If a filing with the Commissioner of Education is required, the address is as follows: Commissioner of Education, Room 1711 Twin Towers, 99 Washington Avenue, Albany, New York 12230.

***Any contribution or loan in excess of one thousand dollars, if received after the close of the period to be covered in the last statement filed before the election but before the election, shall be reported, in the same manner as other contributions, within twenty-four hours after receipt.**

SELECT ONE OF THE FOREGOING:

_____ To date, during the campaign for election to become a member of the Wayland-Cohocton Board of Education, my expenses (including those expended by others on my behalf and with my approval) did **not** exceed five hundred dollars (\$500), **nor** did contributions made to me exceed five hundred dollars (\$500).

_____ To date, during the campaign for election to become a member of the Wayland-Cohocton Board of Education, my expenses (including those expended by others on my behalf and with my approval) did exceed five hundred dollars (\$500), **or** contributions made to me did exceed five hundred dollars (\$500) and a statement of expenditures and contributions as required by Education Law § 1528 is attached.

Sworn to before me this
day of _____, 20 ____

Notary Public

Expenditure and Contribution Statement

A statement setting forth all moneys or other valuable things paid, given or expended by me, or incurred for or on my behalf with my approval is as follows:

Expenditures

Item	Amount
1.	

Attach additional sheets if required.

A statement of the dollar amount of any receipt, contribution or transfer, or the fair market value of any receipt, contribution or transfer, which is other than money, together with the name and address of the transferor, contributor or person from whom received is as follows:

Contributions

Item	Name/Address of transferor, Contributor, person from whom received*	Amount or Value
1.		

*If the transferor, contributor or person is a political committee as defined in subdivision one of section 14-100 of the election law, set forth the name of and political unit represented by them, the date of its receipt, the dollar amount of every expenditure, the name and address of the person to whom it was made or the name of and the political unit represented by the committee to which it was made and the date thereof.

Attach additional sheets if required.



Wayland-Cohocton Central School District
2350 Rte 63
Wayland, New York 14572

**BOARD OF EDUCATION MEMBER
BIOGRAPHY FORM**

Name as it will appear on the ballot: _____

Address: _____

Contact Phone Number: _____

Email Address: _____

Spouse/Child(ren) Names: _____

Education: _____

Occupation: _____

Community Involvement: _____

What challenges do you feel face the Board of Education?: _____



What experience do you bring to the table?: _____

Additional Comments:

Photo Needed (Head Shot of Yourself):

Please email me (dsnyder@wccsk12.org) a head shot photo of yourself. The photo will be used for the budget newsletter and on our website. Please call with any questions, (585) 213-4303

