

**NEW HYDE PARK-GARDEN CITY PARK
UNION FREE SCHOOL DISTRICT**

**Administration Offices
1950 Hillside Ave New Hyde Park, NY 11040**

**BOARD OF EDUCATION
CANDIDATE'S FOLDER**

2019

**Prepared by: Leslie DiBernardo
District Clerk
516 434-2305
lidbernardo@nhp-gcp.org**

SCHOOL BOARD CANDIDATE CHECKLIST

- Nominating Petition signed by at least 25 qualified voters**
(A qualified voter is a resident of the District qualified to vote, not necessarily registered. To be a qualified voter, you must be: a citizen of the U.S.; at least 18 years of age; and a resident of the District for 30 days before the election).
- Completed "School Board Candidate Form" including 100 word statement and Release of Name, Address & Telephone Numbers (This is not required)**
- Campaign Expense Forms must be filed with the District Clerk.**
Form A is for expenses not exceeding \$500
Form B is for aggregate contributions not exceeding \$500.
Form C is for expenses exceeding \$500.
Form D is for aggregate contributions exceeding \$500.
Form E is for contributions or loans exceeding \$1,000 that are received after the filing of the second required statement but prior to the election.

You must file three times: on or before April 22, 2019, on or before May 16, 2019 and by June 10, 2019.

Your petitions together with your School Board Candidate Form and your first expenditure statement must be filed in the District Clerk's office, Administration Office, 1950 Hillside Ave New Hyde Park NY 11040, no later than 5:00 p.m. on Monday, April 22, 2019.

A lottery for the order on the ballot will take place on **Tuesday, April 23, 2019 at 9:00 a.m.** in the District Clerk's office.

Leslie DiBernardo
District Clerk
ldibernardo@nhp-gcp.org
516-434-2305

**NEW HYDE PARK-GARDEN CITY PARK
UNION FREE SCHOOL DISTRICT
OFFICE OF THE INTERIM DISTRICT CLERK
1950 HILLSIDE AVE
NEW HYDE PARK, NEW YORK 11040**

DATE

NAME
ADDRESS

Re: May 21, 2019 New Hyde Park-Garden City Park U.F.S.D. Board of Trustees Vote

Dear NAME:

Enclosed you will find a copy of the New Hyde Park-Garden City Park UFSD District's Board of Education Candidate's Folder. The folder contains the following:

1. Board Member Qualifications & Information
2. Candidate Affidavit
3. Instructions for Filing Nominating Petitions/Nominating Petition
4. "Drawing of Lots" to determine placement on the Ballot
5. Release of name and address for School Board Candidate Form
6. Information pertaining to Candidate Expenditure & Contribution Statements
7. Affidavits for Expenditure & Contribution Statements
8. Canvassing of Votes/Affidavit Ballots

This year there are three seats up for election, the seat of Mr. Ernest Gentile, Ms. Jennifer Kerrane and Ms. Patricia Rudd -three year term.

School Board Candidate Nominating Petitions are due in the Office of the District Clerk, 1950 Hillside Ave by 5:00 p.m. on Monday, April 22, 2019. It is advised to collect more than the minimal number of signatures, 25, in the event that a petitioner is not a qualified voter in the District. Please note that the Office of the District Clerk will be open on Monday April 22, 2019 from 1:00 p.m. to 5:00 p.m. The district office will be closed April 18 and 19, 2019.

A **"Drawing of Lots"** for the order on the ballot will take place on **Tuesday, April 23, 2019 at 9:00 a.m.** in the District Clerk's office. If a candidate is not present and is not represented by a person holding a signed written proxy, the District Clerk will draw a lot for the unrepresented candidate. The candidate with the earliest submission date and time will draw the first lot, the next earliest will draw second, etc.

The enclosures, in connection with filing expenditure and contribution statements by candidates, indicate that the first statement must be filed on or before **April 22, 2019**, the second statement on or before **May 16, 2019**, and the third statement within 20 days following the date of election, **June 10, 2019**. In addition, candidates must report, within twenty-four hours, any contributions or loan in excess of \$1,000.00 received after the filing of the second statement, but prior to the election. **It is the candidate's responsibility to submit the statements in a timely fashion.**

Enclosed is a "Release of Name, Address and Telephone Number" form which will be given to *Newsday*, *The Gateway* and the *New Hyde Park Illustrated* as well as a "School Board Candidate Form" which should also be completed and submitted by April____, 2019 . The School Board Candidate Form should be sent directly to *Newsday* and is not mandatory.

Prohibition against Electioneering. During the hours of voting, there shall be no electioneering or the dissemination of partisan literature within a radius of 100 feet from any polling place nor shall there be any electioneering or the dissemination of partisan literature within the school buildings which house the respective polling places within each of the Election Districts, regardless of the distance, within the buildings, from each such polling place. See BOE Policy: 1220, Board of Education Members: Nomination and Election

Thank you for your cooperation,

Very truly yours,

Leslie/ DiBernardo
Interim District Clerk
New Hyde Park-Garden City Park UFSD
516-434-2305
ldibernardo@nhp-gcp.org

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BOARD MEMBER QUALIFICATIONS

Headnote:

The qualifications for school board membership are prescribed by law. Board members must be qualified voters in their school district, be able to read and write, and be a resident of their district for one year prior to the election. They may not be an employee of the district.

General Discussion:

As prescribed in the Education Law, every school district officer, including Board members, must be able to read, write, and be a qualified voter of the district.

Restrictions on Employment and Public Office:

A Board member may not reside with a member of the family who is also a member of the same Board of Education in any school district. No current district employee may be a member of the Board of Education. The Commissioner has held, however, that a retired teacher receiving medical insurance benefits under a current collective bargaining agreement is eligible to serve on the Board.

A Board member may not hold another public office that is incompatible with his or her Board service, e.g., certain local municipal offices.

Ineligibility of Removed Board Member:

A Board member who is removed from office is ineligible to be appointed or elected to school district office for one year from the date of removal.

Board Powers:

The Commissioner of Education has ruled that school boards may not add to the qualifications established by statute for school board membership.

Mandatory School Board Member Training

All newly elected or appointed Board members are required to participate in a minimum of six hours of training on the financial oversight, accountability and fiduciary responsibilities of a school board member within the first year of his or her term. Education Law Section 2102-a(1)(a). In addition, within the first year of his or her term, all newly elected or appointed Board members must complete a training course to acquaint him or her with the powers, functions and duties of boards of education, as well as the powers and duties of other governing and administrative authorities affecting public education. Education Law Section 2102-b(1)(a).

The failure to complete the mandatory training within the required time period may subject the Board member to removal.

INSTRUCTIONS FOR FILING NOMINATING PETITIONS

The following information is provided to clarify any questions you may have regarding the upcoming election.

1. Deadline for filing petitions: **Monday, April 22, 2019 by 5:00 p.m.**
2. Petitions are to be filed in the District Clerk's office in the New Hyde Park-Garden City Park School Administration Office, 1950 Hillside Ave, New Hyde Park, New York 11040. Please note that the Office of the District Clerk will be open on Monday April 22, 2019 from 1:00 pm to 5:00 pm. The district office will be closed April 18 and 19, 2019.
3. Number of signatures required: **25 qualified voters (HOW MANY PEOPLE VOTED LAST YEAR? THIS NUMBER SHOULD BE THE HIGHER OF 25 AND 2% OF THE NUMBER OF PEOPLE WHO VOTED LAST YEAR)** (a qualified voter is a resident of the District qualified to vote, not necessarily registered; a citizen of the U.S.; at least 18 years of age; and a resident of the District for 30 days before the election)**Important Note: Always collect more signatures in case a signature cannot be read, verified, or is disqualified.**
4. Before filing petition with the District Clerk be sure that:
 - a. Nominee's **FULL NAME** and **ADDRESS** (Street and City) are legibly **PRINTED** on each page, no P.O. Box addresses or **ditto marks** will be accepted on any part of the petition.
 - b. Petition shall state the full residence of each signer.
 - c. All signatures are numbered consecutively.
 - d. All signatures are written in **INK**.
 - e. All signatures are **INDIVIDUALIZED**, i.e., Jane Doe or John Doe (not Mrs. John Doe or not Mr. and Mrs. John Doe)
 - f. All signatures must be dated with month, day, and year.
 - g. The name and term of the last incumbent must be filled out before the petitioners sign the petition.
5. Three members of the Board of Education will be elected as follows:

One (1) member for the term of three (3) years commencing July 1, 2019 and expiring June 30, 2022 to fill the vacancy created by the expiration of the term of Mr. Ernest Gentile.

One (1) member for the term of three (3) years commencing July 1, 2019 and expiring June 30, 2022 to fill the vacancy created by the expiration of the term of Mrs. Jennifer Kerrane.

One (1) member for the term of three (3) years commencing July 1, 2019 and expiring June 30, 2022 to fill the vacancy created by the expiration of the term of Ms. Patricia Rudd.
6. A lottery for the order on the ballot will take place on Tuesday April 23, 2019 at 9:00 a.m.

**TO BE RETURNED NO LATER THAN 5:00 P.M. ON MONDAY, APRIL 22, 2019
TO THE OFFICE OF THE DISTRICT CLERK
MINIMUM 25 SIGNATURES NEEDED**

NOMINATING PETITION

TO:

WE, THE UNDERSIGNED, qualified voters of the New Hyde Park-Garden City Park Union Free School District, Town of _____, New York, pursuant to Section 2018 of the Education Law of the State of New York, do each for ourselves separately state that we are citizens of the United States, eighteen (18) years of age or over; that we have resided within New Hyde Park-Garden City Park Union Free School District for the last thirty (30) days; that we possess the other qualifications set forth in Section 2012 of the Education Law of the State of New York, and we do each for ourselves designate and nominate the following named person as Candidate for the office of **MEMBER OF THE BOARD OF EDUCATION OF THE NEW HYDE PARK-GARDEN CITY PARK UNION FREE SCHOOL DISTRICT** to fill the following vacancy: for a full term of three (3) years, beginning July 1, 2019 and ending on June 30, 2022 to fill the vacancy created by the expiration of the term of _____.

Name of Candidate	Address of Candidate
-------------------	----------------------

IN WITNESS WHEREOF, we have hereunto set our hands the day and year place opposite our names:

	Petitioner	Address	Date
1			
2			
3			
4			
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6			
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24			
25			

**NEW HYDE PARK-GARDEN CITY PARK
UNION FREE SCHOOL DISTRICT
OFFICE OF THE DISTRICT CLERK
1950 HILLSIDE AVE
NEW HYDE PARK, NEW YORK 11040**

A "Drawing of Lots" for the order on the ballot will take place on **Tuesday, April 23, 2019 at 9:00 a.m.** in the District Clerk's office. If a candidate is not present and is not represented by a person holding a signed written proxy, the District Clerk will draw a lot for the unrepresented candidate. The candidate with the earliest submission date and time will draw the first lot, the next earliest will draw second, etc.

Order of drawing lots (done in order of submitting petitions):

- 1.
- 2.
- 3.

Placement on the ballot (seat 1)

- 1.
- 2.
- 3.

Placement on the ballot (seat 2)

- 1.
- 2.
- 3.

Placement on the ballot (seat 3)

- 1.
- 2.
- 3.

The following persons were in attendance:

Witness:

Leslie DiBernardo District Clerk

NEWSDAY – SCHOOL BOARD CANDIDATE FORM

Please print clearly and return by April , 2019 to *Newsday Education Researcher Michael Ebert.*

E-mail:Michael.ebert@newsday.com Phone: 631-848-2270 Fax: 631-843-2953

Mailing address: Michael Ebert Newsday 235 Pinelawn Rd., Melville, NY 11747

[MNH2]

NAME: _____ AGE _____

SCHOOL DISTRICT: _____

YEARS LIVED IN DISTRICT: _____

DAYTIME PHONE #: _____ CELL #: _____

MARITAL STATUS, SPOUSE'S NAME: _____

OCCUPATION: _____

EDUCATION, COLLEGES, DEGREES RECEIVED AND DATES:

CHILDREN (INCLUDE SCHOOLS ATTENDED/ATTENDING):

ARE YOU RUNNING AS A TEAM WITH OTHER CANDIDATES? IF SO, WHOM?

ANSWER THE FOLLOWING IN 100 WORDS OR LESS:

What is the most important issue facing your district? Please give concrete examples of what you can do if elected to bring about the necessary changes.

SCHOOL BOARD CANDIDATE
EXPENDITURE DISCLOSURE REQUIREMENTS

The New York State Education Law requires candidates for school board trustee to make certain filings regarding expenditures made and contributions received in the course of a campaign (NYS Education Law Sections 1528 and 1529).

Candidates must file a sworn statement with the district clerk and Commissioner of Education setting forth all expenditures and contributions in support of that candidate's nomination or election.

This detailed filing is not necessary if the candidate's aggregate expenditures (including expenditures made by and on behalf of the candidate) and aggregate contributions do not exceed \$500. If this is the case, the candidate is only required to file with the district clerk a sworn statements that "his or her election expenditures did not exceed five hundred dollars and contributions received did not exceed five hundred dollars."

The following is a synopsis of the Education Law requirements.

Who must file? The Education Law requires that candidates file sworn statements. Moreover, any person who makes an expenditure on behalf of a candidate without his or her approval must first file a statement with the district clerk and commissioner stating that the candidate did not approve the expenditure. Any "non-approved" expenditure is limited to \$25.

What type of sworn statement must be filed if expenditures and contributions do not exceed \$500?

If a candidate's personal expenditures and approved expenditures made by others total \$500 or less and if the aggregate amount of contributions received by the candidate does not exceed \$500, the candidate must file sworn statements to that effect with the District Clerk of the School District.

Included in this package are sample statements we have prepared- see Forms A and B. These or any other sworn statements that comply with the law will be accepted by the School District.

What type of sworn statement must be filed if expenditures or contributions exceed \$500?

If a candidate's personal expenditures and approved expenditures made by others total more than \$500, or if received contributions total more than \$500, the candidate must file a sworn statement with the District Clerk **AND** the Commissioner of Education. The statement must set forth "all moneys or valuable things paid, given, expended or promised by the candidate or incurred for or on his or her behalf with his or her approval."

The contribution statement must include the dollar amount of the contribution or the fair market value of any non-monetary contribution, and the name and address of the donor. If the donor is a political committee, the statement must include the date of its receipt, the dollar amount of each expenditure, the name and address of the person who received the contribution and the name of the political committee.

Included in this package are sample statements we have prepared- see Forms C and D. These or any other sworn statements that comply with the law will be accepted by the School District.

How must the sworn statement be filed?

All filings with the District Clerk must be delivered to the District administrative office located in the Manor Oaks School, 1950 Hillside Avenue, New Hyde Park, between the hours of 9:00 a.m. and 4:45 p.m. during school days.

The office of the Commissioner of Education is located at the New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Call (518) 474-3852 for further information.

When must the sworn statements be filed?

Sworn statements must be filed on three separate dates. The first sworn statement must be filed on or before the thirtieth day preceding the election – April 22, 2019. The second sworn statement must be filed on or before the fifth day preceding the election – May 16, 2019. The third statement must be filed within twenty days after the election – June 10, 2019. Each statement must cover the period up to and including the day before the date the filing is due.

In the event the last day for filing falls on a weekend or date in which school is not in session, the filing with the District Clerk must be made on the next school day.

What other special requirements are there?

If a contribution or loan in excess of \$1,000 is received after the second filing, it must be reported within 24 hours of receipt in the same manner as other contributions (i.e., in a sworn statement filed with the District Clerk and the Commissioner of Education).

Included in this package is a sample statement we have prepared- see Form E. This or any other sworn statement that complies with the law will be accepted by the School District.

**NEW HYDE PARK-GARDEN CITY PARK UNION FREE SCHOOL DISTRICT
CANDIDATE'S CAMPAIGN EXPENSES AFFIDAVIT**

FORM A: EXPENSES NOT EXCEEDING \$500.00

STATE OF NEW YORK)

ss. :

COUNTY OF NASSAU)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the New Hyde Park-Garden City Park Union Free School District Board of Education for the election to be held on May 21, 2019 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.

2. The total election expenses, together with those expenses incurred by others on my behalf, with my approval, during the period through and including _____ (which period includes any prior reporting period) did not exceed \$500.00.

Signature of Candidate

Sworn to before me this
Day of _____, 2019

NOTARY PUBLIC – STATE OF NEW YORK

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AS FOLLOWS:

1. On or before the 30th day preceding the date of the election (April 22, 2019), AND
2. On or before the 5th day preceding the date of the election (May 16, 2019) AND
3. Within 20 days following the date of the election (June 10, 2019)

NEW HYDE PARK-GARDEN CITY PARK UNION FREE SCHOOL DISTRICT
CANDIDATE'S CAMPAIGN EXPENSES AFFIDAVIT

FORM B: AGGREGATE CONTRIBUTIONS NOT EXCEEDING \$500.00

STATE OF NEW YORK)
 ss. :
COUNTY OF NASSAU)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the New Hyde Park-Garden City Park Union Free School District Board of Education for the election to be held on May 21, 2019 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.

2. The aggregate amount of all contributions made on behalf of my candidacy during the period through and including _____ (which period includes any prior reporting period) did not exceed \$500.00.

Signature of Candidate

Sworn to before me this
day of _____, 2019

NOTARY PUBLIC – STATE OF NEW YORK

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AS FOLLOWS:

1. On or before the 30th day preceding the date of the election (April 22, 2019), AND
2. On or before the 5th day preceding the date of the election (May 16, 2019) AND
3. Within 20 days following the date of the election (June 10, 2019)

NEW HYDE PARK-GARDEN CITY PARK UNION FREE SCHOOL DISTRICT
CANDIDATE'S CAMPAIGN EXPENSES AFFIDAVIT

FORM C: EXPENSES EXCEEDING \$500.00

STATE OF NEW YORK)

ss.:

COUNTY OF NASSAU)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the New Hyde Park-Garden City Park Union Free School District Board of Education for the election to be held on May 21, 2019 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The total election expenses, together with those expenses incurred by others on my behalf, with my approval, during the period through and including _____ (which period includes any prior reporting period) exceeded \$500.00 and were as follows (see paragraph 3 below for any prior reported expenses)*:

_____	\$ _____
(NAME)	(AMOUNT)
_____	\$ _____
_____	\$ _____
_____	\$ _____

* Enclose a separate sheet of paper for additional expenses.

3. If this is other than my first statement, the following is a summary of all expenses reported in any previous statements:

4. The total amount expended or incurred during said period is: _____.

Signature of Candidate

Sworn to before me this
day of _____, 2019

NOTARY PUBLIC – STATE OF NEW YORK

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AS FOLLOWS:

1. On or before the 30th day preceding the date of the election (April 22, 2019), AND
2. On or before the 5th day preceding the date of the election (May 16, 2019) AND
3. Within 20 days following the date of the election (June 10, 2019)

NEW HYDE PARK-GARDEN CITY PARK UNION FREE SCHOOL DISTRICT

CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT

FORM E: CONTRIBUTIONS OR LOANS EXCEEDING \$1,000.00 RECEIVED AFTER THE FILING OF THE SECOND REQUIRED STATEMENT, BUT PRIOR TO THE ELECTION

STATE OF NEW YORK)

ss.:

COUNTY OF NASSAU)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the New Hyde Park-Garden City Park Union Free School District Board of Education for the election to be held on May 21, 2019 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The following contribution or loan made by others on behalf of my candidacy exceeded \$1,000.00 and was received after the close of the last statement submitted, but prior to the election. Such contribution or loan was received on _____ and is being reported within twenty-four hours of receipt:*

Name of Contributor	Address	Amt/Fair Mkt Value
_____	_____	\$ _____

*Enclose a separate sheet of paper for additional contributions, if necessary. If the contributor is a political committee, include the political unit represented, the date of receipt of the contribution, the name and address of the person to whom it was made or the name of the political unit represented by the committee to which it was made and the date thereof.

Signature of Candidate

Sworn to before me this
day of _____, 2019

NOTARY PUBLIC – STATE OF NEW YORK

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AND THE COMMISSIONER OF EDUCATION WITHIN 24 HOURS OF RECEIPT OF CONTRIBUTION IF SUCH CONTRIBUTION WAS RECEIVED AFTER THE CLOSE OF THE PERIOD COVERED IN THE LAST STATEMENT FILED BEFORE THE ELECTION BUT PRIOR TO SUCH ELECTION.

**NEW HYDE PARK-GARDEN CITY PARK
UNION FREE SCHOOL DISTRICT
OFFICE OF THE DISTRICT CLERK
1950 HILLSIDE AVE
NEW HYDE PARK, NEW YORK 11040**

Canvassing of Affidavit Ballots

If affidavit ballots are received on the day of the vote, designated poll clerks will canvass affidavit envelope ballots under §2019-a (2)(b) the next business day at the office of the District Clerk.

This is the provision whereby voters, whose registration records cannot be found may, in lieu of presenting a court order permitting him/her to vote, swear to facts in an affidavit (printed on an envelope) regarding his/her claimed right to vote. The ballot is then sealed in the envelope to be separately canvassed by the designated poll clerks pursuant to the further provision of the statute.