



ARDSLEY UNION FREE SCHOOL DISTRICT
500 FARM ROAD, ARDSLEY, NEW YORK 10502
PHONE (914)295-5500 FAX (914)295-5976
www.ardsleyschools.org

Donna Accurso
District Clerk
914-295-5515

To: Candidates for School Board Election
Tuesday, May 16, 2023

From: Donna Accurso
District Clerk

Re: Information for Candidates

1. Election Details: The election of two (2) members of the Board of Education for three (3) year terms from July 1, 2023 to June 30, 2026 will take place on Tuesday, May 16, 2023, between the hours of 6:00 a.m. and 10:00 a.m. and between the hours of 2:00 p.m. and 9:00 p.m. The polling place is in the high school building.

Note: Because there was a vacancy on the Board that was filled by an appointment, that person only serves until May 16, 2023 and there is an unexpired term from May 16 and until the Annual Organizational Meeting in July. The Education Law states that under these circumstances the candidate who receives the highest number of votes will automatically receive the unexpired term, from May 16, 2023 to the date of the annual organizational meeting in July. This means that this person will be sworn in to the 6+ week term prior to the full three-year term, and will then take the office again in July for the full three-year term.

2. Legal Qualifications for Candidates:

To qualify for membership on the school board an individual:

- Must be able to read and write.
- Must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age, and not adjudged to be an incompetent.
(Note: a convicted felon is barred from running for a seat on a school board if their maximum prison sentence has not expired or if they have not been pardoned or discharged from parole.)
- Must be and have been a resident of the district for a continuous and uninterrupted period of at least one year immediately before the election.
- 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 District.
- May not simultaneously hold another incompatible public office.

3. Petitions: Attached is a petition to be returned to the District Clerk by 5:00 p.m. on Monday, April 17, 2023. Each petition shall state the name and residence address of the candidate, shall state the residence address of each signer, and shall require at least 25 signatures of qualified voters. Please allow ample signatures in case some are illegible or non-residents. Given names should be used (e.g., Mary Smith, not Mrs. Smith). A P.O. Box may not be used as a residence address.

4. Requirements for Signing Nominating Petitions – Must be a qualified voter of the School District:
 - A citizen of the United States
 - At least 18 years old
 - A resident of the school district for at least 30 days immediately prior to the election at which they seek to vote
5. Publicity: The District publicizes the election and provides the required legal notices to the Gannett Newspaper and Rivertowns Enterprise. Names of people who request petitions will be released to the public and media upon inquiry. Nominating Petitions are public documents and will be released upon request.
6. Position on Ballot: New York State Education Law specifies that the determination of position of candidates' names on the ballot be done by a drawing. This will take place in the Board Room of the District Administration Building on Tuesday, April 18, 2023 at 3:00 p.m. Candidates may be present or name a designee by written proxy if they cannot be present and must indicate how they wish their name printed on the ballot. If the candidate is not present in person or by a person designated in a written proxy to accomplish the drawing, the District Clerk is authorized to act as proxy (Ed Law Section 2032(2)(b)).
7. Expenditure Statements:
 - All candidates must file an expenditure and contribution statement at three (3) separate times. The first must be filed on or before the thirtieth (30th) day prior to the election (April 17th) and must cover the entire period up to the day before the filing. A second statement must be filed on or before the fifth (5th) day prior to the election (May 11th) and must cover the entire period up to the day of filing. A third statement must be filed within twenty (20) days following the election (June 5th) and must also cover the entire period up to the day immediately preceding its filing. Candidates must also report, within 24 hours, contributions and loans in excess of \$1,000 received by the candidate within five (5) days before the election.
 - The campaign expenditure and contribution statements must be completed, signed by the Board Candidate and notarized by a notary public.
 - Candidates whose expenditures and contributions in connection with their nomination and/or election total \$500 or less need only file a simple sworn statement to that effect with the District Clerk. Candidates whose expenditures and contributions exceed \$500 must file a sworn statement with both the Commissioner of Education and the District Clerk.
8. Electioneering: Law specifies that electioneering is prohibited on the day of the election/vote within 100 radial feet of the entrance(s) to any polling place. This includes all buttons, literature, banners, and posters.
9. Candidates' Workshop: The Westchester-Putnam School Boards Association free Workshop for Prospective School Board Members will be held on Thursday, April 13, 2023, via Zoom, from 6:30 p.m. to 8:00 p.m. The flyer is attached and candidates should register directly with WPSBA by April 10th.
10. School Board Member Training: School board members elected or appointed for a first term must complete within the first year of their term two training courses, one on fiscal accountability and one on the powers, functions and duties of school boards. Each board member must file certificates with the District Clerk demonstrating completion of the training.
11. Further Information: Please call with any further questions: 914-295-5515.

CANDIDATE PETITION

DATE: _____

TO: Ms. Donna Accurso, District Clerk
Ardsley Union Free School District
500 Farm Road
Ardsley, New York 10502

We, the undersigned duly qualified voters of the Ardsley Union Free School District, Town of Greenburgh, Ardsley, New York, pursuant to Section 2018 of the NYS Education Law, do hereby nominate _____, residing at _____ for the office of School Board Trustee of said school district for a term commencing July 1, 2023 to June 30, 2026.

Section 2018(a),(b) of the New York Education Law stipulates that a nominee must have a minimum of 25 signatures or 2% of the voters, whichever is greater, who voted in the previous election of the Board of Education. A minimum of 25 signatures of qualified voters is required to make this nomination.

NAME (Print)

ADDRESS

SIGNATURE

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NAME (Print)

ADDRESS

SIGNATURE

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Candidate petitions are due in the District Clerk's office by 5:00 p.m. on April 17, 2023. The drawing for the order in which names of candidates will appear on the ballot will be held on April 18, 2023 at 3:00 p.m. in the Board Conference Room of the District Office. **Please be sure names are PRINTED clearly.**
Thank you.

AFFIDAVIT

**ARDSLEY UNION FREE SCHOOL DISTRICT
ARDSLEY, NEW YORK**

In the Matter of the Expenditures of and Contributions to

A Candidate for the Board of Education

ARDSLEY UNION FREE SCHOOL DISTRICT

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

_____ being duly sworn, deposes and says:

1. This affidavit is submitted pursuant to the provisions of Education Law § § 1528 and 1529.
2. Expenditures incurred by me or by others with my approval, and contributions received from others with my approval, to aid my nomination and/or election to the Board of Education of the Ardsley Union Free School District did not exceed five hundred dollars (\$500.00) from the period _____ through _____ and including _____.

Sworn to before me this
day of _____, 20__

Notary Public

MUST BE FILED AS FOLLOWS:

1. On or before the 30th day preceding day of election and
2. On or before the 5th day preceding day of election and
3. Within 20 days following the election

AFFIDAVIT

**ARDSLEY UNION FREE SCHOOL DISTRICT
ARDSLEY, NEW YORK**

In the Matter of the Expenditures of and Contributions to:

A Candidate for the Board of Education

ARDSLEY UNION FREE SCHOOL DISTRICT

STATE OF NEW YORK)

) ss.:

COUNTY OF WESTCHESTER)

_____ being duly sworn, deposes and says:

1. This affidavit is submitted pursuant to the provisions of Education Law §§ 1528 and 1529.

2. Expenditures of all monies or other valuable things paid, given, expended or promised by me, or incurred by others on my behalf with my approval and contributions made to aid my nomination and/or election to the Board of Education of the Ardsley Union Free School District during the period _____ through and including _____ were as follows (please attach separate sheet if necessary):

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

3. If contribution(s) is(are) made by political committee(s), as defined in Subsection 1 of § 14-100 of Election Law, please include in space provided below, or on a separate sheet attached:

- A. Name of political unit(s) represented by the committee(s);
- B. Date of receipt;
- C. Dollar amount of every expenditure; and

D. Name and address of person to whom it was made or name of and political unit represented by the committee to which it was made and the date thereof.

4. The total amount so expended or received during said period is \$ _____

Sworn to before me this _____ day of _____ 20

Notary Public

IF APPLICABLE: MUST BE FILED AS FOLLOWS:

1. On or before the 30th day preceding day of election; **and**
2. On or before the 5th day preceding day of election; **and**
3. Within 20 days following the election; **and**
4. Within 24 hours, if contribution or loan received within 5 days prior to election exceed \$1,000.

Date _____

New York State Education Department
Office of Management Services
Education Building Annex Rm. 876
Albany, New York 12234

Dear Sir/Madam:

Enclosed is my affidavit pursuant to Education Law §1528 confirming that my expenditures were \$_____ in connection with my election to the Board of Education of the Ardsley Union Free School District, Ardsley, New York.

Sincerely,

PRINT NAME

SIGNATURE

LETTER MUST BE FILED WHENEVER EXPENDITURES AND/OR CONTRIBUTIONS EXCEED \$500 - Within 30 days and 5 days before the election and 20 days after election.

Learn what being a school board trustee is all about!

Prospective School Board Member Workshop

Thursday, April 13, 2023
6:30 pm - 8:00 pm
Via Zoom

REGISTRATION

To register, go to www.wpsba.org and click on Prospective School Board Member Workshop on our homepage.

That will lead you to the registration link.
(Please register by 4/10)
or **CLICK HERE**

This workshop is provided as a free public service by WPSBA to individuals interested in running for their local school board in Westchester & Putnam Counties.

Topics Include:

- Skills needed
- Board/Supt. relationship
- Roles & Responsibilities
- Issues addressed by school boards
- Advocacy
- Communicating with the public



info@wpsba.org