



## WHITE PLAINS PUBLIC SCHOOLS

EDUCATION HOUSE  
FIVE HOMESIDE LANE  
WHITE PLAINS, NEW YORK 10605  
914-422-2000  
[www.wpcsd.k12.ny.us](http://www.wpcsd.k12.ny.us)

February 15, 2019

MEMO TO: Candidates for School Board Election  
Tuesday, May 21, 2019

FROM: Michele Schoenfeld, District Clerk

SUBJECT: Information for Candidates

1. Election Details: The election will take place on Tuesday, May 21, 2019, from Noon to 9 P.M. Two seats are open this year. There are six polling places, each of which combines various General Election Districts. Note: The polling place in Battle Hill will remain at the Battle Hill Community Room, where it was moved from Fire Station #5.
2. Legal Qualifications for Candidates: Candidates must be qualified voters (citizen of the U.S., over 18 years of age on or before the election day) and have lived in White Plains for one year.
3. Petitions: Attached is a supply of petitions, to be returned to the District Clerk by 4:30 P.M. on Wednesday, May 1, 2019. Section 2608 of the Education Law requires signatures of at least 100 qualified voters. Please allow ample signatures, in case some are illegible or non-residents. Given names must be used (e.g., Joan Smith, not Mrs. A. Smith). People may sign as many petitions as they wish.
4. Publicity: The district provides the required legal notices to the Gannett Newspaper and publicizes the election. Names of people who request petitions will be released to the public and media, upon inquiry.
5. 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 at Education House, on Wednesday, May 1st at 4:30 P.M. Candidates may name a designee if they cannot be present, and must indicate how they wish their name printed on the ballot.
6. Campaign Fundraising: Law requires that candidates report campaign contributions and loans of more than \$500. See below for filing information.

7. Expenditure Statements: According to recent laws, all candidates must file statements three times: on or before the 30<sup>th</sup> day preceding the election (April 22<sup>nd</sup>), on or before the 5<sup>th</sup> day preceding the election (May 16<sup>th</sup>), and within 20 days following the election (June 10<sup>th</sup>). Three copies of each of the three forms are attached (two of which must be notarized), so that you may use whichever is applicable. Note: If more than \$500 has been spent or received in contributions, forms must be filed with both the District Clerk and the  
Commissioner of Education  
Bureau of Education  
Room 510, Education Building  
Albany, NY 12234  
A copy of the law is attached.

8. Candidates' Workshop: The Westchester-Putnam School Boards Association Workshop for prospective candidates will be held on Thursday, April 11<sup>th</sup>, from 7-9:15 P.M., at Pleasantville High School Library. The Association's flyer is attached and candidates should sign up directly with WPSBA. Also attached is the New York State School Boards Association's booklet, "Running for the School Board."

9. Candidates' Forum/Interviews: A Candidates' Night is sponsored annually by the League of Women Voters of White Plains. It will take place on May 7<sup>th</sup>, at 7 P.M., in the B-1 Room at White Plains High School. This is usually taped and shown several times on the district's cable Channel 77. The League will issue a questionnaire to candidates after petitions are returned.

Gannett Suburban Newspapers interviews candidates for editorial endorsements. The district provides the newspaper with candidates' names after petitions are filed and the newspaper contacts candidates directly. The school district is not involved in this process.

10. Registration: This will take place on Saturday, May 4, 2019, Noon to 5 P.M., at Mamaroneck Avenue School, Nosband Avenue (main entrance). Qualified voters must be a citizen of the United States, 18 years of age or more, and a White Plains resident for at least 30 days prior to the election. Voters who have moved within the City of White Plains since they last voted may register their new addresses on this date. Anyone who has registered to vote in General Elections is eligible to vote in school elections without re-registering with the school district.
11. Electioneering: Law specifies that electioneering (defined as attempting to influence a vote) shall be prohibited within 100 feet of the entrance to any polling place. This includes all buttons, literature, banners, posters, etc., in addition to verbal persuasion.
12. Absentee Ballots: Applications for absentee ballots are available from the District Clerk, after March 20<sup>th</sup>. If the applicant is found to be a registered voter with a valid reason for absentee voting, a ballot will be issued or mailed as soon as it is available. By law, ballots which are to be mailed back must be sent out at least seven days prior to the vote. All ballots must be received by the District Clerk by 5 P.M. on the day of the election.

Absentee ballots are mailed automatically to the list of permanently sick and disabled voters provided by the Westchester County Board of Elections.

13. Election Results: Results are phoned into Education House shortly after the polls close and are made public as “unofficial” totals. Final figures are tabulated the following day and are presented to the Board of Education at a Special Meeting that evening.
14. Mandated Training: New York State requires a total of 12 hours of mandated training for newly elected board members within their first year of office: 6 hours of fiscal oversight training and 6 hours of governance skills training. These are offered through the New York State School Boards Association and the Westchester Putnam School Boards Association. The Fiscal Oversight course is also available online through NYSSBA. Dates for the courses will be available later on.

Good luck, and don't hesitate to call if you need any further information -- 422-2071.