



To: Candidates for the Board of Education  
From: Kristen Adler, School District Clerk  
Date: March 2, 2020

Please read the following information concerning your petition packet:

**1. NOMINATING PETITION:**

In order to become a candidate for the office of member of the Board of Education, you must meet the qualifications set forth on the enclosed Nominating Petition. The Petition must have a minimum of twenty-five (25) signatures and must be returned to my office at East Rochester Union Free School District, 222 Woodbine Avenue, East Rochester, NY 14445, on or before 4:00 P.M. on Monday, April 20, 2020. A qualified voter is any individual who is a citizen of the United States, 18 years of age or older, and a resident of the District for at least 30 days prior to the date of the election.

**2. CANDIDATE CERTIFICATION STATEMENT:**

Each candidate must certify that they meet the qualifications and have received the appropriate information in the candidate packet.

**3. EXPENDITURE STATEMENT (3):**

Each candidate for the position of member of the Board of Education whose expenses and/or contributions received exceed \$500 must file a statement accounting for campaign expenditures and contributions with the District Clerk and an additional statement with the Commissioner of Education. In the event the expenses do not exceed \$500 and the aggregate amount of all contributions made to the candidate do not exceed \$500, then a sworn statement to that effect need only be filed with the District Clerk.

Expenditure Statements must be filed as follows:

- A. The first statement shall be filed on or before the thirtieth (30<sup>th</sup>) day preceding the election which is on or before 4:00 P.M. **Monday, April 20, 2020.**
- B. A second statement shall be filed on or before the fifth (5<sup>th</sup>) day preceding the election which is on or before 4:00 P.M. **Tuesday, May 14, 2020.**
- C. A third statement shall be filed within twenty (20) days after the election, which is on or before 4:00 P.M. **Monday, June 8, 2020.**



D. Any contributions or loans in excess of \$1,000, if received after the close of the period covered in the last statement filed before the election, but before the election itself, shall be reported within twenty-four (24) hours after receipt.

4. **BIOGRAPHICAL FORM:**

Please fill out and return with your completed petition by Monday, April 20, 2020.

5. **MEMO REGARDING CAMPAIGN PARAMETERS:**

For your information.

6. **BOARD VACANCIES:**

Vacancies on the Board of Education are not to be considered separate offices. Therefore, the enclosed Nominating Petition does not describe a specific vacancy for which a candidate is nominated. The candidate receiving a plurality of the votes cast will be elected. The Education Law provides that when candidates are not nominated for a specific vacancy, the names of the candidates shall be listed on the ballot in the order determined by a lottery drawing. **The drawing will be held in the Business Office at 222 Woodbine Avenue, on Tuesday, April 21, 2020, at 9:00 A.M.** In the event that you are not present in person or represented by a person designated as proxy, the Clerk will act as your proxy.

7. **BOARD ELECTION:**

The annual election will be held on Tuesday, May 19, 2020, between the hours of 7:00 A.M. and 9:00 P.M. The District Budget Hearing to discuss the budget for the fiscal year beginning July 1, 2020, will begin at 7:00 P.M. on Tuesday, May 5, 2020, in the District Conference Room.

8. **VARIOUS INFORMATION FROM THE MONROE COUNTY SCHOOL BOARD ASSOCIATION.**

9. **A BROCHURE REGARDING A SEMINAR FOR PROSPECTIVE SCHOOL BOARD CANDIDATES.**

10. **QUESTIONS:**

Please call or email Kristen Adler, School District Clerk with any questions concerning the information in this packet, 248-6302 option 1 or [Kristen.Adler@erschools.org](mailto:Kristen.Adler@erschools.org)

# Nominating Petition for Member of East Rochester Union Free School District Board of Education

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**THIS PETITION MUST BE FILED WITH KRISTEN ADLER, SCHOOL DISTRICT CLERK, ON OR BEFORE 4:00 P.M. MONDAY, APRIL 20, 2020, AND MUST HAVE A MINIMUM OF TWENTY-FIVE (25) SIGNATURES**

We, the undersigned, qualified voters of the East Rochester Union Free School District, do hereby respectfully petition the clerk of the said school district and do hereby place the following candidate in nomination for the office of member of the Board of Education for the term as indicated.

\_\_\_\_\_ (NAME) \_\_\_\_\_ (ADDRESS)  
for a full term of THREE years in office. Please sign as legibly as possible.

<u>NAME</u>	<u>ADDRESS</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____

**Nominating Petition for Member of East Rochester Union Free School  
District Board of Education**

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We, the undersigned, qualified voters of the East Rochester Union Free School District, do hereby respectfully petition the clerk of the said school district and do hereby place the following candidate in nomination for the office of member of the Board of Education for the term as indicated. NAME \_\_\_\_\_

<u>NAME</u>	<u>ADDRESS</u>
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

**Nominating Petition for Member of East Rochester Union Free School  
District Board of Education**

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We, the undersigned, qualified voters of the East Rochester Union Free School District, do hereby respectfully petition the clerk of the said school district and do hereby place the following candidate in nomination for the office of member of the Board of Education for the term as indicated. NAME \_\_\_\_\_

<u>NAME</u>	<u>ADDRESS</u>
31. _____	_____
32. _____	_____
33. _____	_____
34. _____	_____
35. _____	_____
36. _____	_____
37. _____	_____
38. _____	_____
39. _____	_____
40. _____	_____
41. _____	_____
42. _____	_____
43. _____	_____
44. _____	_____
45. _____	_____
46. _____	_____
47. _____	_____
48. _____	_____

## East Rochester Union Free School District Information on Candidate Expenditure Statements

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All candidates for election to the Board of Education must file sworn statements with the Clerk of the District, and, in some cases, with the Commissioner of Education, relating to monies or other valuable things paid, given, promised or expanded by the candidate and by others with the candidate's approval. Such expenditures must be related to the candidate's nomination or election.

Certain expenditures are considered by law to be "personal expenses." They are expenses incurred and paid directly and personally by the candidate and include, for example, travel expenses, printing, stationery, postage, and telegraph or telephone charges.

The statements must be filed with the Clerk of the District. If the total of personal expenses and expenditures by others with the candidate's approval is more than \$500, the statements must also be filed with the Commissioner of Education.

**There are three required filing dates.** The first statement must be filed thirty (30) days before the date of the election, (**April 20, 2020**) and the second statement must be filed five (5) days before the date of the election, (**May 14, 2020**) the third statement must be filed within twenty (20) days after the election (**June 8, 2020**). All of these statements must cover the period up to and including the day prior to filing.

If the total expenditure is more than \$500, the statement must be itemized and the contributors must be identified. When an itemized statement is filed, subsequent statements need only summarize the expenditures previously reported.

Any expenditure made on behalf of a candidate without the candidate's approval shall be limited to \$25, and shall not be included in computing the \$500 limitation referred to above. In addition, the person making the expenditure must file a sworn statement with the Clerk of the District and the Commissioner of Education stating that the candidate did not approve such expenditures.

If a candidate does not file the required statements, any other candidate or any five qualified voters of the District may institute an action in Supreme Court, Monroe County, to compel the required filings.

**East Rochester Union Free School District Board of Education  
Candidate Expenditure Statement**

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To be filed on or before April 20, 2020

**EXPENDITURE STATEMENT UNDER ARTICLE 32 OF THE EDUCATION LAW**

\_\_\_\_\_, being duly sworn, deposes and says that I am a candidate for  
(Candidate's Name)

election to the Board of Education of the East Rochester Union Free School District for a three-year term commencing July 1, 2020, or sooner if permitted under the provisions of the New York Education Law, and I affirm, under penalty of perjury and the penalties of Article 32 of the New York State Education Law as follows:

\_\_\_\_\_ A. That all personal expenses together with the total expenditures incurred by others on my behalf and with my approval do not exceed \$500.

OR

\_\_\_\_\_ B. The following is a complete list of personal expenditures and expenditures incurred by others on my behalf with my approval:

(Attach additional sheets if necessary)

\_\_\_\_\_  
Candidate's Signature

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

You must file one statement 30 days before the election, another statement 5 days before election and a subsequent statement not more than 20 days after election. (Three statements in total)

Instructions for Filing: Statements must be filed with Mrs. Kristen Adler, School District Clerk, East Rochester Union Free School District, 222 Woodbine Avenue, East Rochester, NY 14445. If you exceed \$500 in expenses a copy is also sent to the Commissioner of Education, State Education Building, Albany, New York, 12234.

**East Rochester Union Free School District Board of Education  
Candidate Expenditure Statement**

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To be filed on or before May 14, 2020

**EXPENDITURE STATEMENT UNDER ARTICLE 32 OF THE EDUCATION LAW**

\_\_\_\_\_, being duly sworn, deposes and says that I am a candidate for  
(Candidate's Name)

election to the Board of Education of the East Rochester Union Free School District for a three-year term commencing July 1, 2020, or sooner if permitted under the provisions of the New York Education Law, and I affirm, under penalty of perjury and the penalties of Article 32 of the New York State Education Law as follows:

\_\_\_\_\_ A. That all personal expenses together with the total expenditures incurred by others on my behalf and with my approval do not exceed \$500.

OR

\_\_\_\_\_ B. The following is a complete list of personal expenditures and expenditures incurred by others on my behalf with my approval:

(Attach additional sheets if necessary)

\_\_\_\_\_  
Candidate's Signature

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

You must file one statement 30 days before the election, another statement 5 days before election and a subsequent statement not more than 20 days after election. (Three statements in total)

Instructions for Filing: Statements must be filed with Mrs. Kristen Adler, School District Clerk, East Rochester Union Free School District, 222 Woodbine Avenue, East Rochester, NY 14445. If you exceed \$500 in expenses a copy is also sent to the Commissioner of Education, State Education Building, Albany, New York, 12234.



**East Rochester Union Free School District Board of Education  
Candidate Expenditure Statement**

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To be filed on or before June 8, 2020

**EXPENDITURE STATEMENT UNDER ARTICLE 32 OF THE EDUCATION LAW**

\_\_\_\_\_, being duly sworn, deposes and says that I am a candidate for  
(Candidate's Name)

election to the Board of Education of the East Rochester Union Free School District for a three-year term commencing July 1, 2020, or sooner if permitted under the provisions of the New York Education Law, and I affirm, under penalty of perjury and the penalties of Article 32 of the New York State Education Law as follows:

\_\_\_\_\_ A. That all personal expenses together with the total expenditures incurred by others on my behalf and with my approval do not exceed \$500.

OR

\_\_\_\_\_ B. The following is a complete list of personal expenditures and expenditures incurred by others on my behalf with my approval:

(Attach additional sheets if necessary)

\_\_\_\_\_  
Candidate's Signature

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

You must file one statement 30 days before the election, another statement 5 days before election and a subsequent statement not more than 20 days after election. (Three statements in total)

Instructions for Filing: Statements must be filed with Mrs. Kristen Adler, School District Clerk, East Rochester Union Free School District, 222 Woodbine Avenue, East Rochester, NY 14445. If you exceed \$500 in expenses a copy is also sent to the Commissioner of Education, State Education Building, Albany, New York, 12234.

East Rochester Union Free School District Board of Education  
Expenditure Statement Without Approval

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This statement is to be completed and filed by anyone who makes an expenditure without approval of the candidate.

EAST ROCHESTER UNION FREE SCHOOL DISTRICT  
ANNUAL SCHOOL DISTRICT ELECTION  
MAY 19, 2020

**EXPENDITURE STATEMENT  
UNDER ARTICLE 32 OF THE EDUCATION LAW**

TO: Kristen Adler, District Clerk  
FROM:  
DATE:  
SUBJECT: **EXPENDITURE STATEMENT UNDER ARTICLE 32  
OF THE EDUCATION LAW**

STATE OF NEW YORK)  
COUNTY OF MONROE) SS:

\_\_\_\_\_, being duly sworn, deposes and says that:

I am a resident of the Town of \_\_\_\_\_, County of \_\_\_\_\_, State of New York and I have made the following expenditures on behalf of \_\_\_\_\_, candidate for election to the  
(Candidate's Name)

Board of Education of the East Rochester Union Free School District, without his/her approval.

\_\_\_\_\_  
(Signature)

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

# East Rochester Board of Education Candidate Certification Statement

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## EAST ROCHESTER UNION FREE SCHOOL DISTRICT ANNUAL SCHOOL DISTRICT ELECTION MAY 19, 2020

This Candidate Certification Statement must be filed with the candidate's Nominating Petition or on or before **4:00 P.M. Monday, April 20, 2020.**

To: Kristen Adler, School District Clerk  
East Rochester Union Free School District  
222 Woodbine Avenue  
East Rochester, NY 14445

The undersigned, a candidate for the office of Member of the Board of Education of the East Rochester Union Free School District does hereby certify as follows:

1. I am at least 18 years of age.
2. I am a citizen of the United States.
3. I am able to read and write.
4. I have not been disqualified as a voter of the District because of a violation of Section 5-106 of the New York Election Law.
5. I currently reside at: \_\_\_\_\_.
6. I have been or will be a resident of the District at least one year prior to May 17, 2016.
7. I am in receipt of a complete candidate packet which includes:
  - Nominating Petition
  - 3 Expenditure Statements to file
  - Campaign Parameters
  - Related Monroe County School Board Association and prospective candidate information and election process procedures.

\_\_\_\_\_  
Candidate's Signature

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Notary Public

**East Rochester Union Free School District  
School Board Candidate Biographical Form**

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In order to provide district residents with information on candidates for the East Rochester Board of Education, we ask that you complete and submit the information requested to the District Clerk along with your school board candidacy petitions. A resume will suffice, if the requested information is included.

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Phone: Cell: \_\_\_\_\_ Home/Work: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Profession or Title: \_\_\_\_\_

Education Degrees: \_\_\_\_\_

(please provide a copy of diplomas)

List all children by name and school they attend:

<u>Name</u>	<u>School</u>
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List memberships, awards, professional organizations, volunteer work, offices, etc. which you would like included in a brief biography.

Please attach a color photograph (wallet-size or larger is preferred) or email a digital photo to [Kristen.Adler@erschools.org](mailto:Kristen.Adler@erschools.org)

Please return this information to:  
Kristen Adler, School District Clerk  
East Rochester Union Free School District  
222 Woodbine Avenue  
East Rochester, NY 14445

## Campaigning Parameters for East Rochester Board of Education Candidates



Promoting candidacy to become a Board member is allowed under New York State Education Law; however certain parameters should be followed by all candidates to assure fair and equal access to the voting public. To that end, legal counsel has advised candidates to avoid the following:

- a. Having school district personnel, such as teachers, send home with students any partisan materials (even if students are given materials in envelopes or packages and simply told to provide them to their parents); this also applies even if the partisan materials are supplied by a PTA or other organization or entity;
- b. Providing any person or entity, including a PTA-type organization, with mailing labels to be used for partisan purposes;
- c. Letting a candidate or other person or entity use the school district's copying resources or materials or bulk mail permit for partisan purposes;
- d. Providing a candidate or other person or entity with access to the school district's "established channels of communication" for partisan purposes;
- e. Permitting a candidate or other person or entity to send email over school district computers for partisan purposes;
- f. Allowing a candidate or other person or individual appearing at a school district function, such as a class, convocation, field trip, parents' night, extracurricular activity, assembly, etc. to make communications for partisan purposes such as seeking support for or against election to the Board or for or against the budget or for or against any other proposition.

### Concerning Campaign Contributions:

Each candidate receiving more than \$500 in campaign contributions must file a statement accounting for his/her expenditures and contributions with the District Clerk's office. Please refer to Newly Adopted District Policy 1220 Reporting Expenditures and Contributions for complete details.

**\*If you are interested in putting up signs in the Village of East Rochester you must call the ER Code Enforcement Office at 385-3513 and obtain a permit and pay a fee. Signs in Pittsford and Perinton may be erected 90 days prior to an election, no larger than 6 feet by 6 feet, no closer than 10 feet from a lot line, not placed in the right of way and must be removed within 7 days of the election.**