



CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP
780 Ocean Avenue, Bohemia, New York 11716

BOARD OF EDUCATION
CANDIDATE'S PACKET

2024

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BOARD MEMBER QUALIFICATIONS

Headnote:

Law prescribes the qualifications for school board members. These include literacy, age, residency requirements and a prohibition on certain employment.

General Discussion:

As prescribed by law, every school district officer, including Board members, must be able to read and write, must be at least 18 years of age or older, must be 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, and a prohibition on certain employment (see next section).

Restrictions on Employment and Public Office:

Not more than one (1) member of a family may be 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, which is incompatible with his or her Board service, e.g., local municipal office.

Ineligibility of Removed Board Member:

A Board member who is removed from office is ineligible for appointment or election to school district office for one (1) year from the date of removal.

Board Powers and Duties:

The general powers and duties of school boards are outlined in the Education Law, which assigns different powers and duties to different types of school districts (see page 4, *School Board's Role*). Central school boards are governed by section §1804. Additional powers and duties may be found in other laws such as the General Municipal Law, the Real Property Law and the Public Officers' Law, as well as in Federal law and Commissioner's regulations.

THE SCHOOL BOARD'S ROLE

The School Board is comprised of five (5) members elected by district residents, for overlapping terms of three years. The Board of Education is both an agent of the state and a representative body of the people of the district. The Board derives its authority from the State Constitution, State Statutes, and the Regulations of the Commissioner of Education.

In accordance with Education Law, the Board of Education adopts policies, rules and bylaws they deem will best meet the statutory responsibilities and secure the best educational results for the students in their charge. Generally, a school board is responsible for the admission, instruction, discipline, grading, and as appropriate, classification of students attending the public schools; for the employment and management of necessary professional and support staff; to protect the health and safety of all students and staff; and for the purchasing, leasing, maintaining and insuring school buildings, properties, equipment and supplies. The Board determines the educational goals and vision of the school system.

The school board has the authority and duty to present a detailed statement of expenditures (i.e., the proposed budget) for the ensuing school year, which must be submitted to the district voters annually for approval.

The Board appoints the Superintendent of Schools to provide the educational leadership, expertise, and knowledge to lead the district in the direction established by the Board. The Superintendent oversees the day-to-day operation of the school system and implements the priorities and policies set by the Board. Board members volunteer their service to the community and are not financially compensated. Voting for school board positions takes place on the same day as the budget vote — the third Tuesday in May.

SCHOOL BOARD MEETINGS

There are several types of Board meetings which must be conducted in a specific manner according to various laws and regulations: The **Regular Monthly Meetings** allow the Board of Education to conduct the regular business of the school district. **Special Meetings** are called as needed to discuss topics, which require the immediate attention of the Board. These generally address business or personnel matters. **Work Sessions** can be called as needed to address one specific topic and receive reports from the administration. The Board of Education may, at any time, adjourn to **Executive Session** to discuss a number of issues, including collective bargaining; information concerning a particular employee or student; proposed, pending, or current litigation, the acquisition or sale of property/security; the preparation, grading, and administration of exams; and matters that may imperil public safety. While the regular monthly meetings, work sessions, and special meetings are open to the public, only Board members and those people invited by the Board may attend executive sessions.

CANDIDATE'S CHECK LIST

- ___ 1. Nominating Petitions with a total of **63** signatures – **DUE MONDAY, APRIL 22, 2024.**
- ___ 2. Affidavit of Candidate Qualifications – **DUE MONDAY, APRIL 22, 2024**
- ___ 3. Drawing for Placement on Ballot – **APRIL 23, 2024 at 11 a.m.**
(If you are unable to be present for the drawing, the District Clerk or a person of your choosing will draw your placement in front of witnesses and the other candidates)*

**This person must present a notarized statement of authorization from the candidate.*
- ___ 4. Release of name, address and telephone numbers – **DUE MONDAY, APRIL 22, 2024**
- ___ 5. First Statement of Campaign Contributions and Expenditures – **DUE TO THE DISTRICT CLERK APRIL 22, 2024**
- ___ 6. Second Statement of Campaign Contributions and Expenditures – **DUE TO THE DISTRICT CLERK MAY 16, 2024**
- ___ 7. Third and Final Statement of Campaign Contributions and Expenditures – **DUE TO THE DISTRICT CLERK JUNE 10, 2024**

INSTRUCTIONS FOR FILING NOMINATING PETITIONS

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

1. Deadline for filing nominating petitions: **Monday, April 22, 2024 at 5:00 PM**
2. A petition for each candidate position follows these instructions. You may make as many copies of the petition as needed. Make sure your petitions state your name and term of office. (These have been provided for your use).
3. Petitions are to be filed in the Office of the District Clerk, Central Administration Building, 780 Ocean Ave., Bohemia, NY 11716
4. Number of signatures required: Nominating petitions must be signed by at least **63** qualified voters [representing 2 percent of the number of voters who voted in the 2023 annual election of the members of the Board of Education; §2018(a)]. However, **more signatures are recommended** in the event the District Clerk cannot read, verify, or has to disqualify a signature.
5. Before filing a petition with the District Clerk, be sure that:
 1. Nominee's **FULL NAME** and **ADDRESS** (Street and city) are legibly **PRINTED** on each page. No P.O. Box address or ditto marks will be accepted on any part of the petition
 2. All signatures are **NUMBERED** consecutively
 3. All signatures are written in **INK**
 4. All signatures are **INDIVIDUALIZED**, i.e., Jane Doe or John Doe – (Not Mrs. John Doe or Mr. & Mrs. John Doe)
 5. All pages are **NUMBERED** in the upper right-hand corner
 6. **PETITION** is **DATED** with the 'file date'
 7. All **SIGNATURES** are **DATED** with the month, day and year
 8. Two (2) members of the Board of Education will be elected as follows:
 - For a three-year term commencing July 1, 2024, and expiring June 30, 2027

PETITION TO JESSIE KEMP, DISTRICT CLERK
 CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP
 780 OCEAN AVE., BOHEMIA, NY 11716
 STATE OF NEW YORK

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We, the undersigned, being the minimum number of qualified voters required by law, of Connetquot Central School District, Town of Islip, County of Suffolk, State of New York, hereby petition the Clerk and nominate:

_____ residing at _____

for the office of member of the Board of Education of the Connetquot Central School District of Islip for a three-year term commencing July 1, 2024 and expiring June 30, 2027.

#	Date of Signature	Printed Name	Signature	Address (No PO Box or Ditto Marks)
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EXPENDITURE STATEMENTS FOR CANDIDATES TO THE BOARD OF EDUCATION

Information and Forms

Article 32 of the Education Law addresses the filing of expenditure statements by candidates for election to the board of education

Any candidate whose total campaign contributions or expenditures exceed \$500 must prepare a sworn statement or statements itemizing such contributions and/or expenditures. These statements must be filed with both the local school district clerk and with the commissioner of education.

Any candidate who receives \$500 or less in campaign contributions is not required to file an itemized contribution statement with either the district clerk or the commissioner. Such candidates need only file a sworn statement with the district clerk, indicating that neither his or her contributions (if applicable) nor expenditures (if applicable) exceeded \$500.00. See the sample of a statement for Campaign Contributions and Expenditures Under \$500.00 (page 24).

A candidate's itemized contribution statements (where required), must include the dollar value or fair market value of the contribution, the names and address of the contributor, and if the contributor is a political committee as defined by Election Law Section 14-100, the statement must include the name of the committee and the political unit represented by the committee. Candidates must report "any receipt, contribution or transfer."

A candidate's itemized expenditure statement (where required) must list all moneys or other valuable things paid, given, expended or promised by [the candidate], or incurred for or on the candidate's behalf with his/her approval by any other person, firm, association or corporation, to aid his/her own nomination or election, or to aid or influence the nomination or defeat of any candidate to be voted for at the election. Education Law Section 1528(1)(a). See the sample of a statement for Campaign Contributions or Expenditures Over \$500.00 (page 27).

Under Section 1528(c), any expenditure made by a person or persons without the approval of the candidate is limited to the sum of \$25.00, and that person is also obligated to file a sworn statement with the clerk of the school district and the commission stating that the candidate did not approve such expenditure. A sample of such a statement is on page 29. In cases where the candidate does not approve expenditures, those expenditures are not included in determining the \$500.00 limit set forth above.

Personal expenses incurred by a candidate include:

Only payments for traveling expenses and expenses incidental thereto, for writing, printing, and preparing for transmission of any letter, circular, or other publication not issued at regular intervals, containing a statement of the position or views of the candidate or person upon public or other

questions, for stationary and postage and for telegraph, telephone and other public messenger service.
Education Law Section 1528(2).

These expenses are limited to those which are directly and personally incurred and paid for by the candidate.

The statement shall be filed at three separate times:

1. A preliminary statement shall be filed no later than thirty (30) days before the election. **(Due Monday, April 22, 2024)**
2. A second statement must be filed no later than five (5) days before the election. **(Due Thursday, May 16, 2024)**
3. A third and final statement must be filed within twenty (20) days after the election. **(Due Monday, June 10, 2024)**

If a candidate receives a contribution in excess of \$1,000.00 after the closing date for the most recent required statement, but before the election, the candidate must report it 24 hours after receipt.

It is not necessary that the subsequent statements contain an itemization of information contained in prior statements, but the subsequent statements shall include a summary of all contributions and expenditures reported in any previous statements.
Education Law Section 1529(2) and (3).

A statement is deemed properly filed when it is deposited in an established post office within the prescribed time, duly stamped, registered and directed to the clerk of the school district in which he/she is a candidate and to the commissioner of education (if necessary). In other words, the statement should be mailed to the school district and the commissioner (if necessary) **by certified or registered mail**. In the event a statement is not received, the school district should promptly notify the candidate, who must then promptly file a statement upon notice by the school district administrative officer and/or commissioner of its non-receipt. Accordingly, it is good practice for the school district to keep records of those candidates running for election in order to follow up for receipt of the required statements. However, the school district is not under any legal obligation to notify candidates that statements have not been received when due.

Once statements are received, they shall be kept by the school district for a period of three years from the date of filing. Since the expenditure statements constitute a part of the public records of the school district, they are open to public inspection. Education Law Section 1529(4).

Section 1530 of the Education Law provides a remedy available to any candidate voted for at the election or by any five qualified voters in the event a candidate fails to file a statement or if a statement is incorrectly filed. The candidate or any five qualified voters may petition a justice of the Supreme Court to issue an order compelling such candidate to file a statement of expenditures or contributions for campaign purposes.

The candidate should be required to comply with such order within five (5) days after notice of the order by filing a new or supplemental statement.

The court, however, may confer immunity in such a proceeding in accordance with the provisions of Section 50.20 of the Criminal Procedure Law, provided that no immunity shall be conferred except upon twenty-four (24) hours prior written notice to both the attorney general and the appropriate district attorney having an official interest in the proceeding.

Questions and Answers Regarding Statement of Campaign Expenses

Ref: Education Law § 1528, 1529, 1530 – Chapter 359

Q: Is filing required of all candidates?

A: **Yes**

Q: With whom must the candidate file?

A: **The Clerk of the School District:**

**Jessie Kemp
District Clerk
Connetquot Central School District of Islip
780 Ocean Avenue
Bohemia, New York 11716**

And (if over \$500)

**Commissioner of Education
c/o Educational Management Services
89 Washington Avenue
Albany, NY 12234**

Q: Is there a specific format for filing?

A: **No. The format is left to the discretion of the candidate**

Q: What information must be included in the filing?

A: **The filing must set forth all monies or other valuable things which he/she has paid, given, expended or promised or which have been incurred for or on his/her behalf with his/her approval by any person, firm, association or corporation for the purpose of aiding in his/her nomination or election or to defeat any other candidate in the election.**

Q: Must a candidate file if he/she incurs little or no personal expenditures and/or if expenditures incurred by others with his/her approval are minimal?

A: **Every candidate must file. An itemization is necessary if expenditures exceed \$500. When the candidate's only expenditures were for personal expenses which, when taken together with the total expenditures incurred by others on his behalf and with his/her approval are under \$500, a sworn statement must be filed with the District Clerk ONLY, indicating that his/her election expenditures did not exceed \$500.**

Q: What are personal expenses for the purpose of this law?

A: **Expenses directly and personally incurred and paid by the candidate**

including traveling expenses, and expenses incidental thereto, expenses for writing, printing and preparing for transmission letters, circulars, or other publications not issued at regular intervals, setting forth his/her position or views on public or other questions, and expenses for stationery, postage, telephone, telegraph and other public message service.

Q: What filings are required if expenditures are made by a person or persons on behalf of a candidate without his/her approval?

A: The person or persons making such expenditures without the candidate's approval must file a sworn statement with the clerk stating that the candidate did not approve such expenditures. Such expenditures are limited to \$25 and shall not be included in determining the total expenditures of \$500 mentioned above.

Q: When must statements be filed?

A: A first statement must be filed on the thirtieth day preceding the election. A second statement must be filed within five days preceding the election, and a third and final statement must be filed within twenty (20) days after the election. A statement will be deemed properly filed when it is deposited in any established post office within the time indicated above, duly stamped, registered and directed to the clerk of the school district in which the filer is a candidate.

Q: How long must a statement be kept in the school district's file?

A: Three (3) years from the date of filing. These statements constitute public records and must be open to public inspection.

Q: What action must be taken against a candidate who fails to file a statement or if a statement is incorrectly filed?

A: The Supreme Court or Justice thereof, in a proceeding instituted by any candidate voted for at the election or by any five qualified voters, may compel a candidate by order to file a statement or to file a new or supplemental statement, which was incorrectly filed originally.

**STATEMENT OF CAMPAIGN CONTRIBUTIONS AND
EXPENDITURES UNDER \$500.00**

FILED WITH THE DISTRICT CLERK ONLY

STATE OF NEW YORK)

)S.S.:

COUNTY OF SUFFOLK

_____, being duly sworn, deposes and says:

1. I am a candidate running for election to a seat on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**.
2. As of the date preceding the date this affidavit is sworn hereto, the aggregate amount of all contributions made to me for the purpose of aiding my nomination or election to a seat on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**, have not exceeded the sum of **FIVE HUNDRED (\$500.00) DOLLARS**.
3. As of the date preceding the date this affidavit is sworn hereto, all monies or other valuable things paid, given, expended or promised to me, or incurred for on my behalf with my approval for the purpose of aiding my nomination or election to a seat, or to aid or influence the nomination or defeat of any candidate to be voted for at the election, on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION** have not exceeded the sum of **FIVE HUNDRED (\$500.00) DOLLARS**.

Candidate's Signature

Sworn before me this _____
day of _____, 2024

Notary Public

TO: Jessie Kemp, District Clerk
Connetquot Central School District
780 Ocean Ave.
Bohemia, NY 11716

Filing: 30 days prior to election; 5 days prior to election; 20 days after election.

*Any contribution of \$1000.00 or more received before the election but after the closing date for the above filings must be separately reported within 24 hours of receipt.

**STATEMENT OF CAMPAIGN CONTRIBUTIONS AND
EXPENDITURES UNDER \$500.00**

FILED WITH THE DISTRICT CLERK ONLY

STATE OF NEW YORK)

)S.S.:

COUNTY OF SUFFOLK

_____, being duly sworn, deposes and says:

4. I am a candidate running for election to a seat on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**.
5. As of the date preceding the date this affidavit is sworn hereto, the aggregate amount of all contributions made to me for the purpose of aiding my nomination or election to a seat on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**, have not exceeded the sum of **FIVE HUNDRED (\$500.00) DOLLARS**.
6. As of the date preceding the date this affidavit is sworn hereto, all monies or other valuable things paid, given, expended or promised to me, or incurred for on my behalf with my approval for the purpose of aiding my nomination or election to a seat, or to aid or influence the nomination or defeat of any candidate to be voted for at the election, on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION** have not exceeded the sum of **FIVE HUNDRED (\$500.00) DOLLARS**.

Candidate's Signature

Sworn before me this _____
day of _____, 2024

Notary Public

TO: Jessie Kemp, District Clerk
Connetquot Central School District
780 Ocean Ave.
Bohemia, NY 11716

Filing: 30 days prior to election; 5 days prior to election; 20 days after election.

*Any contribution of \$1000.00 or more received before the election but after the closing date for the above filings must be separately reported within 24 hours of receipt.

**STATEMENT OF CAMPAIGN CONTRIBUTIONS AND
EXPENDITURES UNDER \$500.00**

FILED WITH THE DISTRICT CLERK ONLY

STATE OF NEW YORK)

)S.S.:

COUNTY OF SUFFOLK

_____, being duly sworn, deposes and says:

7. I am a candidate running for election to a seat on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**.
8. As of the date preceding the date this affidavit is sworn hereto, the aggregate amount of all contributions made to me for the purpose of aiding my nomination or election to a seat on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**, have not exceeded the sum of **FIVE HUNDRED (\$500.00) DOLLARS**.
9. As of the date preceding the date this affidavit is sworn hereto, all monies or other valuable things paid, given, expended or promised to me, or incurred for on my behalf with my approval for the purpose of aiding my nomination or election to a seat, or to aid or influence the nomination or defeat of any candidate to be voted for at the election, on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION** have not exceeded the sum of **FIVE HUNDRED (\$500.00) DOLLARS**.

Candidate's Signature

Sworn before me this _____
day of _____, 2024

Notary Public

TO: Jessie Kemp, District Clerk
Connetquot Central School District
780 Ocean Ave.
Bohemia, NY 11716

Filing: 30 days prior to election; 5 days prior to election; 20 days after election.

*Any contribution of \$1000.00 or more received before the election but after the closing date for the above filings must be separately reported within 24 hours of receipt.

**STATEMENT OF CAMPAIGN CONTRIBUTIONS OR
EXPENDITURES OVER \$500.00**

TO BE FILED WITH THE DISTRICT CLERK AND COMMISSIONER

STATE OF NEW YORK)
)S.S.:
COUNTY OF SUFFOLK

_____, being duly sworn, deposes and says:

1. I am a candidate running for election to a seat on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**.

2. As of the date preceding the date this affidavit, the aggregate amount of all contributions made to me for the purpose of aiding my nomination or election to a seat on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**, have exceeded the sum of **FIVE HUNDRED (\$500.00) DOLLARS** and are set forth below as follows:

<u>Contributor's Name & Address</u> ¹	<u>Date of Contribution</u>	<u>Amount of Contribution</u>
--	-----------------------------	-------------------------------

(Attach additional sheets, if necessary)

¹ If political committee, indicated name of committee and the political unit represented

3. As of the date preceding the date of this affidavit, all monies or other valuable things paid, given, expended or promised to me, or incurred for on my behalf with my approval for the purpose of aiding my nomination or election to a seat, or to aid or influence the nomination or defeat of any candidate to be voted for at the election, on the **CONNETQUOT CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION** have exceeded the sum of **FIVE HUNDRED (\$500.00) DOLLARS** and are set forth below as follows:

<u>Date of Expenditure</u>	<u>Name & Address²</u>	<u>Explanation</u>
----------------------------	---------------------------------------	--------------------

(Attach additional sheets, if necessary)

Candidate's Signature

Sworn before me this _____,
day of _____, 2024

Notary Public

TO: Jessie Kemp, District Clerk
Connetquot Central School District
780 Ocean Ave.
Bohemia, NY 11716

Commissioner of Education
c/o Educational Management Services
89 Washington Ave
Albany, New York 12234

Filing: 30 days prior to election; 5 days prior to election; 20 days after election.

*Any contribution of \$1000.00 or more received before the election but after the closing date for the above filings must be separately reported within 24 hours of receipt.

² If political committee, identify names and addresses of political committee

**STATEMENT OF CAMPAIGN EXPENDITURES WITHOUT
APPROVAL OF CANDIDATE**

TO BE FILED WITH THE DISTRICT CLERK AND COMMISSIONER

**STATE OF NEW YORK)
)S.S.:
COUNTY OF SUFFOLK**

_____, being duly sworn, deposes and says:

1. On _____, 2024, your deponent made an expenditure in a sum not exceeding TWENTY-FIVE (\$25.00) DOLLARS on behalf of _____, without his/her solicitation or approval thereof, to wit, _____.

<u>Date of Expenditure</u>	<u>Name & Address</u>	<u>Explanation</u>
----------------------------	---------------------------	--------------------

Candidate's Signature

Sworn before me this _____
day of _____, 2024

Notary Public

TO: Jessie Kemp, District Clerk
Connetquot Central School District
780 Ocean Ave.
Bohemia, NY 11716

Commissioner of Education
c/o Educational Management Services
89 Washington Ave
Albany, New York 12234

ELECTIONEERING LAWS

§17-130 THE ELECTION LAW

4. **Electioneers on election day or on days of registration within one hundred feet, as defined herein, from a polling place.** Said prohibition shall not apply to a building or room that has been maintained for political purposes at least six months prior to said election or registration days, except that **no political displays, placards or posters shall be exhibited** therefrom. For the purposes of this section, the **one hundred feet distance shall be deemed to include a one hundred foot radial measured from the entrances, designated by the inspectors of elections, to a building where the election or registration is being held.**

§5-204. Local registration; general provisions for the conduct of.

9. **While the polls are open no person shall do any electioneering within the polling place, or within a one hundred foot radial measured from the entrances, designated by the inspectors of election, to a building where the registration is being conducted. No political banner, poster or placard shall be allowed in or upon the place of registration during any day of registration.** Where an oath is required or permitted by this article at any meeting for registration, any inspector may administer it. The inspectors, and each of them, shall preserve good order within and around the place of registration and keep access thereto unobstructed. The board or any member thereof by order in writing may direct the arrest of any person refusing to obey the lawful commands of the inspectors, or guilty of disorderly conduct disturbing their proceedings, or violating, or attempting to violate, any of the provisions of this chapter. Any police officer or peace officer, who is acting pursuant to his special duties, or any person designated by the board shall execute the order.

§ 8-104. Polls.

1. The American flag shall be kept displayed at each polling place throughout the election. Facsimile ballots, voter information posting and distance markers shall not be taken down, torn or defaced during the election. **While the polls are open no person shall do any electioneering within the polling place, or in any public street, within a one hundred foot radial measured from the entrances designated by the inspectors of election, to such polling place or within such distance in any place in a public manner; and no political banner, button, poster or placard shall be allowed in or upon the polling place or within such one hundred foot radial.** While the polls are open no person shall consume any alcoholic beverages within the polling place.

1-a. The election inspectors shall conspicuously post in the polling place before the opening of the polls, a voter information posting, which shall include: (a) the sample ballot and instructions for the use of voting machines required pursuant to section 7-118 of this chapter; (b) information regarding the date of the election and the hours during which polling places will be open; (c) instructions on how to cast an affidavit ballot and a concise statement of a voter's right to such a ballot; (d) instructions relating to requirements for voting on voting machines by those registrants who must provide identification pursuant to the federal Help America Vote Act of 2002; (e) instructions for

first-time voters; (f) a voter's bill of rights describing voter's rights under applicable federal and state law, including the right of accessibility and alternate language accessibility; (g) information pertaining to voting by paper ballot, including information about the consequence of casting an overvote, steps to prevent unintentional undervoting and spoiled ballots; (h) instructions on how to contact the appropriate officials if a voter's right to vote or right to otherwise participate in the electoral process has been violated; and (i) general information on federal and state laws regarding prohibitions on acts of fraud and misrepresentation. The state board of elections shall prescribe the form and content of the voter information posting, which may be comprised of one or more pages, provided each page shall be posted separately. The state board of elections shall prescribe an official version of such voter information posting for every language which appears on any general, primary or special election ballot in any election district in the state and for such other languages as such board, in its opinion, determines is appropriate. Such posting shall be used in all jurisdictions, and a separate posting shall be made by election inspectors for each language appearing on the ballot and for such additional languages as the board of elections may require. A board of elections may modify or supplement the voter information posting used in its jurisdiction to provide additional or local information; provided, however, any such modification or supplementation shall be submitted to the state board of elections for prior approval.

CONNETQUOT CENTRAL SCHOOL DISTRICT POLICIES FOR BOARD OF EDUCATION TRUSTEE ELECTION

CCSD POLICY 2100

SCHOOL BOARD LEGAL STATUS

The Board of Education is a five (5) member board elected by district residents. Each member of the Board shall serve for three (3) years. The terms of office of Board members shall not all expire in the same year. Board members are responsible for school district management and policy-making.

The legal status of the Board is that of a corporate body established pursuant to the laws of New York State. Any liability of the district is a liability of the Board of Education as a corporation and not that of the members of the Board as individuals.

Ref: Education Law §§1701; 1702; 1703; 1804(i); 2101(2); 2105

Adoption Date: July 1, 1994
Review Date: April 27, 2010; January 23, 2018

CCSD POLICY 2110

SCHOOL BOARD POWERS AND DUTIES

The Board of Education is the governing body of the school district. The Board is entrusted with the responsibility of developing policies under which the district is managed.

The powers and duties of the Board shall be as stated in the Education Law and other applicable New York State law, and shall also include the following:

1. to observe and enforce state laws and regulations pertaining to education;
2. to transact school business only in regular sessions;
3. to represent the entire community without fear or favor;
4. to work cooperatively with other Board members, recognizing, however, that creative conflict or dissent may encourage discussion and help define the Board's consensus;
5. to accept all final Board decisions once they are made;
6. to delegate action to the Superintendent of Schools as the Board executive and to confine Board action to policy making, planning and appraisal;

7. to employ only competent, trained personnel and these only on the recommendation of the Superintendent of Schools;
8. to preserve the right and obligation of teachers to treat controversial issues fairly and without bias;
9. to attempt to appraise fairly both the present and future educational needs of the district; and
10. to insist that all district business transactions be made on an ethical, aboveboard basis.

Complete and final authority on all district educational matters, except as restricted by law, will be vested in the Board. The Board may also enter into contracts and agreements in conformity with state law.

Ref: Education Law §§1710; 1604; 1604-a; 1701; 1708; 1709

Adoption Date: July 1, 1994
Review Date: April 27, 2010; January 23, 2018

CCSD POLICY 2111

BOARD MEMBER AUTHORITY

Members of the Board of Education have legal authority for the conduct of the district schools only when acting as a body in a properly convened session. Board members acting as individuals have no authority over personnel or school affairs.

Members of the Board are free to speak to individuals on these issues outside of board meetings but such public expression is not to be construed as board policy. Information from executive sessions must remain confidential at all times. The Board will not be bound in any way by any individual's statement or action unless the Board, through an adopted policy or by a majority vote of Board membership, has delegated this authority to the individual member.

Ref: Education Law §§1604; 1701; 1708; 1709; 1710
Matter of Bruno, 4 EDR 14 (1964)

Adoption Date: July 1, 1994
Review Date: April 27, 2010; January 23, 2018

SCHOOL BOARD ELECTIONS

The elections of members of the Board of Education shall be held on the third Tuesday in May. The polls shall be open for those hours designed by the district. The following items shall be voted upon:

1. the annual budget;
2. any vacancies on the Board of Education. These vacancies and candidates' names running for vacancies on the Board of Education must be listed in the Budget Brochure; and
3. any special propositions of the Board of Education;
4. any special propositions of the voters that have been properly presented.

Cross-ref: 1050, Annual District Meeting

Ref: Education Law §§2012; 2013; 2014; 2018; 2018-a; 2019-a; 2031; 2035

Adoption Date: July 1, 1994
Revision Dates: August 13, 1996; October 13, 2009
Review Dates: April 27, 2010; January 23, 2018

CCSD POLICY 2120.1

CANDIDATES AND CAMPAIGNING

Nominations

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the clerk of the District, shall contain the signatures and addresses of at least 25 qualified voters of the District or 2% of the voters who voted in the previous election, whichever is greater, and shall state the name and residence of the candidate, and shall not state the specific office for which a candidate is nominated. Each petition shall be filed with the District Clerk not later than thirty (30) days preceding the Annual Meeting at which the candidates so nominated are to be elected.

The order of names and candidates for the Board will be determined by lot one day after the final date for filing. The District Clerk will supervise the procedure used to establish the order of names on the ballot in accordance with New York State Education Law.

The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve. Candidates for the Board are nominated to run at large for each vacancy on the Board.

Expenditure and Contribution Statements

If a candidate's total campaign contribution or expenditures exceed \$500, the candidate must file a sworn statement with both the district clerk and the Commissioner of Education itemizing such contributions and/or expenditures. Contributions include monetary or in kind donations made by all individuals or organizations either formally or informally organized. The contribution and/or expenditure 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.

A candidate who receives or spends \$500 or less is only required to file a sworn statement with the district clerk indicating this to be the case. 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 (5th) day preceding the election and a final statement must be filed within 20 days after the election.

Electioneering

Electioneering during the hours of any vote is prohibited within the polling place or within one hundred (100) feet of any of the entrances to a building where an election is being held. Electioneering includes the display or distribution of any banner, poster, placard, button or flyer, on behalf of or in opposition to any candidate or issue to be voted upon.

On days other than the day of the vote, electioneering is prohibited on school grounds.

Mailboxes/Bulletin Boards

1. No material of any kind supporting or opposing, or soliciting funds in support of or in opposition to the Board candidate or any other political activity shall be placed in any teacher's mailbox or on any bulletin board in any school building. The Building Principal is responsible for removing materials which violate this rule.
2. This policy is not intended to diminish the rights found in collective bargaining agreements pertaining to the use of bulletin boards and mailboxes for association business.

The Board understands that there is a balancing of an individual's rights under the First Amendment including the right to electioneer, with the rights of the community in general. Although the community retains its right to free expression on school premises, school officials may regulate expression including electioneering as to time, manner and place so as to prevent the community speech or expressive activity from causing a substantial disruption or material interference with school activities or elections, or the rights of others or which might reasonably lead the school administration to forecast substantial disruption of or material interference with school activities or elections. Due consideration shall, however, be given to the constitutionally

protected right of freedom of expression including the right to electioneer, maintenance of normal school operations and activities, and the protection of persons and property.

Ref: Education Law § 1528, 1529, 1530 – Chapter 359
Education Law §§2102; 2103
Election Law §5-106(2)-(4), (6)
Rosenstock v. Scaringe, 40 N.Y.2d 563 (1976)
Matter of Schoch, 21 EDR 300 (1981)

Adoption Date: July 1, 1994
Revision Date: September 8, 2009; October 13, 2015; January 10, 2017
Review Date: April 27, 2010

CCSD POLICY 2120.2

VOTING PROCEDURES

Eligibility to Vote

A person shall be entitled to vote in any school district election and in all matters placed upon the official ballot, if such person is:

1. a citizen of the United States;
2. at least 18 years of age;
3. a resident within the school district for a period of 30 days next preceding the election at which such person offers to vote;
4. qualified to register or is registered to vote in accord with section 5-106 of the Election Law which excludes:
 - a. those convicted felons who have not been pardoned or had their rights of citizenship restored, those whose maximum sentence of imprisonment has not expired; and/or those who have not been discharged from parole;
 - b. persons adjudged mentally incompetent by a court; and
5. listed upon current voter registration lists maintained by the Board of Elections which, pursuant to New York Election Law, are delivered to the district by such Board of Elections. A failure to register does not mean that an individual is not a qualified voter, but rather that he/she is ineligible to vote at the particular district election. The Board of Education shall appoint a Board of Registration and shall designate the registration place and hours for district residents.

Each annual or special election or meeting shall have a presiding chairman appointed by the Board. Such chairman shall have the responsibility of declaring the polls open and closed.

Voting

Voting machines shall be used for recording the votes on all elections, budget votes, and votes on special propositions. The only exception to the use of voting machines shall be in an emergency situation whereby the machines are unavailable due to a mechanical failure, power outage or state or local law prohibiting their use. If this should arise, paper ballots will be used.

Each voting machine shall have at least two election inspectors appointed by the Board in attendance during all voting hours. It shall be the duty of the Election Inspectors to keep a poll list containing the name and legal residence of each person before such person is permitted to vote.

Entering the voting privacy area with another person is prohibited, except upon request from a voter. Anyone other than the voter's union representative or employer may assist the voter.

Open space for each seat up for election must be provided for write-in votes. With the black pen provided, the voter will write in the complete name of the write-in candidate. This will sufficiently indicate a vote. The district cannot require a voter to place any other mark beside the name of a write-in candidate.

Absentee Ballots

The Board provides for the use of absentee ballots for voting. Such ballots shall be available for the election of members of the Board of Education, the adoption of the school district budget and on questions and propositions submitted to the voters of the district. The application must be received by the District Clerk at least seven days prior to the election, if the ballot is to be mailed to the voter; or the application must be received by the day before the election, if the ballot is to be personally delivered. The application must be completed and returned, and the individual must verify therein that he/she meets all voting requirements, and explain the reason for his/her inability to appear in person to vote.

In particular, the individual must explain that he/she will be unable to appear to vote in person on the day of the school district election because:

1. he/she will be a patient in a hospital, or unable to appear personally at the polling place on such day because of illness or physical disability;
2. his/her duties, occupation, business, or studies will require him/her to be outside of the county or city of his/her residence on such day;
3. he/she will be on vacation outside the county or city of his/her residence on such day; or
4. he/she will be detained in jail awaiting action by a grand jury; awaiting trial; or is confined in prison after conviction for an offense other than a felony.

The district shall request registration lists from the Board of Elections for those voters whose registration record has been marked permanently disabled and shall automatically mail absentee ballots to such voters in advance of each district vote or election.

Ref: Education Law §§2018-A; 2032(2)(e)

Adoption Date: July 1, 1994

Revision Dates: March 13, 2000; October 13, 2009; April 3, 2012

Review Date: April 27, 2010; January 23, 2018

CCSD POLICY 2120.3

PLACING VOTER PROPOSITIONS ON THE BALLOT FOR THE ANNUAL MEETING

Any qualified voter may have a proposition placed on the ballot subject to the following requirements. The proposition or amendment:

1. must be printed or typed;
2. must be directed to the clerk of the district;
3. must be submitted to the clerk not less than sixty days preceding date of annual meeting before the close of the business day (4:00 pm); and
4. must be signed by at least the number of qualified voters of the district representing five (5%) percent of the number of voters who voted in the previous annual election.

However, the school board will not entertain any petition to place before the voters:

1. that has a purpose of which is not within the power of the voters to determine;
2. that is contrary to law;
3. where the expenditure of moneys is required by the proposition, if the proposition fails to include the necessary specific appropriation;
4. whose substance has previously been held by the Commissioner of Education to be inappropriate for placement on the ballot; or
5. where other valid reason exists for excluding the proposition from the ballot.

Adoption Date: April 13, 2010

Revised Date: June 18, 2018

BOARD MEMBER QUALIFICATIONS

The qualifications of a member of the Board of Education are that the individual:

1. must be able to read and write;
2. must be 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)
3. must be and have been a resident of the school district for at least one year prior to election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the school district; and
7. may not simultaneously hold another incompatible public office.

Ref: Education Law §§2102; 2103; 2502(7)
Election Law §5-106(2)-(4), (6)
Rosentock v. Scaringe, 40 N.Y.2d 563 (1976)
Matter of Schoch, 21 EDR 300 (1981)

Adoption Date: July 1, 1994
Review Date: April 27, 2010
Revision Date: April 5, 2016

BOARD MEMBER OATH OF OFFICE

Newly elected or appointed Board of Education members must take their constitutional oath of office within thirty (30) days of the beginning of their term of office. They shall be sworn in by Board President, District Clerk or any notary public, and the oath shall be filed with the District Clerk.

Ref: Public Officers Law §§10; 30

Adoption Date: July 1, 1994
Review Date: April 27, 2010; January 23, 2018

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

AFFIDAVIT OF QUALIFICATIONS

_____, being duly sworn, deposes and
says: (Candidate's Name)

As a candidate for the Connetquot Central School District Board of Education, I meet all of the qualifications for school board membership as prescribed by law and outlined in the Connetquot District's Policy #2121 as provided in this Connetquot Central School District Board of Education Candidate Folder.

(Candidate Signature)

Sworn to before me this

_____ day of _____,
2024

RELEASE OF NAME, ADDRESS, TELEPHONE NUMBERS AND BIOGRAPHY

Organizations and media submit requests to the office of the District Clerk to provide them with the names of candidates or community members that have requested petitions for election to the Connetquot Board of Education. This release gives the District Clerk authorization to give your name, address, and telephone numbers to any person, media group or organization requesting this information. Please complete the following statement, sign, and return it as soon as possible to: District Clerk, Connetquot Central School District, 780 Ocean Ave., Bohemia, NY 11716:

I authorize the District Clerk to make public the following information:

NAME: _____ AGE: _____

ADDRESS: _____

YEARS LIVED IN THE CONNETQUOT CENTRAL SCHOOL DISTRICT: _____

HOME #: _____ WORK #: _____

EMAIL ADDRESS: _____

MARITAL STATUS, SPOUSE'S NAME: _____

OCCUPATION: _____

EDUCATION, COLLEGES, DEGREES RECEIVED AND DATES: _____

CHILDREN (INCLUDE SCHOOLS ATTENDED/ATTENDING): _____

HAVE YOU SERVED ON THE SCHOOL BOARD IN THE PAST? _____ IF SO, WHEN: _____

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

ANSWER THE FOLLOWING IN 100 WORDS OR LESS (optional): Why are you running for office?

