



March 2019

As a candidate for Member of the Board of Education, the following is information you should have regarding the **Tuesday, May 21, 2019** Annual School District Budget Vote and Member Election:

1. *Running for the School Board* Publication from New York State School Boards Association
2. School Board Member Powers and Duties; School Board Member Qualifications (37th Edition of School Law).

Please be advised that New York State law requires a total of 12 hours of state-mandated training for newly elected school board members within their first year of office. Newly elected school board members are required to take 6 hours of fiscal oversight training and 6 hours of governance skills training. Further information can be found at www.nyssba.org, click "Training Events", click "Mandated Training."

3. The resolution calling for the annual school district budget voting and member election will call to your attention the important dates in the process.
4. Meeting Calendar for Discussions on the 2019-2020 District Budget.
5. 2018-2019 Board of Education Regular Meeting Calendar and Report Topics.
6. Nominating petitions. Must be signed by no fewer than 46 qualified voters and are due to the District Clerk no later than 5:00 p.m., *Monday, April 22, 2019* (school district offices will be open during the spring recess closure). Ballot positions will be determined by lots drawn in the office of the District Clerk promptly at 10:00 a.m. on *Tuesday, April 23, 2019*. If you cannot attend the lot drawing, please designate someone to appear for you and then, please advise this office; otherwise, we will assign a proxy for you.
7. The enclosed Expenditure Statement forms should be completed and received by the District Clerk on the dates noted below. Please read and complete these statements carefully as the law is firm on this topic.
 - a. a first statement is to be filed on or before the 30th day preceding the date of the election (in this case, April 22, 2019).
 - b. a second statement shall be filed on or before the 5th day preceding the date of the election (in this case, May 16, 2019).
 - c. a third statement shall be filed within 20 days following the date of the election (in this case, June 10, 2019).
8. Westchester-Putnam School Boards Association Invitation to a Workshop for Prospective School Board Candidates on *Thursday, April 11, 2019* (7:00 - 9:15 pm), registration deadline – April 8, 2019.
9. 2019 Timeline for Annual Budget Vote & School & School Vote Election (as well as with revote).

10. NYSSBA Email Usage Handbook Manual.
11. Common BOE Glossary of Terms & Common Acronyms.

If you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script, appearing to read "Millie Bonilla".

Millie Bonilla
District Clerk

Encs.