



LEVITTOWN PUBLIC SCHOOLS
Levittown Memorial Education Center
150 Abbey Lane
Levittown, NY 11756



Board of Education

Peggy Marengi, President
Marianne Adrian, Vice President
Dillon Cain
Christina Lang
Jennifer Messina
James Moran
Michael Pappas

February 2019

Dear Candidate:

Qualifications for School Board candidates require that they must be qualified voters in the school district, that is, citizens of the United States and at least eighteen years or older, and not adjudged to be an incompetent. They must be residents of the school district continuously for one year before the election. They cannot be employed by the School Board on which they serve or live in the same household with a family member who is also a member of the School Board.

This year, there will be two vacancies to be filled at the May 21, 2019 election. The terms will be for three years commencing July 1, 2019 and expiring June 30, 2022.

New York State law requires financial training for every elected trustee of a school board. Within the first year of their term, members must complete at least six hours of training in their financial oversight, accountability, and fiduciary responsibilities. This training is paid for by the school district.

All School Board candidates are required to file three statements regarding campaign expenditures and contributions pursuant to NYS Education Law Article 32, Section 1528-1531. The filing deadlines are **April 22, 2019**, **May 16, 2019** and **June 10, 2019**. Most importantly, your petitions with the appropriate number of signatures of qualified voters of the Levittown Union Free School District must be returned to the District Clerk's office (LMEC) no later than **Monday, April 22, 2019 at 5:00 PM**.

The lottery to determine the position of candidates on the ballot will be conducted by the District Clerk on **Tuesday, April 23, 2019, at 10AM** in the District Clerk's Office. If you are unable to attend the lottery, you may designate another person to draw for you in the form of a written proxy or the District Clerk or her designee shall be authorized to act as proxy.

Enclosed is a packet containing useful information for you reference during the upcoming election. It contains the following:

1. Calendar for Budget Planning
2. Candidate Petition Forms
3. Procedures for Candidate Lottery
4. Proxy Form
5. Candidates Expenditure Information:
 - Procedure for Candidate's Financial Statements
 - Education Law §1528 – Expenditure Statements
 - Education Law §1529 – Times for Filing Statements
6. Candidates Expense Affidavits
 - Form A – Expenses Not Exceeding \$500.00
 - Form B – Expenses Exceeding \$500.00
7. Candidates Contribution Affidavits
 - Form C – Aggregate Contributions Not Exceeding \$500.00
 - Form D – Aggregate Contributions Exceeding \$500.00
 - Form E – Contributions Exceeding \$1,000.00 (received after the filing of the second required statement, but prior to the election)
8. Electioneering
 - Education Law §2031-a

If you have any questions in regards to the election process, please feel free to contact me at 516-434-7002 or e-mail me at eappelbaum@levittownschools.com.

Very truly yours,

Elizabeth Appelbaum,
District Clerk

2019-2020 Budget Information

Budget Planning Calendar

Date: 1/9/2019 - Regular Meeting

- First Draft of 2019 - 2020 Rollover Budget

Date: 1/23/2019 - Budget Planning Session #1

- Facilities Budget and Capital Projects
- Transportation Budget
- Second Draft of 2019-2020 Budget

Date: 2/6/2019 - Regular Meeting

- Curriculum and Instruction Budget
- Preliminary Revenue and Tax Cap Calculation

Date: 2/27/2019 - Budget Planning Session #2

- Refine Revenue and Tax Cap Calculation
- Special Education
- PTA Advisory Committee on the Budget

Date: 3/13/2019 - Regular Meeting

- General Budget Discussion - open for questions and comments
- 5 Year Projections & Fund Balance
- Staffing & Enrollment
- PTA Advisory Committee on the Budget

Date: 3/27/2019 - Budget Planning Session #3 and Special Meeting

- Review Final Budget
- Board Adopts Budget

April 2019

- Meet with the PTA's and Community Groups

Date: 4/16/2019 - Regular Meeting

- BOCES Vote

Date: 5/1/2019 - Public Budget Hearing and Regular Meeting

- Public Hearing of Proposed 2020-2021 Budget

**LEVITTOWN PUBLIC SCHOOLS
LEVITTOWN, N.Y.**

TO: ALL CANDIDATES FOR BOARD OF EDUCATION

FROM: Elizabeth Appelbaum - District Clerk

SUBJECT: PROCEDURES FOR CANDIDATE'S LOTTERY

This year there are two (2) seats that expire for the Board of Education, that of Peggy Marengi and Christina Lang. The following are procedures that must be followed for all candidates for membership on the Levittown Board of Education.

Number of signatures required on petitions:	<u>41</u>
Deadline for filing of petitions:	<u>BY 5:00 PM, MONDAY APRIL 22, 2019</u>
Lottery for position on the ballot:	<u>10:00 AM, TUESDAY APRIL 23, 2019 District Clerk's Office (LMEC)</u>

Drawing of the names shall take place as follows:

Each slip of paper in the ballot box has a number, 1A, 1B, 1C, etc.
(according to the number of candidates).

If anyone present is the **proxy** for a candidate, the signed proxy form must be given to the District Clerk at the beginning of the proceedings. If a candidate is absent and there is no proxy present, the District Clerk will pick the placement on the ballot for that candidate.

PROXY FORM

LEVITTOWN SCHOOL DISTRICT - BOARD OF EDUCATION CANDIDATE

DATE _____

TO: DISTRICT CLERK,
LEVITTOWN UNION FREE SCHOOL DISTRICT

IN ACCORDANCE WITH NYS EDUCATION LAW 2032, HEREBY DESIGNATE
_____ AS MY PROXY TO BE PRESENT AT THE
TIME OF SELECTION OF THE ORDER IN WHICH NAMES OF CANDIDATES
WILL APPEAR ON THE BALLOT TO BE PRESENTED TO THE VOTERS ON
May 21, 2019

DATE OF LOTTERY: TUESDAY, **April 22, 2019 - 10:00 A.M.**

PLACE OF LOTTERY: DISTRICT CLERK'S OFFICE
LEVITTOWN MEM. ED. CENTER

Name of Candidate

Signature of Candidate

_____ DISTRICT CLERK INITIALS

_____ DATE

**LEVITTOWN PUBLIC SCHOOLS
LEVITTOWN, N.Y.**

TO: ALL CANDIDATES FOR BOARD OF EDUCATION

FROM: Elizabeth Appelbaum - District Clerk

SUBJECT: PROCEDURES FOR CANDIDATE'S FINANCIAL STATEMENTS

All candidates for school board membership are required to file three statements regarding campaign expenditures and contributions pursuant to NYS Education Law Article 32, Section 1528-1531. Each of the three affidavits must be filed with the District Clerk on each of the following dates:

1. On or before the **30th day preceding** the date of the election. (**April 22, 2019**)
2. On or before the **5th day preceding** the day of the election. (**May 16, 2019**)
3. Within **20 days following** the date of the election. (**June 10, 2019**)

Please note that the above three statements must be filed even if **no** expenses are incurred or contributions received (Expense Form A or Bare for out of pocket expenses and a Contribution Form C or D is from money obtained from other sources). In addition, if a contribution or loan in excess of \$1,000 is received within five days of the election, a fourth affidavit must be filed within 24 hours of receipt. All statements must be sworn before a notary public.

Statements are to be sent to:

Levittown UFSD - District Clerk
Levittown Memorial Education Center
150 Abbey Lane
Levittown, NY 11756

The District Clerk will send those statements that are over \$500 (Forms B, D, & E) to:

Commissioner of Education
State Education Building
Albany, NY 12224

For your information, enclosed in this packet is a copy of the Education Law, pertaining to the candidate's filing of financial statements, Article 32, #1528 & #1529.

**LEVITTOWN PUBLIC SCHOOLS
LEVITTOWN, NEW YORK 11756**

EDUCATION LAW

**ARTICLE 32 - FILING OF EXPENDITURE STATEMENTS BY CANDIDATES FOR
MEMBERSHIP ON BOARD OF EDUCATION**

§ 1528 - EXPENDITURE & CONTRIBUTION STATEMENT

1. (a) Any candidate for election to the board of education, except a candidate for member of the community district education council of a New York city community school district, shall file sworn statements with the clerk of the school district in which he is a candidate and the commissioner of education setting forth all moneys or other valuable things, paid, given, expended or promised by him, or incurred for or on his behalf with his approval to be filed with the aforesaid clerk and commissioner by any person, firm, association or corporation to aid his own nomination or election or to aid or influence the nomination or defeat of any candidate to be voted for at the election. Any candidate for election, if he expended nothing or his only expenditures were for personal expenses which when taken together with the total expenditures incurred by others on his behalf and with his approval do not exceed five hundred dollars, shall file a sworn statement to the effect that his election expenditures did not exceed five hundred dollars and if aggregate amount of all contributions made to such candidate do not exceed five hundred dollars, shall not be required to file any statements with the commissioner; however such candidate shall file with the clerk of the school district a sworn statement to the effect that his or her election expenditures did not exceed five hundred dollars and contributions received did not exceed five hundred dollars.

(b) Any required contributions statements shall include the dollar amount of any receipt, contribution or transfer, or the fair market value of any receipt, contribution or transfer, which is other than of money, the name and address of the transferor, contributor or person from whom received, and if the transferor, contributor or person is a political committee as defined in subdivision one of section 14-100 of the election law; the name of and the political unit represented by the committee, the date of its receipt, the dollar amount of every expenditure, the name and address of the person to whom it was made or the name of and the political unit represented by the committee to which it was made and the date thereof.

(c) No person or persons shall make expenditures on behalf of a candidate without his approval unless such person or persons files a sworn statement with the clerk and commissioner stating that the candidate did not approve such expenditure. Such expenditure shall be limited to twenty five dollars and shall not be included in determining the five hundred as set forth in paragraph (a) of this subdivision.

2. For the purpose of this section, personal expenses shall include only payments for traveling expenses and expenses incidental thereto, for writing, printing and preparing for transmission 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 stationery and postage and for telegraph, telephone and other public messenger service; but all such expenses shall be limited to those which are directly and personally incurred and paid by the candidate.

**LEVITTOWN PUBLIC SCHOOLS
LEVITTOWN, NEW YORK 11756**

EDUCATION LAW

**ARTICLE 32 - FILING OF EXPENDITURE STATEMENTS BY CANDIDATES
FOR MEMBERSHIP ON BOARD OF EDUCATION**

§ 1529 - TIMES FOR FILING STATEMENTS

- 1. The times for filing statements prescribed by section fifteen hundred twenty-eight of this article shall be as follows:**
 - a. A first statement shall be filed on or before the thirtieth day next preceding the election to which it relates.**
 - b. A second statement shall be filed on or before the fifth day next preceding the election to which it relates.**
 - c. A third statement shall be filed within twenty days next succeeding the election to which it relates.**

- 2. Unless otherwise provided, each statement shall cover the period up to and including the day next preceding the day herein specified for the filing thereof; provided, however, that any contributions or loan in excess of one thousand dollars, if received after the close of the period to be covered in the last statement files before the election but before such election, shall be reported, in the same manner as other contributions, within twenty-four hours after receipt.**

- 3. It shall not be necessary to itemize in any statement the data previously reported in any prior statement but statement shall include a summary of all expenditures and contributions and other particulars reported in any previous statements.**

- 4. A statement shall be deemed properly filed when 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 the commissioner of education, but in the event it is not received, a duplicate of such statement shall be promptly filed upon notice by the school district administrative officer and/or the commissioner for its non- receipt. Each statement shall be preserved for a period of three years from the date of filing thereof and shall constitute a part of the public records and shall be open to public inspection.**

LEVITTOWN PUBLIC SCHOOLS
LEVITTOWN, NEW YORK 11756

CANDIDATE'S CAMPAIGN EXPENSES AFFIDAVIT

FORM A: EXPENSES NOT EXCEEDING \$500.00

STATE OF NEW YORK)

ss.:

COUNTY OF NASSAU)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the Levittown School District Board of Education for the election to be held on May21, 2019 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. Total election expenses, together with those expenses incurred by others on my behalf, with my approval, during the period through and including _____(which period includes any prior reporting period) did not exceed \$500.00.

SIGNATURE OF CANDIDATE

Sworn to before me this day
of _____, 2019.

NOTARY PUBLIC - STATE OF NEW YORK

The affidavit must be filed with the District Clerk as follows:

1. On or before the **30th day** preceding the date of the election. (**April 22, 2019**)
AND
2. On or before the **5th day** preceding the day of the election. (**May 16, 2019**)
AND
3. Within **20 days** following the date of the election. (**June 10, 2019**)

**LEVITTOWN PUBLIC SCHOOLS
LEVITTOWN, NEW YORK 11756**

CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT

FORM B: EXPENSES EXCEEDING \$500.00

STATE OF NEW YORK)

ss.:

COUNTY OF NASSAU)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the Levittown School District Board of Education for the election to be held on May 21, 2019 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.

2. Total election expenses, together with those expenses incurred by others on my behalf, with my approval, during the period through and including _____ (which period includes any prior reporting period) exceeded \$500.00 and were as follows* (see paragraph 3 below for any prior reported expenses):

	\$	
	\$	
	\$	
	\$	
	\$	

* Enclose a separate sheet of paper for additional expenses.

3. If this is other than my first statement, the following is a summary of all expenses reported in any previous statements:

CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT

FORM B: EXPENSES EXCEEDING \$500.00

4. The total amount expended or incurred during said period is:

\$ _____.

SIGNATURE OF CANDIDATE

Sworn to before me this
day of _____, 2019.

NOTARY PUBLIC - STATE OF NEW YORK

The affidavit must be filed with the District Clerk as follows:

1. On or before the **30th day** preceding the date of the election. (**April 22, 2019**)
AND
2. On or before the **5th day** preceding the day of the election. (**May 16, 2019**)
AND
3. Within **20 days** following the date of the election. (**June 10, 2019**)

LEVITTOWN PUBLIC SCHOOLS
LEVITTOWN, NEW YORK 11756

CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT

FORM C: AGGREGATE CONTRIBUTIONS NOT EXCEEDING \$500.00

STATE OF NEW YORK)

ss.:

COUNTY OF NASSAU)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the Levittown School District Board of Education for the election to be held on May 21, 2019 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The aggregate amount of all contributions made on behalf of my candidacy during the period through and including _____ (which period includes any prior reporting period) did not exceed \$500.00.

SIGNATURE OF CANDIDATE

Sworn to before me this
day of _____, 2019.

NOTARY PUBLIC - STATE OF NEW YORK

The affidavit must be filed with the District Clerk as follows:

1. On or before the 30th day preceding the date of the election. (**April 22, 2019**)
AND
2. On or before the 5th day preceding the day of the election. (**May 16, 2019**)
AND
3. Within 20 days following the date of the election. (**June 10, 2019**)

**LEVITTOWN PUBLIC SCHOOLS
LEVITTOWN, NEW YORK 11756**

CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT

FORM D: AGGREGATE CONTRIBUTIONS EXCEEDING \$500.00

STATE OF NEW YORK)

ss.:

COUNTY OF NASSAU)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the Levittown School District Board of Education for the election to be held on May 21, 2019 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.

2. The aggregate amount of all contributions made by others on my behalf, with my approval, during the period through and including _____ (which period includes any prior reporting period) exceeded \$500.00 and were as follows* (see paragraph 3 below for any prior reported contributions):

Name of Contributor	Address	Amt/Fair Mkt Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Enclose a separate sheet of paper for additional contributions, if necessary. If the contributor is a political committee, include the political unit represented, the date of the receipt of the contribution, the name and address of the person to whom it was made or the name of the political unit represented by the committee to which it was made and the date thereof.

3. If this is other than my first statement, the following is a summary of all contributions reported in any previous statements:

CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT

FORM D: AGGREGATE CONTRIBUTIONS EXCEEDING \$500.00

4. The total amount contributed or received during said period is: \$_____.

SIGNATURE OF CANDIDATE

Sworn to before me this day
of _____, 2019.

NOTARY PUBLIC - STATE OF NEW YORK

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AND THE COMMISSIONER OF EDUCATION AS FOLLOWS:

The affidavit must be filed with the District Clerk as follows:

1. On or before the **30th day** preceding the date of the election. (**April 22, 2019**)
AND
2. On or before the **5th day** preceding the day of the election. (**May 16, 2019**)
AND
3. Within **20 days** following the date of the election. (**June 10, 2019**)

**LEVITTOWN PUBLIC SCHOOLS
LEVITTOWN, NEW YORK 11756**

CANDIDATE'S CAMPAIGN CONTRIBUTIONS AFFIDAVIT

FORM E: Contributions or loans exceeding \$1,000.00 received after the filing of the second required Statement (May 16, 2019), but prior to the election (May 21, 2019).

STATE OF NEW YORK)

ss.:

COUNTY OF NASSAU)

_____, being duly sworn deposes and says:

1. I am a candidate for election to the Levittown School District Board of Education for the election to be held on May 21, 2019 and I submit this affidavit pursuant to the provisions of Sections 1528 and 1529 of the Education Law.
2. The following contribution or loan made on behalf of my candidacy, exceeded \$1,000.00 and was received after the filing of the second required Statement (May 16, 2019), but prior to the election (May 21, 2019). Such contribution was received on _____ and is being reported within twenty-four hours of receipt:*

Name of Contributor	Address	Amt/Fair Market Value
_____	_____	_____
_____	_____	_____

*Enclose a separate sheet of paper for additional contributions, if necessary. If the contributor is a political committee, include the political unit represented, the date of receipt of the contribution, the name and address of the person to whom it was made or the name of the political unit represented by the committee to which it was made and the date thereof.

SIGNATURE OF CANDIDATE

Sworn to before me this day
of _____, 2019.

NOTARY PUBLIC - STATE OF NEW YORK

AFFIDAVIT MUST BE FILED WITH THE DISTRICT CLERK AND THE COMMISSIONER OF EDUCATION WITHIN 24 HOURS OF RECEIPT OF CONTRIBUTION IF SUCH CONTRIBUTION WAS RECEIVED AFTER THE CLOSE OF THE PERIOD COVERED IN THE LAST STATEMENT FILED BEFORE THE ELECTION BUT BEFORE SUCH ELECTION.

**LEVITTOWN PUBLIC SCHOOLS
LEVITTOWN, NEW YORK 11756**

EDUCATION LAW

ARTICLE 41 - DISTRICT MEETINGS

**§ 2031-a – ELECTIONEERING WITHIN ONE HUNDRED FEET OF POLLING PLACE
PROHIBITED; DISTANCE MARKERS**

- 1. At every election held for the office of trustee or member of a board of education and at every vote upon any proposition or issue in a school district where the election or vote is held at a different time from, and not during, the annual meeting of the district, there shall be conspicuously placed, by the inspectors of election, distance markers at a distance of one hundred feet from the polling place. Such distance markers shall indicate the prohibition contained herein and shall be so placed at least one-half hour before the opening of the polls and shall remain until the polls are closed.**
- 2. At such elections or voting held at a different time from, and not during, the annual meeting of the district, while the polls are open no person shall do any electioneering within the polling place, or within one hundred feet therefrom in any public street or within such distance in any place in a public manner and no banner, poster or placard on behalf of or in opposition to any candidate or issue to be voted upon shall be allowed in or upon the polling place or within one hundred feet therefrom during the election. For the purpose of this section, the one hundred foot distance shall be deemed to include a one hundred foot radical measured from the entrances, designated by the inspectors of election, to a building where such election is being held. This section shall not be deemed to prohibit the board of trustees or board of education from displaying within any polling place a copy or copies of any budget or proposition to be voted upon.**
- 3. Any person who willfully violates the provisions of this section shall be guilty of a misdemeanor.**