

# The Bulletin Board

News From the Hicksville UFSD

## PROPOSED BUDGET IS TAX CAP-COMPLIANT; PROVIDES QUALITY EDUCATION TO OUR CHILDREN; PROTECTS THE TAXPAYER INVESTMENT IN OUR FACILITIES



### *A Message from the Superintendent of Schools and Board of Education*

On Tuesday, April 17, the Board of Education adopted a budget that, for the fourth year, continues to build on the 3 P's – programs, people and plant – while maintaining all existing programs and services, allowing for new programs and enhancements to our facilities, and ensuring a continued emphasis on safety. In preparing this proposed budget, a major goal of the Board of Education was to remain fiscally responsible to our taxpayers and create financial sustainability for the district. Highlights of the proposed budget can be found on page 2 and highlights of our planned security upgrades are included on page 7.

Over the last several months, our administrators and Board of Education worked closely to develop a spending plan that provides the quality education our students deserve, remains fiscally responsible and protects the taxpayers' investment in our facilities. The proposed budget calls for a 1.89% tax levy increase, which stays within the tax levy cap and is well below the average tax levy increase for Long Island. In addition to the school budget vote and trustee election, voters will

be asked to vote on a second proposition that will have no additional tax impact to residents. Details can be found on page 3.

Through a collaborative effort, our Board of Education and administration have worked with staff, parents, business leaders and community members to prepare a comprehensive budget that provides for both our students and our community. We have placed a great emphasis on our partnerships with students and stakeholders alike to create an environment that is safe and secure so that students may flourish.

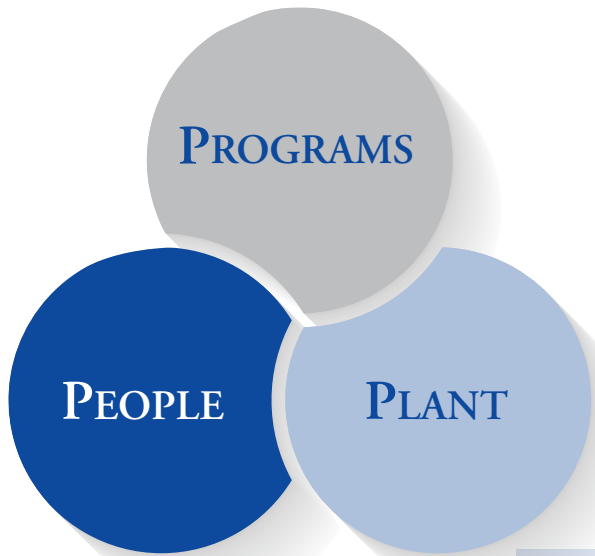
To view additional information about the budget, along with the wonderful student news that is captured every day, visit our district website, [www.hicksvillepublicschools.org](http://www.hicksvillepublicschools.org). Please remember to vote on Tuesday, May 15.

Sincerely,

Phil Heckler, President  
Brenda Judson, Vice President  
Carla Hoene, Secretary  
Kevin J. Carroll, Trustee  
Lynda Parmely, Trustee  
Christopher Amato, Trustee  
Sunita Manjrekar, Trustee  
Dr. Carl Bonuso, Superintendent of Schools

1.89%  
Tax Levy  
Increase

**BUDGET VOTE AND TRUSTEE ELECTION**  
**TUESDAY, MAY 15, 2018**  
**7 A.M.-9 P.M.**



# THE Continuation OF THE *Three P's*

The key to the effective operation of any school is the facilitation of a synergy between the various departments that oversee programs (instruction/curriculum), people (human resources) and plant (facilities/finance).

## PEOPLE:

It is through cooperation and partnership that a school's shared vision and common purpose are realized. The district's valued People, our human resources, deliver carefully developed Programs, in our carefully maintained Plant, to our most valuable citizens, our students.

The proposed 2018-19 budget includes People to deliver programs and educate students in a safe, rigorous, and supportive environment:

- Addition of security guards at each elementary school and additional security hours at the middle and high schools.
- New Foreign Language in the Elementary Schools (FLES) program teacher.
- Increased student support from additional school psychologist and guidance counselor services.
- Additional pre-kindergarten program teacher and teaching assistants.
- Additional American Sign Language program teacher.
- Additional instructional periods in art, business education, English, ESL, health, home and careers, technology, math, music, physical education, reading, science, social studies and special education.
- Additional middle school assistant principal to provide increased student support.
- Additional administrative support in business and personnel offices.

## PROGRAM:

Refers to the ways in which courses and curricula throughout the district have been or will be enhanced this year, whether through the integration of new technology or the implementation of new character education initiatives. Programs focus on how district offerings complement student development.

### The proposed 2018-19 budget includes:

- Continuation of pre-K classes at Dutch Lane

- and Burns Avenue and an additional pre-K class at Woodland.
- Continuation of Bilingual Program in grades K-2 at Old Country Road School.
- New grade 3 Spanish FLES (Foreign Language in the Elementary Schools) program in all seven elementary schools.
- Continuation of math and science acceleration.
- New high school courses:
  - o Advanced Placement Capstone: Advanced Placement Seminar
  - o Video Production and Post-Production Workshop
  - o Advanced Placement Physics C
  - o Elements of Music
  - o Visual Journaling
- New textbooks: World Language 7-12 Spanish, Advanced Placement Language and Composition, and new novels for Literature Circles in grades 7 and 8.
- Continuation of Certified Nursing Assistant Program in partnership with Nassau BOCES at the high school.
- Continued opportunities for vocational education and Long Island High School of the Arts.
- Continuation and expansion of 1:1 Chromebooks for grades 4, 7 and 12.

## PLANT:

Grounds maintenance, facility improvements, security upgrades — these are all ways that Plant progress creates an environment that is not only academically stimulating, but also aesthetically pleasing, safe and sound. The proposed 2018-19 maintenance budget includes allocations for architectural elements of mantraps, the district's vestibule security initiative (for buildings not funded through the 2017-18 Capital Reserve or Bond).

### The proposed budget of \$505,065 includes:

- Architectural elements for mantraps at Burns Avenue, Dutch Lane, Fork Lane, Lee Avenue, Old Country Road, Woodland

- School and Hicksville High School.
- Burns Avenue – Clean cafeteria and stage curtains.
- Dutch Lane – Clean cafeteria and stage curtains.
- East Street – Interior door replacement.
- Lee Avenue – Exterior door replacement.
- Old Country Road – Clean cafeteria and stage curtains.
- Woodland School – Clean cafeteria and stage curtains.
- Hicksville Middle School – Locker repair and repainting, interior door replacement, gym wall safety matting.
- Hicksville High School – Refurbish girls' locker room, locker repair and repainting, interior door replacement, irrigation at the baseball and softball fields.
- Districtwide – Refinish all gym floors, painting, venetian blind replacement (as needed), playground repair parts (as needed).

### The proposed capital budget of \$2,297,414 includes:

- Burns Avenue – Repair sidewalks near side entrance of building, repair curbs in bus lane, exterior door replacement.
- East Street – Repair front sidewalk and curb on East Street and Heitz Place to gym entrance.
- Fork Lane – Interior door replacement.
- Old Country Road – Interior door replacement.
- Hicksville Middle School – Exterior door replacement under breezeway, repair front fascia and repair front steps.
- Districtwide – Phase II upgrades to heating, ventilation and air conditioning units (HVAC).

### The Capital Reserve for Technology includes:

- Additional security features (detailed information on page 7).
- Replacement of district's firewall, network switches and wireless access points.

# BUDGET PROPOSITIONS AND CAPITAL RESERVES

## Q. What is a Capital Reserve?

A. A Capital Reserve is a “savings account,” separate from the operating budget, used to finance various projects. The money can only be used for the reasons explained in the establishment of the Reserve, such as technology projects, and it must be authorized by the voters.

## Q. How does a Capital Reserve help the District and the community?

A. Using money from the Capital Reserve keeps the budget-to-budget increase lower. Projects normally funded through the operating budget can be removed and funded through money already in the Reserve at **no additional cost to the taxpayer.**

## Q. What is Proposition No. 2?

A. Proposition No. 2 seeks approval for the district to expend money from its Capital Reserve Fund for the purposes of security upgrades and the purchase of classroom technology, as described at right. **This proposition represents no additional cost to the taxpayer.**

## Q. Once voters approve the projects funded through the Capital Reserve for Technology, how long will it take for the “shovel to hit the ground?”

A. Unlike a Capital Reserve for Building, the projects in the proposed Capital Reserve for Technology do not have to be submitted to the State Education Department for approval. Consequently, we can begin work on July 1, 2018, the first day of our new fiscal year. Our plan is to have the proposed projects, including the mantraps for security purposes, installed and ready for school when students return in September.

## Q. If the budget is not approved by the voters and the propositions are approved, will the project move forward?

A. No, it will not. The projects contained in propositions 2 and 3 are contingent upon the approval by the voters of Proposition No. 1.

## PROPOSITION NO. 1 – SCHOOL BUDGET VOTE

Shall the School District Budget, in the amount of \$135,686,223 pursuant to Education Law Section 1716, be approved, and a tax on the taxable property of the District in the amount of such Budget, less State and Federal Aid and revenues from other sources, be levied?

## PROPOSITION NO. 2 – CAPITAL RESERVE FUND

Shall the Board of Education of the Hicksville Union Free School District be authorized to: establish the District-wide Technology Capital Reserve Fund (“Fund”) effective June 30, 2018, in the ultimate amount of \$1,721,030, plus interest accruals, for the purpose of security upgrades and technology projects at various school buildings, Capital improvements to the facilities of the District including, but not limited to, additions and upgrades to security and technology including surveillance cameras, door access controls, digital video recorders, door swipes, man traps, door hardening, upgrades to network security infrastructure, elementary school WiFi, audio/video system for small theater in high school, attendance and visitor management systems, classroom technology, and ancillary or related work required in connection therewith, for a probable term of three (3) years, funded by a transfer of \$1,000,000 of unexpended surplus from the Workers Compensation Reserve and \$721,030 from the Unemployment Reserve, thereby incurring no additional cost to the taxpayer in the 2018-19 school year, to undertake commencing with the 2018-2019 school year the following projects consisting of additions and upgrades to security and technology including surveillance cameras, door access controls, digital video recorders, door swipes, man traps, door hardening, upgrades to network security infrastructure, elementary school WiFi, audio/video system for small theater in high school, attendance and visitor management systems, classroom technology, and ancillary or related work required in connection therewith, and to expend therefor commencing with the 2018-2019 school year an amount not to exceed the estimated aggregate maximum cost of \$1,721,030, plus interest accruals, provided that the detailed costs of the components of the projects as set forth herein may be reallocated among such components if the Board of Education shall determine that such reallocation is in the best interests of the District provided; however, that the aggregate amount to be expended shall not exceed the \$1,721,030, plus interested accruals, estimated aggregated maximum cost of the projects and that no material change shall be made in the scope of the projects?

**This Proposition is contingent upon approval by the voters of Proposition No. 1.**

## PROPOSITION NO. 3 – GREGORY MUSEUM

In the event the voters approve the School District Budget contained in Proposition No. 1 above, shall the sum of \$60,000 be appropriated to the Hicksville Gregory Museum for educational services associated with its programs and a tax be levied on the taxable property of the District in that amount?

**This Proposition is contingent upon approval by the voters of Proposition No. 1.**



# Points of Pride



- 95.5% of 2017 graduates received Regents diplomas; 49% were with advanced designation.
- 93.2% of 2017 graduates were college-bound.
- 67 students designated by the College Board as AP Scholars; seven as National AP Scholars, 42 as AP Scholars with Distinction and 16 as AP Scholars with Honor.
- Two students recognized as Commended Students in the 2018 National Merit Scholarship Program.
- One student recognized as a National Merit Scholarship Program Semifinalist.
- 73 students inducted into the National Honor Society.
- One student scholarship recipient for the Alice Hoffman Young Writer's Workshop.
- Three student medal winners in the American Mathematics Competition Grade 8.
- Six student medal winners in the American Mathematics Competition Grades 10-12.
- 14 student finalists at the Long Island Math Fair at Hofstra University.
- One high school student won the Long Island Regional Competition sponsored by the Veterans of Foreign Wars in the category of Audio Essay.
- Two High School students earned Best Delegate at the Model UN Tournament.
- One high school student received first place in the 12th annual Japan Center at Stony Brook Essay Competition.
- 33 high school medal recipients for the regional and state Science Olympiad Competitions.



- 16 middle school medal recipients for the regional science Olympiad Competition.
- Three third-place medalists at the Long Island Science and Engineering Fair.
- One Honorable Mention at the Toshiba Science Exploration Competition.
- Hicksville Starlets place fifth in the U.S. National Dance Alliance competition for large kick.
- High school Robotics Team receives Finalist Award to compete at national competition in Detroit.
- Two high school students selected as Nassau Delegates for the 2018 New York State Assembly Puerto Rican/Hispanic Youth Leadership Institute.



- The district has been selected as a 2018 Best Community for Music Education by the NAMM Foundation.
- Eight students selected for the Long Island String Festival Association Orchestra.
- 86 students selected for the NMEA All-County Music performing ensembles.
- One All-State alternate selected by the New York State School Music Association.
- 48 art students selected for the Art Supervisors Association All-County Art Exhibit.
- Seven students selected for Long Island's Best Young Artists Exhibit at the Heckscher Museum of Art, with one student placing third overall and one student receiving the Promising Young Artist Award.

- One student selected for the Award of Merit from the Long Island Arts Alliance.
- One student received Best in Show for the juried art competition sponsored by the Huntington Arts Council, and artwork from two students was selected for display in the Huntington Arts Council's Main Street Gallery.
- Two students received Best in Show at the Long Island Media Arts Show at Five Towns College.
- Art teachers were awarded first place, third place and the People's Choice Award in the NYS Art Teachers Association Juried Art Exhibit at the NYSATA Annual State Conference.
- Seven students have signed Letters of Intent to play sports at Division I and II colleges/universities.
- 14 sports teams have reached postseason competitions.
- 19 Scholar-Athlete Teams.
- 19 All-County players.
- One All-Long Island player.
- Four All-State athletes.
- 77 students earned postseason honors.
- Two Coaches of the Year.
- One high school soccer player selected by Gintra Universitetas in Lithuania for international level overseas competition.



# 2018-2019 BUDGET SUMMARY

	2016-2017 BUDGET	2017-2018 BUDGET	PROPOSED 2018-2019 BUDGET	DIFFERENCE
General Support	\$14,407,042	\$14,216,251	\$14,731,829	\$515,578
Instructional Support	\$73,693,710	\$75,755,750	\$76,649,703	\$893,953
Pupil Transportation	\$7,634,340	\$8,218,858	\$8,430,560	\$211,702
Recreational Program*	\$207,625	\$198,170	\$203,900	\$5,730
Community Services**	\$68,656	\$60,058	\$42,313	(\$17,745)
Undistributed and Other Debt	\$36,320,641	\$36,332,180	\$35,627,918	(\$704,262)
<b>GRAND TOTAL</b>	<b>\$132,332,014</b>	<b>\$134,781,267</b>	<b>\$135,686,223</b>	<b>\$904,956</b>

\*Self-sustaining program; revenue included below in Charges for Services.

\*\*If approved, Proposition No. 3 would add \$60,000 to this figure.

## PROPOSITION NO. 3

	2016-2017 BUDGET	2017-2018 BUDGET	PROPOSED 2018-2019 BUDGET	DIFFERENCE
Hicksville Gregory Museum	\$60,000	\$60,000	\$60,000	-
<b>TOTAL</b>	<b>\$132,392,014</b>	<b>\$134,841,267</b>	<b>\$135,746,223</b>	<b>\$904,956</b>

## REVENUE REVIEW

	2016-2017 BUDGET	2017-2018 BUDGET	PROPOSED 2018-2019 BUDGET	DIFFERENCE
Real Property Tax	\$98,937,595	\$100,402,028	\$102,299,710	\$1,897,682
Payments in Lieu of Taxes	\$7,232,351	\$7,092,519	\$7,098,384	\$5,865
Charges for Services	\$1,550,500	\$1,550,500	\$1,500,000	(\$50,500)
Use of Money and Property	\$700,000	\$700,000	\$765,000	\$65,000
Sale of Property and Comp	\$75,000	\$75,000	\$75,000	-
Miscellaneous	\$205,000	\$205,000	\$215,500	\$10,500
State Sources - Foundation Aid	\$11,230,800	\$11,785,932	\$12,130,889	\$344,957
BOCES	\$896,245	\$983,593	\$1,243,451	\$259,858
Miscellaneous State Aid	\$5,602,523	\$6,146,202	\$5,818,289	(\$327,913)
Federal Aid	\$80,000	\$80,000	\$100,000	\$20,000
Fund Balance Applied	\$2,813,000	\$2,751,493	\$2,800,000	\$48,507
Reserves Appropriated	\$3,069,000	\$3,069,000	\$1,700,000	(\$1,369,000)
<b>TOTAL</b>	<b>\$132,392,014</b>	<b>\$134,841,267</b>	<b>\$135,746,223</b>	<b>\$904,956</b>

## TAX LEVY

	2017-2018 BUDGET	PROPOSED 2018-2019 BUDGET	DIFFERENCE	PERCENTAGE
Budget (Excluding Gregory)	\$134,781,267	\$135,686,223	\$904,956	0.67%
Non-Tax Revenue	\$28,618,746	\$28,946,513	\$327,767	1.15%
Fund Balance Applied	\$2,751,493	\$2,800,000	\$48,507	1.76%
Reserves Applied	\$3,069,000	\$1,700,000	(\$1,369,000)	-44.61%
Amount to Be Raised by Taxes	\$100,342,028	\$102,239,710	\$1,897,682	1.89%
Assessed Valuation*	\$8,827,877	\$8,490,352	(\$337,525)	-

\*Tentative assessment to be finalized by Nassau County Department of Assessment by approximately September 2018.

# HICKSVILLE RANKING

Hicksville's 2017-18 tax rate ranks 8th lowest out of 54 Nassau County school districts.

## Budget Within the Tax Levy Limit

Tax Levy Limit.....	\$99,873,886
Maximum Allowable Levy.....	\$102,299,710
Less: Gregory Museum.....	(\$60,000)
Maximum District Levy.....	\$102,239,710
Estimated Revenues.....	\$28,946,513
Applied Fund Balance.....	\$2,800,000
Applied Reserves*.....	\$1,700,000
Total District Budget.....	\$135,686,223

Tax Levy Increase - Dollars.....	<b>\$1,897,682</b>
Tax Levy Increase - Percent.....	<b>1.89%</b>



### STAR PROPERTY TAX EXEMPTION

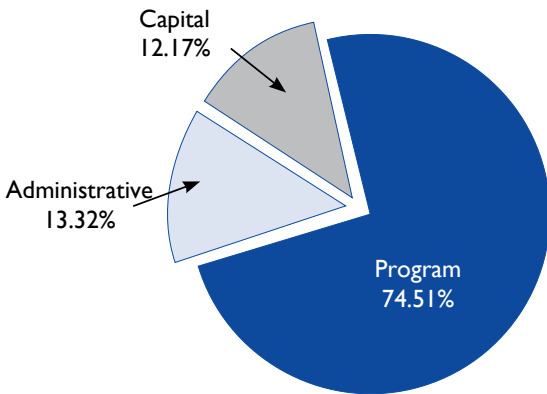
Residents of Hicksville Public Schools may be eligible to apply for the New York State Basic STAR and Enhanced STAR Property Tax Exemption Program. If you are a homeowner with your Hicksville property as your primary residence, you may apply to the Nassau County Board of Assessors at 516-571-1500 or refer to the Department of Assessment page on the Nassau County website at [www.nassaucountyny.gov](http://www.nassaucountyny.gov).

### SENIOR CITIZEN AND VETERAN PROPERTY TAX EXEMPTIONS

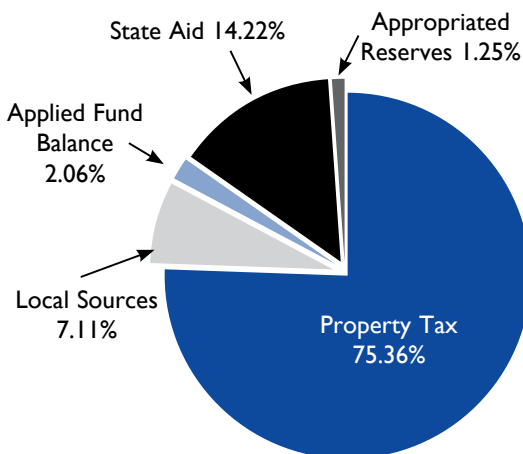
Hicksville Public Schools demonstrates its support of our senior community by adopting the Senior Citizen Property Tax Exemption, which provides partial property tax relief on a sliding-scale basis to residents meeting the required criteria. Applications for this exemption must be made on or before Jan. 2 of each year to the Nassau County Department of Assessment, 240 Old Country Road, Mineola, NY 11501. For further information, contact the Department of Assessment at 516-571-1500 or refer to the Department of Assessment page on the Nassau County website at [www.nassaucountyny.gov](http://www.nassaucountyny.gov).

Hicksville Public Schools also shows support to resident veterans by adopting veterans' exemptions such as the Alternative Veteran's Exemption, Gold Star Parent's Exemption, and Cold War Veteran's Exemption. If you have additional questions, please contact the Nassau County Assessor's Office at 516-571-1500.

### THREE-PART EXPENDITURE BUDGET



### REVENUE BREAKDOWN



## Senior Citizen Exemption The Current Sliding-Scale Exemptions Apply as Follows:

Income*	Percent Exemption
Less than \$27,000	50%
At least \$27,001 but less than \$28,000	45%
At least \$28,000 but less than \$29,000	40%
At least \$29,000 but less than \$30,000	35%
At least \$30,000 but less than \$30,900	30%
At least \$30,900 but less than \$31,800	25%
At least \$31,800 but less than \$32,700	20%
At least \$32,700 but less than \$33,600	15%
At least \$33,600 but less than \$34,500	10%
At least \$34,500 but less than \$35,400	5%

\*You can deduct unreimbursed medical expenses, and unreimbursed prescription drugs, as well as a deduction for Veterans Disability Compensation.

# Keeping Our Students and Staff Safe with Security & Technology Updates

Hicksville Public Schools is committed to keeping its students, staff and visitors as safe as possible. With this in mind, our Board of Education and administration have included many necessary updates to its security protocols – both on the ground and via technology upgrades. Below we clarify terminology, explain updates already in place and outline initiatives planned for 2018-2019.

## Q. What technology projects are proposed through the Capital Reserve for Technology?

A. Proposition 2, the Capital Reserve for Technology, will include many security and safety enhancements districtwide. These include:

- Addition of card swipe panels, cameras, intercoms and the Scholarchip Visitor Management System to create mantraps at each building.
- Additional security cameras and DVRs districtwide.
- A door ajar system at Dutch Lane School.
- Replacement of the district's internet firewall, network switches, wireless access points and network modules for enhanced data security.

These projects are funded by transferring funds from an existing reserve to the Capital Reserve for Technology at **NO ADDITIONAL COST** to the taxpayer.

## Q. What is a mantrap?

A. A mantrap is a security vestibule located between pairs of exterior and interior doors where visitors can communicate via an intercom system with school personnel while in a secured area prior to entering the building. A Visitor Management System installed in each vestibule will scan licenses for verification against the National Sex Offender Database as well as district and building level databases. This system prevents unauthorized individuals from entering the building.

## Q. Wasn't the Smart Schools Bond Act supposed to fund some of the proposed projects that are in the Capital Reserve for Technology?

A. The district submitted a Smart Schools Investment Plan to the State Education Department (SED) that included some of the projects proposed in the Capital Reserve, including the mantraps for security purposes and elementary Wi-Fi. Because approval from SED has been delayed, we would like to remove the projects from the Smart Schools proposal and instead fund them through the Capital Reserve so we can move forward on these important initiatives.

## Q. What else has Hicksville Schools done to ensure the safety of students and staff?

A. The safety, security and well-being of our students and staff has been and will always be our first priority. Hicksville Schools has an active District-wide Safety Committee comprised of Board members, administrators, teachers, parents and students as well as BOCES' Executive Director of Health and Safety and the district's Safety Specialist. The Committee meets monthly to discuss security concerns, student support services, new security initiatives, drills and programs to address student emotional well-being. Additionally:

- \* The Board of Education has adopted a District-Wide Safety Plan developed by the Committee which can be found on the district's website. In addition, each building has its own Emergency Response

Plan which is reviewed annually. These plans are shared with the state and local law enforcement.

- \* The district has added security guards at each elementary school and the Middle School and increased security at all evening events. Designated security officers patrol hallways during the day and the fields during recess, ensure all exits are locked and secured, and assist during morning arrival and afternoon dismissal.
- \* The Scholarchip Attendance System at the High School will allow administrators to identify students who may be outside the building (for example, during open campus lunch hours) in the event of a lockdown.
- \* We continue to add state-of-the-art cameras, lighting and swipe cards as we identify required areas.
- \* The 2018-2019 budget includes an additional Assistant Principal at the Middle School, two additional guidance counselors at the secondary levels, and additional psychological services districtwide to address the emotional needs of students.



THE HICKSVILLE PUBLIC SCHOOLS  
Administration Building  
200 Division Avenue  
Hicksville, NY 11801

**Board of Education:**  
**Phil Heckler, President**  
**Brenda Judson, Vice President**  
**Carla Hoene, Secretary**  
**Trustees:**  
**Kevin J. Carroll**  
**Lynda Parmely**  
**Christopher Amato**  
**Sunita Manjrekar**

**Dr. Carl Bonuso**  
*Superintendent of Schools*

NONPROFIT  
U.S. POSTAGE  
PAID  
HICKSVILLE  
NEW YORK  
PERMIT NO. 126

\*\*\*\*ECRWSS\*\*\*\*  
Postal Customer  
Hicksville, NY 11801

# Remember to **VOTE**

**BUDGET VOTE &  
BOE TRUSTEE ELECTION  
TUESDAY, MAY 15, 2018  
7 A.M.-9 P.M.**

## ELECTION DISTRICT LOCATIONS AND CONTACT INFO

**Burns Avenue School:**  
516-733-2311  
District No. 1

**Lee Avenue School:**  
516-733-2351  
District No. 4

**East Street School:**  
516-733-2321  
District No. 2

**Fork Lane School:**  
516-733-2341  
District No. 5

**Woodland School:**  
516-733-2331  
District No. 3

**Dutch Lane School:**  
516-733-2361  
District No. 6

**Old Country Road School:**  
516-733-2301  
District No. 7

## HICKSVILLE LIBRARY VOTE

Once again, voters will be asked to vote on the Hicksville Public Library budget and election of library board trustees at the same time as the school district budget vote and trustee election. The Hicksville Public Schools and the Hicksville Public Library are two separate entities. The ballots for the library vote will be included in the voting booth on the day of the school budget vote. The consolidation of voting for the two entities represents a cost savings as well as a convenience to residents.



## VOTING INFORMATION

A voter shall be entitled to vote at any school meeting for the election of school district trustees and school budget, and upon all other matters which may be brought before such a meeting, who is:

- A citizen of the United States.
- A resident of the district for a period of 30 days preceding the meeting at which he/she is to vote.
- 18 years of age or older.
- Currently registered with the school district or has voted in the general election in the last four years.

## Absentee Ballots

Applications for absentee ballots may be obtained at the Office of the District Clerk at 200 Division Ave., any school day between 9 a.m. and 3 p.m. Completed applications must be received by the district clerk at least seven (7) days before the election if the ballot is to be mailed to the voter. All absentee ballots must be returned to the District Office no later than 5 p.m. on the day of the vote. Absentee ballots will be issued for those reasons stated in the Education Law, Section 2018-A.