



# Memo to School Board Election Candidates

---

Thank you for your interest in running for the Hartland Lakeside School District Board of Education.

The school board election will be held on Tuesday, April 2, 2024, and the primary election will be held on February 20, 2024, if necessary, to fill two (2) board positions, currently held by incumbents Thomas Harter and Jeffrey Pfannerstill, Jr. for three-years term beginning April 22, 2024, and ending April 2027. These are standard election cycle seats.

Additionally, we have one (1) seat currently held by Chris Adsit, who was appointed to fill a vacancy. The term of this seat will be a one (1) year term.

Of the three (3) elected candidates, the person with the lowest vote count will receive the one (1) year term.

Candidates can submit their forms beginning December 1, 2023. The filing deadline is 5:00 p.m. on Tuesday, January 2, 2024.

Starting from December 1, 2023, individuals who wish to run for a position on the school board must confirm that they are residents of the Hartland Lakeside Jt. No. 3 School District. This can be done by filing a Sworn Declaration of Candidacy, EL-162sd, along with a Campaign Registration Statement, CF-1L, at the District Office located at 800 E. North Shore Drive, Hartland, Wisconsin, 53029. The forms can be submitted in person between 8:00 a.m. and 4:00 p.m. on Mondays through Fridays, except on holidays, or they can be mailed to the address mentioned above. The deadline for submission is 5:00 p.m. on Tuesday, January 2, 2024. If you have any questions, please contact Chris Adsit at [cadsit@hartlake.org](mailto:cadsit@hartlake.org) and Michele Davis at [mdavis@hartlake.org](mailto:mdavis@hartlake.org). If you require assistance with notarizing your forms or scheduling a drop-off time, please reach out to Michele Davis.

**Forms and Manuals** prescribed by the [Wisconsin Ethics Commission](#) (campaign finance) and the [Wisconsin Elections Commission](#) for the making of reports and statements under the campaign finance laws are available on the following websites, and copies of such forms and certain manuals will be made available to candidate committees at no charge upon request:

<http://elections.wi.gov/forms> - 608-266-8005

<http://ethics.wi.gov/forms> - 608-266-8123

A packet is available to pick up from the District Office and contains the following documents:

- This 2-page Memo to School Board Candidates
- [ELIS-5 SD Ballot Access Checklist for 2024 School District Candidates](#) - the Hartland Lakeside School District does not require nomination papers.
- [CF-1L: Campaign Finance Registration Statement](#)
- [EL-162SD Declaration of Candidacy Fillable PDF](#)
- [ETIS-8 Campaign Finance Checklist - Municipal and School Board for 2023](#)
- [Campaign Finance Overview - Local Candidate Committee Information](#)
- [2023 Guide for Candidates](#)
- [Time Commitment of a Board of Education Member](#)

## **Who is eligible to be a candidate?**

All candidates must meet the age and residency requirements established for the office to which they are seeking election. A candidate for the school district office must be a qualified elector of the school district at the time of filing a Declaration of Candidacy (EL- 162sd). Wis. Stats. §§ 120.05(1)(d), 120.06(2), (6)(b)2. 120.06(7)(a). Therefore, a candidate for school board must have satisfied the 28-day residency requirement before filing a Declaration of Candidacy (EL-162sd).

### **Primary Election**

If seven or more candidates file for the open seats, a Primary Election will be held on February 20, 2024. The six candidates with the highest number of votes in the primary election will have their names placed on the ballot for the Spring Election.

### **Campaigning, Campaign Signs, Handouts/Flyers, and Mailers:**

In order to maintain neutrality in the candidate election process and protect the district's logo and brand, the use of the logo is prohibited.

The District's custodial staff have been instructed to remove any campaign signs placed on District property.

In 1934, Congress enacted a law, [18 U.S.C. 1725](#), known as the "mailbox restriction," that prohibits anyone from placing mailable matter without postage into any mailbox, which includes campaign materials.

### **Campaign Finance Contribution Limits for School Board Candidates**

In early 2022, the Ethics Commission's staff provided the Wisconsin Association of School Boards with a [spreadsheet](#), based on the 2020 federal census, that shows each district's total population and calculates a limit for Hartland Lakeside, which applies to (1) contributions from any individual or another candidate committee (the yellow column); or (2) contributions from a political action committee (the gray column). Please note that unless the legislature amends the campaign finance laws, the 2020 census data will be used to determine the applicable campaign contribution limits until the results of the 2030 census are available. All candidate committees must adhere to the applicable contribution limits, even if the committee has registered as "exempt" from filing campaign finance reports.

### **Campaign Finance Report Filing Deadlines:**

<https://ethics.wi.gov/Pages/CampaignFinance/ReportPeriods.aspx>

### **Additional Information**

Annual Compensation for Hartland Lakeside Board Members is currently \$850 for members, \$2,700 for officers, and \$2,800 for the President for 2023-24.