Memo to 2027 School Board Election Candidates

Two seats will be on the ballot to elect Elmbrook School Board Members; one in Election Area IV (roughly the District's southeast quadrant) and one At-Large seat. *The spring election is held on the first Tuesday in April, Wis. Stat. 5.02(21)*, which is Tuesday, April 6, 2027. Winners of these seats will serve three-year terms beginning on Monday, April 26, 2027 and expiring on Sunday, April 21, 2030.

Candidates are required to file a Campaign Finance Registration Statement (CF-1L), a Declaration of Candidacy (EL-162sd), and Nomination Papers for Nonpartisan Office (EL-169) with no less than 100, nor more than 200, valid signatures of School District electors, by 5:00 p.m. on Tuesday, January 5, 2027. The first day to circulate Nomination Papers is December 1, 2026 and the last day to circulate Nomination Papers is the filing deadline of 5:00 p.m. on Tuesday, January 5, 2027. Policy 8120 states *The District Office located at 3555 North Calhoun Road in Brookfield, Wisconsin 53005 shall be the designated filing location for all forms, petitions, oaths of office, and other filings related to Board elections.* The District Office is open Monday-Friday from 8:00 a.m. to 4:00 p.m. The filing office will be closed November 25-27, 2026 and December 24, 2026 through January 1, 2027. The filing office will be open until 5:00 p.m. on Tuesday, January 5, 2027 for the filing deadline. Contact Christy Westfall with any questions via email at westfalc@elmbrookschools.org or by phone 262-781-3030 x11124. Contact Board Clerk Jennifer Roskopf with any questions at roskopfj@elmbrookschools.org.

Candidate Information Session is scheduled at 4:30 p.m. on Thursday, November 12, 2026 at the District Office located at 3555 North Calhoun Road in Brookfield. At this session, potential candidates will meet with the Superintendent, a current Board Member, and the Deputy Clerk to learn about filing and functioning as a candidate and the Commitment of a Board of Education Member.

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:

https://elections.wi.gov/forms - 608-266-8005 https://ethics.wi.gov/forms - 608-266-8123

A packet will be available to pick up from the District Office starting November 2, 2026 which will include the following documents:

- ☐ This 2-Page Memo to School Board Candidates
- ☐ ELIS-5 SD Ballot Access Checklist for 2027 School District Candidates (Rev. 2025-04)
- ☐ CF-1L Campaign Finance Registration Statement (Rev. 2024/10)- Local Candidate Fillable PDF
- ☐ EL-162sd Declaration of Candidacy SD Candidates (Rev. 2019-08) Fillable PDF
- ☐ EL-169 Nomination Paper for Nonpartisan Office (Rev. 2019-10) Fillable PDF
- ☐ ETIS-8 Campaign Finance Checklist for 2027 School District Candidates
- ☐ Campaign Finance Overview - Local Candidate Committees (September 2023)
- ☐ Ethics Commission Guideline ETH-1304 related to anonymous contributions
- ☐ 2027 Guide for Candidates from Wisconsin Association of School Boards (WASB)
- ☐ Time Commitment of a Board of Education Member
- ☐ List of Board and Committee Meeting Dates
- ☐ Current Board of Education Committee and Liaison Assignments
- ☐ Elmbrook Schools' District Strategy
- ☐ Map of Apportionment of Elmbrook Schools' Board Members by Area
- ☐ Elmbrook Schools' Annual Report

Please review our Board Policies, specifically: 1325, 8120, 8510, 9110, 9115, 9120, 9130, and 9301

(Continued on reverse)

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 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).

Please also refer to Elmbrook Schools' Board Policy 8120:
http://go.boarddocs.com/wi/elmbrook/Board.nsf/goto?open&id=988JN34DF03E
A Board member shall be a resident of the District in which he/she serves. A member from an apportioned area shall be a resident of the apportioned area for which he/she is elected or appointed at the time the oath of office is taken.

Primary Election
If three or more candidates file for one of the open seats, *the **spring primary** is held on the third Tuesday in February. Section 5.02(22),* which is Tuesday, February 16, 2027. The two highest-ranking candidates from the Primary Election will have their names placed on the ballot for the April 6, 2027 Spring Election.

Candidate Profile
Candidates will be asked to provide information for a Board Candidate Profile that would be available to the community.

Campaigning, Campaign Signs, Handouts/Flyers, and Mailers:
Policy 1325 states that *The District prohibits advertising that: Creates an endorsement of a political cause, activity, candidate or position.*

In order to remain neutral in the candidate election process and to protect the use of our District logo and brand, use of the district logo is not allowed.

Please review the campaign sign information for the Village of Elm Grove and the City of Brookfield. 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 of **$931.94** for Elmbrook which applies to (1) contributions from any individual or from 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/Resources/Campaign%20Finance%20Filing%20Calendar%202026-2028.pdf

Additional Information
Annual Compensation for Elmbrook Schools' Board Members is currently $4,200.
Board of Education webpage: https://www.elmbrookschools.org/board
Board Agenda Packets and Policies website: https://go.boarddocs.com/wi/elmbrook/Board.nsf/Public
Board Meetings are held in person and also livestream: https://www.elmbrookschools.org/live
Candidates' Filing Status and Election Information is here: https://www.elmbrookschools.org/elections
Board Member Orientation: http://go.boarddocs.com/wi/elmbrook/Board.nsf/goto?open&id=987M975A070D