

BUDGET DEVELOPMENT CALENDAR

2022-2023

Monday, November 15, 2021	Regular Board Meeting – Review and adopt Budget Development Schedule.
Friday, January 7, 2022	Bid requisitions due to BOCES (custodial supplies, diesel, fuel oil, gas, propane).
Tuesday, January 18, 2022	Discuss proposed Building Budgets at Administrative Council Meeting.
Friday, January 21, 2022	Bid requisitions due to BOCES (art, construction & institutional paper, teaching aids, general school & office supplies, and printed envelopes).
Monday, January 24, 2022 - Friday, January 28, 2022	Building & Department Meetings with Javier Perez & Danielle McAfee.
Friday, February 4, 2022	Bid requisitions due to BOCES (athletics, science, health & transportation supplies).
Friday, February 11, 2022	Administrative Building Budgets due.
Friday, February 11, 2022	Bid requisitions due to BOCES (AV, furnishings, musical instruments & supplies, technology & shop, computer supplies, xerographic paper & wire).
February 21-25, 2022	Administrative & District Level Budgets final review.
Tuesday, March 1, 2022	Submit information to calculate tax levy limit on Office of State Comptroller's website.
Monday, March 7, 2022	Regular Board Meeting – Board Budget Workshop #1.
Monday, March 28, 2022	Regular Board Meeting - Board Budget Workshop #2.
Friday, April 1, 2022	Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. 1 st advertisement for Budget Vote (must advertise 4 times within 7 weeks with 1 st occurring at least 45 days prior to Budget Vote).
Monday, April 11, 2022	Regular Board Meeting – Adopt Budget and the Property Tax Report Card by resolutions.
Tuesday, April 12, 2022	2 nd advertisement for Budget Vote. Submit Property Tax Report Card to SED (within 24 hours of Budget Adoption) and information to the Press Republican.
Monday, April 18, 2022	3 rd advertisement for Budget Vote. Petitions for Board Candidates due by 5:00 p.m. (no later than 30 days prior to Budget Vote). Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education 30 days prior to vote date.
Tuesday, April 19, 2021	Budget Newsletter to BOCES for printing (at least 1 week prior to mail).

Tuesday, April 26, 2022	Budget Statement and required attachments available in all District buildings, public library and on District's website (available at least 7 days before Budget Hearing date and at least 14 days prior to Budget Vote).
Thursday, April 28, 2022	Budget Newsletter mailed.
Monday, May 2, 2022	Electronic submission of Administrative Salary Disclosure to SED (within 5 days after preparation).
Tuesday, May 3, 2022	Official Public Hearing – 5:30 p.m. at District Office (7 to 14 days prior to Budget Vote Day.) The budget must be presented in 3 components: Administrative, Program and Capital.
Wednesday, May 4, 2022	Budget Notice mailed to all District residents (the day after Budget Hearing and no later than 6 days prior to Budget Vote).
Friday, May 6, 2022	4 th advertisement for Budget Vote.
Thursday, May 12, 2022	Second sworn statement of campaign contributions or loans by candidates for membership on the BOE and Library Board to be filed with the District Clerk and the Commissioner of Education five days prior to vote date.
Tuesday, May 17, 2022	Official Annual Meeting / Budget Vote / Board Election – 12:00 p.m. to 8:00 p.m. at the Middle School.