

**SCHODACK CENTRAL SCHOOL DISTRICT
2022-2023 BUDGET DEVELOPMENT CALENDAR
BOE APPROVAL November 18, 2021**

November 18, 2021	Board of Education Regular Meeting, 6:00 p.m. Adopt 2022-2023 Budget Calendar								
December 16, 2021	Board of Education Regular Meeting, 6:00 p.m. Presentation of Budget Process								
January 3, 2022	1st SFA Retirement Notification Deadline (end of day)								
January 15, 2022	Budgets due by Building Principals, Assistant Superintendent for School Administration, Director of Facilities, Supervisor of Transportation and other budget builders.								
January 20, 2022	Board of Education Regular Meeting, 6:00 p.m. 2022-2023 Rollover Budget/Budget Discussion and Department Presentations								
February 17, 2022	Board of Education Regular Meeting, 6:00 p.m. 2022-2023 Draft Budget #1 by Superintendent and Business Administrator								
March 1, 2022	2022-2023 Tax Levy Limit calculation due to NYS Comptroller								
March 17, 2022	Board of Education Regular Meeting, 6:00 p.m. 2022-2023 Draft Budget #2 by Superintendent and Business Administrator								
March 31, 2022	Board of Education Workshop Meeting, 6:00 p.m.								
March 29 - April 2, 2022	District Clerk publishes legal notice of school budget hearing and budget vote. Advertise in two general circulation newspapers four times within seven weeks of vote with first publication at least 45 days before the budget vote.								
	<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">1st Notice</td> <td style="width: 25%;">Friday, April 1, 2022</td> <td style="width: 25%;">2nd Notice</td> <td style="width: 25%;">Friday, April 15, 2022</td> </tr> <tr> <td>3rd Notice</td> <td>Friday, April 29, 2022</td> <td>4th Notice</td> <td>Friday, May 6, 2022</td> </tr> </table>	1 st Notice	Friday, April 1, 2022	2 nd Notice	Friday, April 15, 2022	3 rd Notice	Friday, April 29, 2022	4 th Notice	Friday, May 6, 2022
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April 2022	Prepare absentee ballot applications, absentee ballots, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots. District Clerk informs candidates of legal requirements for all candidates for election to Board of Education to file sworn statements of campaign expenses and distribute the informational material.								
April 1, 2022	2nd SFA Retirement notification deadline (end of day)								
April 12, 2022	Board of Education Regular Meeting, 6:00 p.m. Superintendent recommended budget to Board of Education and 2022-2023 Budget Adoption. Major budgetary changes highlighted.								
	Board of Education adopts board resolution for 2022-2023 Bus/Vehicle Purchases								
April 18, 2022	Deadline for submission of petitions for nominations of Board of Education candidates (30 days before the election until 5 P.M.). Deadline for submission of petitions for propositions to be placed on Ballot (30								

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days preceding budget vote until 5 P.M.).

First sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education.

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| April 19, 2022 | Date of drawing by District Clerk for determination on order by listing of board candidates on ballot or voting machine. |
| April 20–
May 10, 2022 | District Clerk must mail an absentee ballot to every qualified voter who requests one and to registered disabled voters. Ballots must be mailed not earlier than 30 days or later than 7 days prior to the board election/budget vote date. |
| April 25, 2022 | Real Property Tax Report Card to SED and School Report Card also submitted to the local newspaper for general circulation.

District Clerk must distribute Military Ballots |
| April 26, 2022 | Board of Education Meeting - Questar Administrative Budget Vote and Election, Time: TBD |
| April 29, 2022 | Budget statement and required attachments available to the public (must be available 7 days prior to the budget hearing and 14 days prior to the budget vote). Administrative Salary Disclosures to SED (available to public 7 days prior to budget hearing). |
| May 2022 | Arrange for a notary public to swear in inspectors of elections at the opening of the voting session prior to the budget vote.

Receive sworn statements by candidates for membership of the Board of Education. Prepare voting machines for board elections and budget vote. District Clerk maintains a list of resident names given an absentee ballot through May 17, 2022 |
| May 5, 2022 | Public Budget Hearing and Meet the Candidates Night, 6:00 p.m. |
| May 11, 2022 | Mail Budget Newsletter that contains the 6-day Budget Notice to all eligible voters (after budget hearing and at least 6 days prior to vote). |
| May 12– 19, 2022 | District Clerk must maintain a list of resident names given an absentee ballot and make such list available for public inspection the five days prior to the annual meeting except for Sunday. |
| May 12, 2022 | Second sworn statement of campaign contributions or loans by board candidates to be filed with District Clerk and Commissioner of Education five days prior to the vote date. |
| May 17, 2022 | Annual meeting – 2022-2023 Budget Vote and Board Elections, MH Jr/Sr HS Gym, 6 a.m. through 9 p.m.
Regular Board of Education Meeting, 7:00 p.m. |
| May 18, 2022 –
June 6, 2022 | Final Sworn Statement must be filed within 20 days after the Election. |

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Sworn statements of campaign contributions or loans in excess of \$1,000, received before the vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by board candidates.

May 25, 2022

Legal notice of adopted budget published by District Clerk.

June 6, 2022

Last date to file with District Clerk and Commissioner of Education final sworn campaign statement by board candidates.

July 1, 2022

2022-2023 Budget implemented (unless re-vote is necessary)

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Timeline - 2022-2023 Budget Re-Vote (if necessary)

May 31- June 7, 2022	Budget must be completed at least seven days prior to the budget hearing at which it is to be presented
June 7, 2022	Deadline for publication of the first of two required legal notices prior to budget re-vote.
June 7 - June 14, 2022	Public hearing to present budget 7-14 days prior to the re-vote
June 7 - June 21, 2022	Copies of budget and required attachments available to the public (must be available during the 14 days prior to the budget re-vote). Moreover, if changes have been made to the budget that was defeated by the voters on the first vote, copies of the budget disseminated prior to a re-vote must incorporate such changes.
June 14, 2022	Publication of second and final legal notice prior to budget re-vote
June 15, 2022	Deadline for mailing "Budget Notice" (6 days before re-vote)
June 21, 2022	Budget Revote Day, if necessary
July 1, 2022	2022-2023 Budget implemented