

# East Rochester Union Free School District

## 2022-2023 Budget Development Calendar

Final – Proposed to BOE 11/09/2021

<u>Calendar Date</u>	<u>Event</u>
<b>Tuesday, November 9, 2021</b> (Regular BOE Meeting)	<b>2022-2023 Budget Calendar reviewed and adopted by Board of Education.</b> Present preliminary Budget Information to BOE -Approach to Budget Development -“What to Expect” (State Aid, Tax Cap, Benefits, Pensions)
<b>Wednesday, November 10, 2021</b> (Cabinet Meeting – 9:30 AM)	<b>Budget Calendar posted and distributed to Administration.</b>  <b>Cabinet Level Budget Topics for Discussion:</b> Specifically, “What is Important to be Funded?”: <ul style="list-style-type: none"> <li>• 2022-23 enrollment and staffing projections</li> <li>• Building Level Budgets – Process/expectations</li> <li>• New program requests/Review of current programs</li> <li>• BOCES programs &amp; services</li> <li>• Curriculum &amp; Instruction</li> <li>• Athletics</li> <li>• Special Education</li> <li>• Summer program needs <ul style="list-style-type: none"> <li>• SLA/ ESY/MLA – What will it look like?</li> <li>• Counselors and nurses</li> <li>• Planning meetings</li> </ul> </li> <li>• Operations &amp; Maintenance</li> <li>• Equipment</li> <li>• Instructional Technology</li> </ul> Administrators please be prepared to discuss, with numbers, budget and program effectiveness along with support data for the above at <b>the designated Administrative Cabinet meetings</b>
<b>Wednesday, November 17, 2021</b> (Administrative Cabinet)	<b>Distribution of 2022-23 Service Requests from Monroe 2 BOCES, and discussion – Requests due to Business Office by 12-1-2021.</b> - Building Level Budget allotments distributed and discussed - BOCES 2 Services Reviewed
<b>Wednesday, December 1, 2021</b> (Administrative Cabinet)	Initial Requests for Monroe 2 BOCES Services Due to Business Office. (Submit to M2 BOCES by Dec 3rd)  - 2022-2023 Staffing vs. Enrollment discussion - Instructional Technology – work-session
<b>Wednesday, December 8, 2021</b> (Administrative Cabinet)	-Summer programs – budget needs/assessment (Entire Group) -Athletics – work-session

<u><b>Calendar Date</b></u>	<u><b>Event</b></u>
<b>Wednesday, December 15 and 22, 2021</b> <i>(Administrative Cabinet meetings)</i>	Distribution of 2022-2023 Service Request Form from Monroe 1 BOCES, and discussion. <ul style="list-style-type: none"> <li>• Special Education focus discussion/work session</li> <li>• PD/Curriculum focus discussion/work session</li> <li>• Operations, Maintenance &amp; Security/work session</li> </ul>
<b>Wednesday, January 5, 2022</b> <i>(Administrative Cabinet meeting)</i>	<b>Budget Development Spreadsheets Folder Open for Staff Budget Input. Deadline for Completion: February 11, 2022</b> <ul style="list-style-type: none"> <li>• Follow-up of Previous topics</li> </ul>
<b>Tuesday, January 11, 2022</b> <i>(Regular BOE Meeting)</i>	<b>Present BOE with Revenues &amp; Reserve Plan; Expenditures</b>
<b>Wednesday, January 19, 2022</b> <i>(Administrative Cabinet)</i>	<b>Initial Requests for <i>Monroe 1 BOCES Services Due to Business Office</i></b> (Submit to M1 by January 28, 2022) <ul style="list-style-type: none"> <li>• Follow-up of Previous Topics</li> </ul>
<b>Tuesday, February 1, 2022</b> <i>(BOE Retreat &amp; Budget Workshop)</i>	<b>Agenda TBD</b> <ul style="list-style-type: none"> <li>• Review of Governor's Executive Budget</li> <li>• Preliminary Gap Review</li> </ul>
<b>Tuesday, February 8, 2022</b> <i>(Regular BOE Meeting)</i>	<b>Present Expenditures &amp; Revenues</b> <b>Board Reviews Tax Levy Limit</b>
<b>Friday, February 11, 2022</b>	<b>Staff Budget Spreadsheet Completion Deadline</b>
<b>Tuesday, March 1, 2022</b> <i>(Tax Cap Submission Deadline - on or about March 1<sup>st</sup> every year)</i>	<b>Deadline for Submission of Tax Cap Calculation Information and District's Calculation of Tax Levy Limit to OSC, NYSED, and NYS Taxation and Finance.</b>  <b>Petitions available for candidates for Board of Education.</b> <i>(at least one month prior to deadline – our practice)</i>
<b>Tuesday, March 1, 2022</b> <i>(Budget Workshop)</i>	<b>BOE Budget Workshop/Budget Status Update to BOE –</b> Continued work on Gap closing measures to balance budget  <b>Interested Board Candidate Meet &amp; Greet immediately following the workshop</b>
<b>Tuesday, March 8, 2022</b> <i>(Regular BOE Meeting)</i>	<b>Budget status update to BOE</b>  <b>Interested Board Candidate Meet &amp; Greet immediately following the workshop</b>
<b>Thursday, March 24, 2022 – 3:00 P.M.</b>	<b>Deadline to contact M-P Newspaper for Budget Legal Notice publication beginning on 4/2/22 (Don't forget Daily Record and RBJ)</b>
<b>Saturday, April 2, 2022</b>	<b>45 Days Prior to Budget Vote (publish 4x during 7 weeks prior to vote)</b>
<b>Saturday, April 2, 2022</b>	<b>Publish 1<sup>st</sup> Budget Legal Notice (FIRST NOTICE 4/2/22 Also 4/16, 4/30, and 5/14)</b> Legal notice of school budget hearing and budget vote. Must advertise 4 times within seven weeks of the vote with first publication 45 days before the date of the budget vote. Must be published in at least two newspapers of general circulation.

<u><b>Calendar Date</b></u>	<u><b>Event</b></u>
<b>Thursday, April 7, 2022</b> <i>(Budget Workshop)</i>	Present Final Balanced Budget <b>Board adopts budget</b> <i>(if possible)</i>
<b>Tuesday, April 12, 2022</b> <i>(Regular BOE Meeting)</i>	<b>Last opportunity to adopt budget and Property Tax Report Card at Regular Board Meeting. (Submit Property Tax Report Card within 24 hours of adoption). (See entry for April 25).</b>
<b>Saturday, April 16, 2022</b>	<b>Publish 2<sup>nd</sup> Budget Legal Notice</b>
<b>Monday, April 18, 2022</b> <i>(30 days prior to vote)</i>	<b>This Marks 30 Days Prior to Budget Vote</b>
<b>Monday, April 18, 2022</b>	<p><b>Earliest day to mail absentee ballots</b> <i>(absentee ballots can be mailed no earlier than 30 days and no later than 8 days prior to vote [April 18 – May 10, 2022])</i></p> <p><b>District Clerk maintains absentee ballot list through May 16, 2022.</b></p> <p><b>Last day to submit petitions for propositions to be placed on the ballot</b></p> <p><b>Deadline to accept submission of petitions for Board of Education candidates - due to District Clerk by 4:00 P.M.</b></p> <p><b>Deadline to inform candidates of legal requirements and filing of sworn statements of campaign contributions.</b></p> <p><b>First sworn expenditure statement of campaign contributions to be filed with District Clerk and Commissioner of Education (30 days prior to vote date)</b></p>
<b>Tuesday, April 19, 2022</b>	<b>Lottery drawing for placement of candidates' names on the ballot. <i>(should be done in April)</i></b>
<b>Thursday, April 21, 2022</b>	<b>Draft Budget Brochure to Monroe 2</b>
<b>Friday, April 22, 2022</b> <i>(25 Days Before Budget Vote)</i>	<p><b>District Clerk will distribute military ballots no later than 25 days prior to the budget vote</b> <i>Legal deadline for Budget Adoption by BOE (25 days before budget vote)</i></p>
<b>Monday, April 25, 2022</b> <i>(24 Days Before Budget Vote)</i>	<p><b>Legal Deadline for Property Tax Report Card Submission <i>(24 days before budget vote. Because this is always a Saturday, SED allows submission deadline to be the following business day).</i></b></p> <p><b>Property Tax Report Card must be submitted to SED within 24 hours of budget adoption, but not later than April 25, 2022. Transmit Property Tax Report Card to local newspapers of general circulation</b></p>

<u><b>Calendar Date</b></u>	<u><b>Event</b></u>
<b>Saturday, April 30, 2022</b>	<b>Publish 3<sup>rd</sup> Budget Legal Notice</b>
<b>Tuesday, May 3, 2022</b>	<p><b>Budget Statement and required attachments must be made available, upon request, at each school building, district office, public library, and on District website. (At least 7 days prior to hearing <b>MAY 10, 2022</b> and 14 days prior to vote <b>MAY 17, 2022</b>)</b></p> <p><b>Arrange for the return of the voting machines with the Board of Elections.</b></p>
<b>Tuesday, May 10, 2022</b> <i>(Budget Hearing &amp; Regular BOE Meeting)</i>  <b>Date Range for Budget Hearing: May 3-10, 2022</b>	<p><b>Budget Hearing.</b></p> <p><i>Budget Statement and required attachments must be presented in plain language and in three components: Administrative, Program and Capital.</i></p>
<b>Tuesday, May 10, 2022</b> <i>Date Range: May 4-11, 2022</i>	<b>Mail Budget Notice to eligible voters the day after the Budget Hearing but no later than 6 days prior to Budget Vote day.</b>
<b>Thursday, May 12, 2022- - - - -</b>  <b>Thursday, May 12, 2022 –May 16, 2022</b>  <b>Monday, May 16, 2022- - - - -</b>	<p><b>Deadline for Second filing of BOE candidate’s sworn statements of campaign contributions with District Clerk and Commissioner of Education.</b></p> <p><b>Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and the Commissioner of Education within 24 hours of receipt by candidates for membership on the Board of Education.</b></p> <p><b>District Clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)</b></p> <p><b>Last day to receive personally delivered absentee ballots – deadline 5:00 P.M.</b></p>
<b>Saturday, May 14, 2022</b>	<b>Publish 4<sup>th</sup> Budget Legal Notice</b>
<b>Tuesday, May 17, 2022</b> <i>(Annual Meeting)</i>	<b>Budget Vote and Election of Board of Education. (3<sup>rd</sup> Tuesday in May)</b>
<b>Monday, June 6, 2022</b>	<b>Last date for BOE candidates to file final sworn statement of campaign contributions with District Clerk and Commissioner of Education (no more than 20 days after the election)</b>

## June Budget Revote

<u>Calendar Date</u>	<u>Event</u>
Tuesday, May 31, 2022 - Tuesday, June 7, 2022	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revote.
Thursday, May 19, 2022 – 3:00 P.M.	Deadline to contact M-P Newspaper for Budget Revote Legal Notice publication beginning on 6/7/22 ( <b>Don't forget Daily Record and RBJ</b> )  (Publish TWICE: June 7 & June 14, 2022)
Tuesday, June 7, 2022	Publish 1 <sup>st</sup> Budget Revote Legal Notice ( <b>must be 14 days before revote</b> )
Tuesday, June 7, 2022 (14 Days prior to Revote)	Earliest Day to Hold Budget Revote Hearing ( <b>No later than 7-14 days prior to Revote Day</b> )
Wednesday, June 8, 2022	Earliest Day to Mail Budget Notice to Voters ( <b>The day after budget hearing but not later than six days before revote day.</b> )
Tuesday, June 14, 2022 (7 Days prior to Revote)	Budget Revote Hearing ( <b>No later than 7 days prior to Revote Day</b> )
Tuesday, June 14, 2022	Last day to mail Budget Notice (6 days prior to revote)
Tuesday, June 14, 2022	Publish 2 <sup>nd</sup> (FINAL) Budget Revote Legal Notice
Tuesday, June 21, 2022 (Regular BOE Meeting)	Statewide Budget Revote Day (3 <sup>rd</sup> Tuesday in June)