



HOOSIC VALLEY CENTRAL SCHOOL DISTRICT

2023-2024 BUDGET DEVELOPMENT CALENDAR

DATE	BUDGET DEVELOPMENT
October/November 2022	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. Review budget status for potential increase/decreases. (Continued ongoing work throughout the year).
November/December 2022	Meet with non-instructional budget supervisors to discuss first budget drafts (Buildings & Grounds, Technology, and General Support). Meet with all related departments to discuss requests of 2023-24 BOCES services. Principals meet with faculty to discuss instructional programs and item requests by December 2nd. Administrators prepare Program, Staff, and Facility Reports for review and discussion with the Superintendent. New Instructional Request Forms for the 2023-24 Program Budget are due to the Superintendent on December 16th.
January 5, 2023	Budget Workshop – 6:30 p.m. & Regular Board of Education Meeting – 7:00 p.m. General budget overview and general support review to Board of Education. Current year expense and revenue update used to project fund balance. Present 2023-24 preliminary budget forecast and budget assumptions.
January 2023	Administrators will review instructional budgets with the Superintendent and the School Business Administrator.
February 2, 2023	Budget Workshop – 6:00 p.m. & Regular Board of Education Meeting – 7:00 p.m. Update Budget Information – Review of Tax Levy Limit Calculation. Athletics Program, Technology Department, Buildings & Grounds, Transportation budget plans to be presented to the Board of Education.
February 16, 2023	Budget Workshop 7:00 p.m. – High School Program Review & Elementary School Program Review Presentations.
March 1, 2023	Business Administrator will submit information to calculate Tax Levy Limit on Office of the State Comptrollers website on or before March 1, 2023.
March 2, 2023	Budget Workshop – 6:00 p.m. & Regular Board of Education Meeting – 7:00 p.m. Presentation of the Superintendent's Recommended Proposed 2023-24 Budget. Board of Education initiates special propositions for May vote. Business Administrator will supply the Board of Education with updated information on the 2023-24 Employee Benefits cost, and a review the projected 2023-24 BOCES budgets.
March 23, 2023	Budget Workshop – 7:00 p.m. (As needed)
March 30, 2023	District Clerk publishes first publication of legal notice, time, and location of school budget hearing and budget vote. (Must advertise four times within seven weeks of the vote with first publication 45-49 days before the budget vote).
April 2023	District Clerk will prepare Absentee Ballot application, Absentee Ballots, related envelopes, and directions to voters.
April 4, 2023	Budget Workshop – 6:00 p.m. (if needed)
April 6, 2023	Regular Board of Education Meeting – 7:00 p.m. Final 2023-24 Budget and Education Plan presented to the Board of Education for adoption of the 2023-24 Budget and Property Tax Report Card.



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April 13, 2023	District Clerk publishes second publication of legal notice, time, and location of school budget hearing and budget vote.
April 17, 2023	Deadline for submission of Board of Education petitions due to the District Clerk's Office by 4:00 p.m. Absentee ballots available upon request.
April 18, 2023	District Clerk draws for order of Board of Education candidates on the ballot. Clerk prepares voting machine inserts and transmits to the County Board of Elections. NYSED required salary disclosure form submitted electronically by the School Business Administrator.
April 23, 2023	School Business Administrator submits the Property Tax Report Card electronically to NYSED within 24 hours of Board of Education adoption of the 2023-24 Budget, and submits to legal newspaper for general circulation.
April 25, 2023	BOCES Budget and Board Election.
April 27, 2023	District Clerk publishes third publication of legal notice, time, and location of school budget hearing and budget vote. Absentee ballots mailed to all those who requested them; clerk to maintain master list of all individuals provided an absentee ballot. Budget statement and all required attachments will be available for public review in all district buildings.
May 4, 2023	Budget Hearing and Regular Board of Education Meeting 7:00 p.m.
May 9, 2023	Tentative "Meet the BOE Candidates Night" at the ES library. Sponsored by PTO. Voting Machines delivered.
May 10, 2023	Budget notice mailed to residents including property tax report card.
May 11, 2023	District Clerk publishes fourth and final publication of legal notice, time, and location of school budget hearing and budget vote.
May 16, 2023	Budget Vote (including any special propositions) and election of Board of Education candidates 12:00 p.m. – 9:00 p.m. Absentee voting ballots due by 5:00 p.m.
June 20, 2023	Budget revote, if necessary.