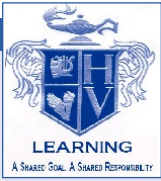




# HOOSIC VALLEY CENTRAL SCHOOL DISTRICT

## 2024-2025 BUDGET DEVELOPMENT CALENDAR

DATE	BUDGET DEVELOPMENT
October/November 2023	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 2023	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 2024-25 BOCES services. Principals meet with faculty to discuss instructional programs and item requests by December 4th. Administrators prepare Program, Staff, and Facility Reports for review and discussion with the Superintendent. New Instructional Request Forms for the 2024-25 Program Budget are due to the Superintendent on December 15th.
January 11, 2024	<b>Budget Workshop – 6:00 p.m. &amp; Regular Board of Education Meeting to follow.</b> General budget overview and general support review to Board of Education. Current year expense and revenue update used to project fund balance. Present 2024-25 preliminary budget forecast and budget assumptions.
January 2024	Administrators will review instructional budgets with the Superintendent and the School Business Manager.
February 1, 2024	<b>Budget Workshop – 6:00 p.m. &amp; Regular Board of Education Meeting to follow.</b> 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 15, 2024	<b>Budget Workshop 6:00 p.m. – High School Program Review &amp; Elementary School Program Review Presentations.</b>
March 1, 2024	Business Manager will submit information to calculate Tax Levy Limit on Office of the State Comptrollers website on or before March 1, 2024.
March 7, 2024	<b>Budget Workshop – 6:00 p.m. &amp; Regular Board of Education to follow.</b> Presentation of the Superintendent's Recommended Proposed 2024-25 Budget. Board of Education initiates special propositions for May vote. Business Manager will supply the Board of Education with updated information on the 2024-25 Employee Benefits cost, and a review the projected 2024-25 BOCES budgets.
March 21, 2024	<b>Budget Workshop – 6:00 p.m. (As needed)</b>
April 4, 2024	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 2024	District Clerk will prepare Absentee Ballot application, Absentee Ballots, related envelopes, and directions to voters.
April 11, 2024	<b>Regular Board of Education Meeting – 6:00 p.m.</b> Final 2024-25 Budget and Education Plan presented to the Board of Education for adoption of the 2024-25 Budget and Property Tax Report Card.



# HOOSIC VALLEY CENTRAL SCHOOL DISTRICT

## 2024-2025 BUDGET DEVELOPMENT CALENDAR

DATE	BUDGET DEVELOPMENT
April 18, 2024	District Clerk publishes second publication of legal notice, time, and location of school budget hearing and budget vote.
April 22, 2024	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 23, 2024	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 Manager. BOCES budget and board election time to be determined.
April 29, 2024	School Business Manager submits the Property Tax Report Card electronically to NYSED within 24 hours of Board of Education adoption of the 2024-25 Budget, and submits to legal newspaper for general circulation.
May 2, 2024	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 9, 2024	<b>Budget Hearing and Regular Board of Education Meeting 6:00 p.m.</b>
TBD	Tentative "Meet the BOE Candidates Night" at the ES library. Sponsored by PTO. Voting Machines delivered.
May 10 – 13, 2024	Budget notice mailed to residents including property tax report card.
May 9, 2024	District Clerk publishes fourth and final publication of legal notice, time, and location of school budget hearing and budget vote.
May 21, 2024	<b>Budget Vote</b> (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 18, 2024	Budget revote, if necessary.