

# *Public Schools of the Tarrytowns*



## 2023-2024 PROPOSED BUDGET DEVELOPMENT CALENDAR

Date	Budget Development Activity	Responsibility
November 17, 2022	Budget Calendar Adopted by Board of Education	Board of Education
November 15, 2022	Review of Current Staffing & Current Student Enrollment	Leadership Team
November 18, 2022	Budget Guidelines and Packets Distributed	Asst. Supt. for Business
January 26, 2023	Preliminary Budget Discussion	Superintendent
March 1, 2023	Submission of Tax Levy Cap Calculation to Office of NYS Comptroller	Asst. Supt. for Business
March 2, 2023	Draft Budget Distributed to Board of Education	Superintendent
March 9, 2023	Proposed Draft Budget Presentation	Superintendent
March 11, 2023	Board of Education Workshop (Saturday 8:30 AM – 11:30 AM) Building Presentations Transportation Health, Physical Education & Athletics	Leadership Team
March 18, 2023	Board of Education Workshop (Saturday 8:30 AM – 11:30 AM) Pupil Personnel & Special Education Facilities Curriculum & Technology Central Administration & BOCES	Leadership Team
March 29, 2023	1 <sup>st</sup> Legal Notice Publication	District Clerk
April 12, 2023	2 <sup>nd</sup> Legal Notice Publication	District Clerk
April 17, 2023	School Board Nominating Petitions Due by 5:00 PM	District Clerk
April 18, 2023	Budget Adoption	Board of Education
April 27, 2023	3 <sup>rd</sup> Legal Notice Publication	District Clerk
April 27, 2023	Budget Document Available to Public (School Offices, Administration Building, Library, Post Office)	Asst. Supt. for Business
May 4, 2023	Budget Hearing	Board of Education
May 9, 2023	Evening Voter Registration (4:00 PM – 8:00 PM) Administration Building - Boardroom	District Clerk
May 10, 2023	4 <sup>th</sup> Legal Notice Publication	District Clerk
May 11, 2023	Last Day for Voter Registration (5 Days Before the Vote)	District Clerk
May 11, 2023	Budget Notice Mailed	Asst. Supt. for Business
May 16, 2023	Budget Vote	District Clerk