

**HERRICKS PUBLIC SCHOOLS**  
**2023-2024 ELECTION OF TRUSTEES & BUDGET VOTE**  
**SCHEDULE OF EVENTS**

October 20, 2022	Present 2023 – 2024 budget calendar and budget development procedures to the Board of Education (“BOE”) for adoption
November 3, 2022	Department and Building Leaders submit 1 <sup>st</sup> budget draft
November – December	Meet with Department and Building Leaders to review 1 <sup>st</sup> budget draft
December 8, 2022	Present 2023-2024 preliminary budget assumptions to the BOE
December – February	Continuous collaboration with parents, other community members and groups, faculty, BOE and administration regarding budget development
February 16, 2023	Budget Presentation #1
March 1, 2023	Submit 2023 – 2024 calculation for tax levy limit to Office of State Comptroller, Tax and Finance, and SED (Single submission to OSC only)
March 9, 2023	Budget Presentation #2
March 9, 2023	Board adopts Legal Notice for first publication on March 29- April 2. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote
March 18, 2023	Last day for filing propositions by qualified voters that are to be included in the Notice of the Annual Meeting in accordance with Policy #2200. Signatures required 100:
March 23, 2023	Budget Presentation #3
March 29 – 31, 2023	First publication of Legal Notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote. Start publication of Notice of Annual Election to be followed by publications on April 12-14, April 26-28, May 10-12 in The New Hyde Park Herald Courier, Illustrated News & Williston Times
April 2023	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots
March/April 2023	Appointment of clerks and inspectors of elections for budget vote
April 4, 2023	Budget Presentation #4 and proposed 2023 – 2024 budget adoption by BOE
April 17, 2023	Last day to receive nominations from candidates by 5 p.m. in the District Clerk’s Office. Signature required 25 (at least 25 or 2% of votes from previous election whichever is greater). Ed. Law 2018. (30 days before election) Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote date
April 17, 2023	Last day for filing proposition by qualified voters which are not required to be included in the Notice of Annual Election. Signatures required, 100 (Ed. Law 2035 and Board of Education Policy #2200).

**May 16, 2023 Budget Vote**

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April 18, 2023	Determination of placement of a candidate's name on the ballot by drawing by lot: Ed. Law 2031. (Candidate or representative may be present for drawing at 9 a.m. in the District Clerk's Office.)
April 18, 2023	Regular Board of Education & Boces Meeting.
April 25, 2023	Property Tax Card Report must be submitted to SED using the State Aid Management System (SAMS) by the end of the next business day following adoption of the report card but no later than 24 days prior to Budget Vote Day. Day 24 falls on Saturday, April 22 <sup>rd</sup> . SED will accept submissions through Monday, April 24 <sup>th</sup> .
April 27, 2023	Budget Statement and required attachments shall be completed 7 days before budget hearing.
May 1, 2023	Mail district newsletter (include full disclosure information)
May 2023	Prepare ballots and other materials needed for vote
May 2, 2023	Meeting of the Board of Registry to register voters: Ed. Law 2014 (4p.m. to 8 p.m.) at the Herricks Community Center.
May 4, 2023	Budget Hearing; Budget statement and required attachments made available upon request to the residents of the district in each school, at any public or free association library within the District and on the District's website during the period of 14 days immediately preceding the Annual Meeting/Election.: Ed. Law §1716.
May 9, 2022	Last day to submit to the District Clerk an application for absentee ballot, if the ballot is to be mailed to the voter.
May 9, 2023	Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote.
May 11, 2023	Last day to register to vote at the Office of the District Clerk (In the Herricks Community Center): Ed. Law 2015. A second board candidate expenditure statement due in District Clerk's Office. (Candidates must also report within 24 hours any contributions and loans in excess of \$1,000 received by the candidate within 5 days prior to the election. Another expenditure statement must also be sent to the Commissioner of Education.)
May 11, 2023	First day Voter Register open for public inspection. Ed. Law 2015.
May 13, 2023	Voter Register opened for public inspection from 9:00 a.m. to 11:00 a.m. by appointment only.
May 15, 2023	Last day to submit to the District Clerk an application for absentee ballot if the ballot is to be delivered personally to the voter at the Office of the District Clerk.
May 16, 2023	Statewide annual meeting/board election/budget day. All absentee ballots to be counted. Must be returned to the Office of the District Clerk by 5 p.m. Ed. Law 2002.
June 5, 2023	Last date to file with District Clerk and the Commissioner of Education final sworn statement of campaign contributions by candidates for membership on the Board of Education.
June 20, 2023	State-wide budget revote day

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July 1, 2023

Implement 2023– 2024 Budget

**May 16, 2023 Budget Vote**