<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October - December</td>
<td>Administration &amp; Staff - preliminary planning &amp; development of the 2020-2021 Budget.</td>
</tr>
<tr>
<td>Tuesday December 17, 2019</td>
<td>BOE Designates Date of Election (Vote on Budget, Propositions, BOE Members).</td>
</tr>
<tr>
<td>Thursday December 19, 2019</td>
<td>Administrators – Final date to submit budget/personnel requests to Superintendent.</td>
</tr>
<tr>
<td>Tuesday January 21, 2020</td>
<td>Petitions available for School Board Candidates Expiring 6/30/20: Jeffrey Diamond and Jennifer Schlactus, 3-year terms.</td>
</tr>
<tr>
<td>Tuesday February 11, 2020</td>
<td>Superintendent’s Proposed 2020-2021 Budget Presentation</td>
</tr>
<tr>
<td>Monday March 2, 2020</td>
<td>Submission of Tax Cap Information to OSC, NYSED and NYSDTF Send 1st Legal Notice to Newspapers - Notice of Election to be published on 4/3, 4/17, 4/24, 5/8. Email Paul Caputo and Robin (995-5713) at BOE for voter lists and signature sheets and use of electronic voting machines.</td>
</tr>
<tr>
<td>Saturday March 7, 2020</td>
<td>Comprehensive Saturday Budget Workshop</td>
</tr>
<tr>
<td>Tuesday March 17, 2020</td>
<td>Community Budget Discussion Call Board of Elections to inquire about use of electronic machines. Prepare resolution appointing election inspectors. Board Appoints “extra” Election Inspectors (if needed).</td>
</tr>
<tr>
<td>Thursday March 19, 2020</td>
<td>Deadline - Submission of Petitions Relating to the Annual Election (Does not include BOE candidate petitions – these are due April 20).</td>
</tr>
<tr>
<td>Friday April 3, 2020</td>
<td>1st publication of Notice Annual Election (must be published four times in 45-day period preceding Annual Election).</td>
</tr>
<tr>
<td>Tuesday April 14, 2020</td>
<td>Community Budget Discussion Send letters to election inspectors confirming their commitment.</td>
</tr>
<tr>
<td>Friday April 17, 2020</td>
<td>2nd publication of Notice Annual Election</td>
</tr>
<tr>
<td>Monday April 20, 2020</td>
<td>Deadline - Submission of BOE Candidate Petitions Nominating Board Member Petitions Due (must be received by 5:00 pm). Prepare resolutions if necessary 1st Campaign Expenditure Statements Due</td>
</tr>
<tr>
<td>Tuesday April 21, 2020</td>
<td>Adoption of 2020-2021 Budget &amp; Property Tax Report Card BOCES 2020-2021 Budget &amp; Board Member Vote Prepare proposed budget newsletter (to go to all residents). Prepare “Six-day Budget Notice”. Lot drawing to determine order of candidates on ballot at 10 AM. Prepare absentee ballots/paper ballots.</td>
</tr>
<tr>
<td>Thursday April 23, 2020</td>
<td>Voter Registration 2:00 p.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Friday April 24, 2020</td>
<td>Absolute Final Date to Adopt Budget (if not adopted on 4/15 – 24 day rule). Submit tax report card to SED and newspapers. 3rd publication of Notice Annual Election.</td>
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<tr>
<td>Wednesday</td>
<td>Meet the Candidate’s Night (if contested election).</td>
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<tr>
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<td>Budget Document Available to Public (no later than 14-days prior to vote)</td>
</tr>
<tr>
<td>Thursday</td>
<td>Voter Registration – 4:00 p.m. to 8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>Mail out School Budget Newsletter and “Six-day Budget Notice” to “ALL QUALIFIED VOTERS residing at”. 6-13 days prior to vote. 4th publication of Notice Annual Election</td>
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<td>Prepare Challenge Forms, Poll Lists, and Instruction Sheets</td>
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<tr>
<td>Tuesday</td>
<td>Public Budget Hearing</td>
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<td>Must be 7-14 days prior to vote.</td>
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<tr>
<td>Wednesday</td>
<td>Register of Voters available for Inspection</td>
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<tr>
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<td>Last day to submit applications for absentee ballot if it is to be mailed (7-days preceding election). School Budget Newsletter arrives at residences (or earlier) 6-day Budget Notice arrives at residences (or earlier)</td>
</tr>
<tr>
<td>Thursday</td>
<td>2nd Campaign Expenditure Statements Due</td>
</tr>
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<td>List of Absentee Ballot Applications to be available (5-days prior). Prepare “VOTE HERE” and “DISTANCE MARKER” signs.</td>
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<tr>
<td>Monday</td>
<td>Last day (4:00 p.m.) to submit applications for absentee ballot if it is to be delivered personally to the voter by 5 p.m. on 5/18/20.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>2020-2021 Budget Vote &amp; Board Election</td>
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<tr>
<td></td>
<td>Absentee Ballots must be received by 5:00 p.m. on the day of the election. A list of absentee ballots must be available at the tables. Prepare tally sheets. Queue up phone number and contacts for newspapers to call with results.</td>
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<tr>
<td>Wednesday</td>
<td>Prepare Summary of Annual Election for Board of Education</td>
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<td>Prepare formal results of Annual Meeting.</td>
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<td></td>
<td>Prepare Annual Meeting Results.</td>
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<tr>
<td>Monday</td>
<td>Final expense statements due from candidates to be filed with the District Clerk (20 Days after election). Board accepts results and minutes of Annual Meeting Send Legal Notice of Adopted Budget.</td>
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<tbody>
<tr>
<td>Thurs.</td>
<td>60 days before election</td>
</tr>
<tr>
<td>Sat.</td>
<td>45 days before election</td>
</tr>
<tr>
<td>Sun.</td>
<td>30 days before election</td>
</tr>
<tr>
<td>Sat.</td>
<td>24 days before election</td>
</tr>
<tr>
<td>Wed.</td>
<td>20 days before election</td>
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