



MANHASSET PUBLIC SCHOOLS CALENDAR FOR 2024-2025 ANNUAL ELECTION AND BUDGET VOTE MAY 21, 2024

KEY DATES

By November 30	Receive 2024 Healthcare increases, estimate 2025 increases
By December 31	Receive Property Tax Base Growth Factor from ORPS for tax cap calc.
By January 11	Receive CPI for December for tax cap calculation
By January 17	Receive Executive Run of Preliminary State Aid
By February 1	Receive final estimate of TRS Contribution Rate
By February 15	Determine final SS FTEs for inclusion in the Superintendent's Preliminary Budget based on student course selections
By February 15	Determine final elementary sections for inclusion in Superintendent's Preliminary Budget
By April 1	Receive final State Aid (Adopted State Budget)

BUDGET DEVELOPMENT PROCESS (Nov. 16, 2023 – APR. 16, 2024)

November 16 - December 22,	<ul style="list-style-type: none"> ● Cabinet and Administrators begin process of defining initiatives/goals/issues impacting the 2024-25 budget, including curriculum, instruction, facilities, technology, supports and other initiatives, enrollment changes, and key external data elements.
November 16	Board of Education Meeting: <ul style="list-style-type: none"> ● Course Enhancements for 2024-25 ● 2024-25 Art & Music Budget.
November 30	Board of Education Meeting: <ul style="list-style-type: none"> ● Science/Technology Budget. ● Board discusses factors affecting the 2024-25 budget. ● Board approves the 2024-25 Calendar for the Annual Election & Budget Vote.
December 4, 11, 18	<ul style="list-style-type: none"> ● Cabinet meets to discuss progress on defining initiatives/goals/issues impacting the 2024-25 budget.
December 14	Board of Education Meeting: <ul style="list-style-type: none"> ● Mathematics Budget
December 15 –22	<ul style="list-style-type: none"> ● Cabinet and Administrators further define and evaluate initiatives/goals/issues impacting the 2024-25 budget. ● Initial submissions on salaries, benefits, curriculum and instruction, pupil personnel services, facilities and instructional technology are evaluated.
January 2 - 19	<ul style="list-style-type: none"> ● Cabinet and Administrators further define and evaluate initiatives/goals/issues impacting the 2024-25 budget.
January 4	Board of Education Meeting: <ul style="list-style-type: none"> ● Overview of the World Languages and ENL Budget.

January 18	<p>Board of Education Meeting:</p> <ul style="list-style-type: none"> ● Cabinet discusses status and shares thoughts on 2024-25 budget development and initiatives/goals/issues impacting the 2024-25 budget. ● Humanities Budget (ELA/Social Studies). ● Board provides feedback to Cabinet and Administrators on 2024-25 budget development and initiatives/goals/issues impacting the 2024-25 budget.
January 22 - February 16	Cabinet and Administrators determine initiatives/goals/issues to be addressed and incorporated into the Superintendent's Preliminary Budget.
February 1	<p>Board of Education Meeting:</p> <ul style="list-style-type: none"> ● Superintendent & Cabinet discusses the status of initiatives/goals/issues affecting the Superintendent's Preliminary 2024-25 Budget. ● Overview of the District's Special Education program ● Preliminary tax-cap calculation provided to Board.
February 15	<p>Board of Education Meeting:</p> <ul style="list-style-type: none"> ● Superintendent and Cabinet update Board on factors impacting the Superintendent's Preliminary Budget, including results of Secondary School course selections and projected elementary sections, and an overview of the District's Athletics program. ● District's Fund Balance presentation as of January 31.
February 27	Draft of Preliminary Superintendent's Budget document provided to Superintendent and Cabinet for review and approval.
February 29	Board receives Draft of Superintendent's Preliminary Budget document.
March 7	<p>Board of Education Meeting:</p> <p>2024-25 Superintendent's Preliminary Budget Presentation</p>
March 21	<p>Board of Education Meeting - Informal Budget Hearing at Shelter Rock School:</p> <ul style="list-style-type: none"> ● Board reviews Superintendent's Preliminary Budget. ● Board approves final legal notice.
April 4	<p>Board of Education Meeting - Informal Budget Hearing at Munsey Park School</p> <ul style="list-style-type: none"> ● Board reviews Superintendent's Preliminary Budget.
April 16	<p>Board of Education Meeting:</p> <ul style="list-style-type: none"> ● Adoption of 2024-25 Budget ● Approval of Property Tax Report Card (PTRC) ● BOCES Budget Vote & Election
May 2	The Budget Statement, attachments and the plain language budget must be available 7 days before the Budget Hearing.
May 9	<p>Board of Education Meeting – Budget Hearing:</p> <ul style="list-style-type: none"> ● The Budget Statement, attachments and the plain language budget must be available. ● The budget must be presented in 3 components: Administrative, Program & Capital.

BUDGET REPORTING, COMMUNICATIONS AND BUDGET VOTE PROCESS

February 29	Submit information necessary to calculate Tax Levy Limit to Office of State Comptroller, Commissioner of SED and Commissioner of Taxation & Finance.
March 1 - 12	Board and Cabinet work with Syntax to create draft layout for budget brochure. <i>*Budget brochure must also be published in Spanish*</i>
March 7 - 21	<ul style="list-style-type: none"> ● Board determines focal points and final layout of Budget Brochure. ● Board drafts Brochure Transmittal Letter. ● Cabinet drafts Budget Brochure.
April 2 - 6	1 st publication of Legal Notice of School Budget Hearing & Annual Budget Vote/Board Election (4 times within 7 weeks before the Budget Vote). <i>*Legal notice must also be published in Spanish*</i>
March 25 - April 4	Board reviews draft Budget Brochure and provides comments. The draft is sent for translation into Spanish.
April 9 - 13	2 nd publication of Legal Notice of School Budget Hearing & Annual Budget Vote/Board Election
April 17	<p>Submit Property Tax Report Card to SED by the end of the next business day following the budget adoption.</p> <ol style="list-style-type: none"> 1) Append it to those copies of the proposed budget which are available for inspection by the public; 2) transmit it to newspapers; 3) have copies available at the Annual Meeting. <p>Must include the district's tax levy limit and estimated school tax levy (not including exempt expenses) that would result from adopting the proposed budget (§1716(a)(i) and a schedule of all reserve funds.</p>
April 22	Last day to file petitions to nominate candidates for Board election; place petitions for propositions on the ballot.
April 23	Candidate Lottery (Selection of ballot positions).
April 25	Budget brochure is finalized and sent to the printer.
April 23 – 27	3 rd publication of Legal Notice of School Budget Hearing & Annual Budget Vote/Board Election
May 2	<ul style="list-style-type: none"> ● Budget Statement and required attachments distributed to each school building and the Manhasset Public Library – (Must be available upon request at least seven days before Budget Hearing date and on District website). ● File Administrative Salary Disclosure.
May 10	6-Day Budget Notice mailed to community and sent to emscmgts@nysed.gov
May 14	Budget Brochure mailed to community.
May 7 - 11	4 th (last) publication of Legal Notice of Annual Budget Vote/Board Election
May 16	Last Day for Voter Registration
May 21	Budget Vote/Board Election/Annual Meeting- 7:00 AM – 9:00 PM
May 21	Board of Education Meeting – Board accepts results of Budget Vote/Board Election
June 3	Adopted budget to principals/directors/administration.