



# East Ramapo Central School District

Attachment R

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

**Dr. Clarence G. Ellis**  
Superintendent of Schools

**Shimon Z. Rose**  
President, Board of Education

**Sabrina Charles-Pierre**  
Vice-President

**Mark Berkowitz**  
**Harry Grossman**  
**Ashley Leveille**  
**Sherry McGill**  
**Yitzchok Gruber**  
**Simon Koth**  
**Ephraim Weissmandl**

## 2023-2024 Budget Development Calendar

DATE	BUDGET DEVELOPMENT
October 2022	Present 2023-24 budget calendar and budget development procedures to the Board of Education for adoption
November 2022	Meet with budget builders and distribute budget guidelines
December 2022	Meet with finance committee (preliminary budget presentation by budget builders)
January 2023	Meet with finance committee and/or Board of Education (on parameters)
January 2023	Meet with budget builders various throughout the month
February 2023	Budget builders submit program budget composite to Business Office
February 2023	Present 2023-24 preliminary budget forecast and budget assumptions to the Board of Education
March 1, 2023	Submit 2023-24 calculation for tax levy limit to Office of State Comptroller, Tax & Finance & SED (single submission to OSC only)
March 7, 2023	Commissioner of Education must approve the budget 45 days prior to the board adoption
March 2023	Present 2023-24 operational and general support budget to the Board of Education for review and comment (Operations & Maintenance, Transportation and General support)
March 2023	Present 2023-24 debt service and employee benefits budget to the Board of Education for review and comment
March 2023	Present 2023-24 instructional and special education budget to the Board of Education for review and comment
March 28- April 1, 2023	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication at least 45 days before date of budget vote
April 2023	Finalize 2023-24 educational plan and budget (including BOCES budget) before April 25, 2023 due date for property Tax Report Card
April 2023	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions.
April 2023	Deadline for submission of petitions for nominations of BOE candidates (30 days before election)
April 2023	Final draft of budget presented to Board of Education, appointment of election inspectors for budget vote)
April 2023	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine.
April 2023	Property tax report card must be submitted to local newspaper of general circulation

As a unified community, the East Ramapo Central School District is committed to educating the whole child by providing a healthy, safe, supportive, engaging and challenging learning environment.

April 17, 2023	Deadline for submission of petitions for propositions to be place on ballot (30 days preceding budget vote)
April 17, 2023	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 24, 2023 (Monday)	Final date for the adoption of the property tax report card by the Board of Education. Budget document available to the public. Arrange for pickup and return of voting machines with the Board of Elections.
April 25, 2023	Property tax report card must be submitted to SED within 24 hours of adoption, but no later than April 25, 2022
May 2023	Conduct voter registration with board of registration (if applicable)
May 2023	Mail District newsletter (include full disclosure information)
May 2023	Prepare voting machine inserts and transmit to county Board of Elections. Physically examine voting machines for ballot placement and sign statement at board of elections
May 2-9, 2023	Budget hearing - budget statement and required attachments available 7 days prior to budget hearing
May 3-10, 2023	Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote
May 10-15, 2023	District Clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection and legal challenge until the day of election (Public posting no longer required)
May 11, 2023	Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education to be filed with the District Clerk and Commissioner of Education five days prior to vote date
May 11-15, 2023	Sworn statement of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates for membership not he Board of Education
May 16, 2023	Statewide annual meeting / board election / budget vote day
June 5, 2023	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on Board of Education. Due 20 days after the election/budget vote EL §1529(l)(c)
June 20, 2023	Statewide budget revote day
July 1, 2023	Implement 2023-24 Budget