



East Ramapo Central School District

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

Moshe Samuel Feder
Harry Grossman
Yitzchok Gruber
Simon Koth
Ashley Leveille
Sherry McGill
Ephraim Weissmandl

Budget Development Calendar for the 2024-2025 Budget

DATE	BUDGET DEVELOPMENT
October 2023	Present 2024-2025 budget calendar and budget development procedures to the Board of Education for adoption
November/ December 2023	Meet with budget builders and distribute budget guidelines
December 2023	Meet with finance committee (preliminary budget presentation by budget builders)
January 2024	Meet with finance committee and/or Board of Education (on parameters)
January 2024	Meet with budget builders various budget lines throughout the month
February 2024	Budget builders submit program budget composite to Business Office
February 2024	Present 2024-2025 preliminary budget forecast and budget assumptions to the Board of Education
March 1, 2024	Submit 2024-2025 calculation for tax levy limit to Office of State Comptroller, Tax & Finance & SED (single submission to OSC Only)
March 7, 2024	Commissioner of Education must approve the budget 45 days prior to the board adoption
March 2024	Present 2024-2025 operational and general support budget to the Board of Education for review and comment (Operations & Maintenance, Transportation and General support)
March 2024	Present 2024-2025 debt service and employee benefits budget to the Board of Education for review and comment
March 2024	Present 2024-2025 instructional and special education budget to the Board of Education for review and comment
March 2024	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions
April 2-6, 2024	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 2024	Finalize 2024-2025 educational plan and budget (including BOCES budget) before April 25, 2024, due date for property tax Report Card (due April 17th , one business day after board meeting)
April 2024	Final draft of budget presented to Board of Education, appointment of election inspectors for budget vote)

April 16, 2024	Budget must be complete and approved by Board (including Property Tax report card)
April 2024	Property tax report card must be submitted to local newspaper of general circulation
April 22, 2024	Deadline for submission of petitions for nominations of BOE candidates (30 days before election)
April 22, 2024	Deadline for submission of petitions for propositions (other than those required to be included in the notice of annual meeting) to be placed on ballot (30 days preceding budget vote)
April 22, 2024 Deadline to file petition for trustee candidates	Inform candidates of legal requirements for all candidates 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 23, 2024	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine
April 29, 2024 (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. (due April 16, 2023 per BOE Calendar)
April 26, 2024	Distribute military ballots (25 days before vote)
April 29, 2024	Property tax report card must be submitted to SED within 24 hours of adoption, but no later than April 29, 2024 (due April 17, 2023 per BOE Calendar)
April 30, 2024	Budget statement and required attachments available 7 days prior to budget hearing
May 7, 2024	Budget hearing – budget statement and required attachments available 7 days prior to budget hearing
May 8, 2024	Conduct voter registration with board of registration (if applicable)
May 8, 2024	Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote
May 15 – 21, 2024	District Clerk must maintain 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 11-15, 2024	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 member to the Board of Education
May 21, 2024	Statewide annual meeting / board election / budget vote day
June 10, 2024	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(j)(c)
June 11, 2024	Budget re-vote notices must be mailed to eligible voters.
June 18, 2024	Statewide budget revote day
July 1, 2024	Implement 2024-2025 Budget