

HERRICKS PUBLIC SCHOOLS
2025-2026 ELECTION OF TRUSTEES & BUDGET VOTE
SCHEDULE OF EVENTS

November 7, 2024	Present 2025 – 2026 budget calendar and budget development procedures to the Board of Education (“BOE”) for adoption
November 7, 2024	Department and Building Leaders submit 1 st budget draft
November – December	Meet with Department and Building Leaders to review 1 st budget draft
December – February	Continuous collaboration with parents, other community members and groups, faculty, BOE and administration regarding budget development
January 30, 2025	Present 2025-2026 preliminary budget assumptions to the BOE
February 13, 2025	Budget Presentation #1
March 1, 2025	Submit 2025 – 2026 calculation for tax levy limit to Office of State Comptroller, Tax and Finance and SED (single submission to OSC only)
March 13, 2025	Budget Presentation #2
March 21, 2025	Last day for filing propositions by 5 p.m. by qualified voters that are to be included in the Notice of the Annual Meeting in accordance with Policy #2200. Signatures required: 129.
March 27, 2025	Budget Presentation #3
March 27, 2025	Board adopts Legal Notice
April 1-5, 2025	First publication of Legal Notice of school budget hearing and budget vote. Must advertise four times within seven (7) weeks of the vote with first publication forty-five (45) days before the Annual Budget Vote. Start publication of Notice of Annual Election to be followed by publications on April 3, April 17, May 1 and May 15 in The New Hyde Park Herald Courier, Illustrated News and Williston Times.
March-May 2025	Appointment of clerks and inspectors of elections for budget vote
April 2025	Prepare early mail and absentee ballot applications, early mail and absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for early mail and absentee ballots. Arrange for pickup and return of voting machines with the Board of Elections contractor.
April - May 2025	Prepare ballots and other materials needed for vote
April 10, 2025	Budget Presentation #4 and proposed 2025 – 2026 budget adoption by BOE
April 21, 2025	Deadline for submission of petitions for Board of Education candidates. Petitions may be submitted between the hours of 9 a.m. and 5 p.m. in the District Clerk’s Office thirty (30) days before election. Signature required: 51 (Ed. Law 2018 and Board of Education Policy #2300 - at least 25 or 2% of votes from previous election whichever is greater). 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 21, 2025	Last day for filing proposition by 5 p.m. by qualified voters which are not required to be included

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in the Notice of Annual Election. Signatures required: 129 (Ed. Law 2035 and Board of Education Policy #2200).

- April 21-May 20, 2025 Submit application for early mail and absentee ballot no earlier than April 21st. Mail an early mail and an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than thirty (30) days and no later than seven (7) days prior to the election day.
- April 21-May 20, 2025 District Clerk must maintain a list of names of those residents who were given early mail and absentee ballot and make such list available for public inspection up to and including the day of the election, except Sunday.
- April 22, 2025 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 22, 2025 Last day to adopt budget since the budget must be determined at least three (3) days prior to the distribution of military ballots, which must occur no later than twenty-five (25) days prior to the budget vote.
- April 23, 2025 Regular Board of Education and BOCES Budget Vote & Trustee Election Meeting
- April 24, 2025 Military registration and application forms must be received by the District Clerk no later than 5 p.m. on the day prior to the distribution of military ballots.
- April 25, 2025 Distribute military ballots no later than twenty-five (25) days before the budget vote.
- April 28, 2025 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. Property Tax Report Card must be transmitted to local newspapers of general circulation.
- May 1, 2025 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 at least seven (7) days before Budget Hearing date and at least fourteen (14) days immediately preceding the Annual Meeting/Election.: Ed. Law §1716.
- May 2025 Mail district newsletter (include full disclosure information)
- May 6, 2025 Meeting of the Board of Registry to register voters: Ed. Law 2014 (4p.m. to 8 p.m.) at the Herricks Community Center.
- May 8, 2025 Budget Hearing
- May 9, 2025 Mail budget notice to eligible voters after the budget hearing but no later than six (6) days prior to Budget Vote day.
- May 13, 2025 Last day to submit to the District Clerk an application for early mail voting and absentee ballot, if the ballot is to be mailed to the voter.
- May 15, 2025 Last day to register to vote at the Office of the District Clerk (in the Herricks Community Center): Ed. Law 2015.

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May 15, 2025	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 (5) days prior to the vote date.
May 15-20, 2025	Voter Register available for public inspection from 9:00 a.m. to 11:00 a.m. by appointment only.
May 19, 2025	Last day to submit to the District Clerk an application for early mail and absentee ballots if the ballots are to be delivered personally to the voter at the Office of the District Clerk.
May 20, 2025	Statewide annual meeting/board election/budget vote day. All early mail and absentee ballots to be counted must be received by the Office of the District Clerk by 5 p.m. Ed. Law 2002.
May 20, 2025	Board of Registration meets during the election to register individuals for the 2026 annual budget vote and election and special district meetings.
May 27-June 3, 2025	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 at least seven (7) days before hearing and fourteen (14) days before the budget revote.
June 3, 2025	Publish legal notice for budget revote once each week in the 2 weeks before revote day, first publication 14 days before revote.
June 3-10, 2025	Hold Budget Hearing 7-14 days prior to Budget Revote Day.
June 4-11, 2025	Mail budget notice to eligible voters the day after the budget hearing but no later than six (6) days before revote day.
June 9, 2025	Last date to file with District Clerk and the Commissioner of Education third and final sworn statement of campaign contributions by candidates for membership on the Board of Education.
June 17, 2025	Statewide budget revote day
July 1, 2025	Implement 2025– 2026 Budget