

**PORT JERVIS CITY SCHOOL DISTRICT  
ANNUAL SCHOOL ELECTION AND BUDGET CALENDAR**

(Adopted by Board of Education on December 15, 2015)

<b>DATE</b>	<b>BUDGET DEVELOPMENT - BUDGETARY ACTION</b>	<b>LEGAL DESIGNATION</b>
November 17	Present budget calendar and budget development procedures to the Board of Education for adoption	None
December	Superintendent and Assistant Superintendents meet with budget builders to discuss budget needs	None
January	Administration drafts budget	None
February 2	Appoint Board of Registration and Designate Registration Date	on or before the 15 <sup>th</sup> day of February, at least 20 days before registration date
February 16	Board of Education Budget Workshop – 1 <sup>st</sup> draft Present budget line by line; discuss and respond to questions on draft budget	None
March 1	Submit calculation for Tax Levy Limit to State Comptroller's Office	None
March 15	Present revised budget (based on Board input of Feb. 16)	None
March 15	Appoint election workers and inspectors and voting machine custodians by Resolution	not less than 10 days prior to vote
April 2, 9, 16, 30	Legal Notice: Public Budget Hearing, District Vote and Board of Education Election	four times within seven weeks preceding vote - first publication 45 days before date of vote
April 5	Final draft of budget presented Proposed budget adopted by Board of Education	
April 19, 26	Legal Notice: Notice of Registration	one time in each of two weeks preceding registration
April 22	Adopt School Property Tax Report Card (by Resolution)	
April 23	School Property Tax Report Card must be submitted to SED and newspapers	by end of next day following resolution, but no later than 24 days before vote
April 27	Submission of petitions for nominations of Board of Education candidates	20 days before vote for small cities schools
April 27	Candidates Expenditure Form - 1 <sup>st</sup> filing	20 days before vote for small cities schools
April 28	Drawing by District Clerk for ballot position	day after petitions are filed
May 3	Public Budget Hearing	7-14 days before budget vote
May 3	Voter Registration Day	not less than two weeks before vote/election
May 3-17	Copies of Budget and attachments made available	available to district residents <b>during</b> the 14 days before vote, at budget hearing, on day of vote
May 4, 10	Legal Notice: Registers filed with School District Clerk	one time in each of two weeks preceding vote
May 9	Mail district newsletter (include budget notice)	after budget hearing, no later than 6 days prior to vote
May 10	Deadline for Absentee Ballot requests to be mailed to voters	7 days before vote
May 12	Candidates Expenditure Form – 2 <sup>nd</sup> filing	on or before 5 <sup>th</sup> day before vote
May 16	Deadline for Absentee Ballot Requests to be picked up personally	day before vote
<b>May 17</b>	<b>Annual School Election and Budget Vote</b>	<b>Third Tuesday in May</b>
May 17	Absentee Ballots must be received by 5:00 pm	Day of vote
May 19	Canvass of the Vote	
June 6	Candidate Expenditure Form – 3 <sup>rd</sup> and final filing	within 20 days after vote
July 1	Implement 2016-17 Budget	

Amended 02-02-16