



**PORT JERVIS CITY SCHOOL DISTRICT  
ANNUAL SCHOOL ELECTION AND BUDGET VOTE CALENDAR  
For the May 21, 2024 Vote**



DATE	BUDGET DEVELOPMENT - BUDGETARY ACTION	LEGAL DESIGNATION
November 14	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 the budget	None
February 13	<ul style="list-style-type: none"> <li>Appoint Board of Registration and Designate Registration Date</li> <li>Appoint Election Workers &amp; Inspectors and Voting Machine Custodians by Resolution</li> <li>Rollover Budget Review</li> <li>Board of Education Budget Workshop – 1st draft <i>(Present budget line by line; discuss and respond to questions on the draft budget)</i></li> </ul>	On or before the 15 <sup>th</sup> day of February, at least 20 days before registration date (first two items only - does not apply to the Rollover Budget Review)
March 1	Submit calculation for Tax Levy Limit to State Comptroller's Office	None
March 12	Present revised budget <i>(based on Board input of Feb. 13)</i>	None
April 5 & 19; May 3 & 17	Publish Legal Notices: 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 17 & 24	Publish Legal Notice: Notice of Registration	One time in each of two weeks preceding registration
April 18	<ul style="list-style-type: none"> <li>Final draft of budget presented</li> <li>Proposed budget adopted by Board of Education</li> <li>Adopt School Property Tax Report Card <i>(by Resolution)</i></li> </ul>	None
April 19	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 22	Candidates Expenditure Form – 1 <sup>st</sup> filing	20 days before vote for small cities schools
May 1	<ul style="list-style-type: none"> <li>Voter Registration Day</li> <li>Submission of Candidate Petitions for nomination to the Board of Education</li> </ul>	Not less than two weeks before vote/election 20 days before vote for small cities schools, by 5:00 pm
May 2	Drawing by District Clerk for ballot position	Day after petitions are filed
May 7	Public Budget Hearing	7-14 days before budget vote
May 7 - 14	Copies of Budget and attachments made available to public	Available to district residents <b>during</b> the 14 days before vote, at budget hearing, on day of vote
May 8 & 15	Publish Legal Notice: Registers filed with School District Clerk	One time in each of two weeks preceding vote
May 8-15	Mail District newsletter <i>(include budget notice)</i>	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 16	Candidates Expenditure Form – 2 <sup>nd</sup> filing	On or before 5 <sup>th</sup> day before vote
May 20	Deadline for Absentee Ballot Requests to be picked up personally	Day before vote
<b>May 21</b>	<b>Annual School Election and Budget Vote</b> <i>Absentee Ballots must be received at BoE Office by 5:00 pm</i>	<b>Third Tuesday in May</b> Day of Vote
May 22	Canvass of the Vote	None
June 10	Candidate Expenditure Form – 3 <sup>rd</sup> and final filing	Within 20 days after vote
June 18	Budget Re-Vote Date	If needed
July 1	Implement 2024-25 Budget	None

kml: Docs/Annual School Election and Budget Vote Calendar

Adopted by Board of Education: at the 11/14/2023 Meeting