

**HERRICKS PUBLIC SCHOOLS**  
**2024-2025 ELECTION OF TRUSTEES & BUDGET VOTE**  
**SCHEDULE OF EVENTS**

November 6, 2023	Department and Building Leaders submit 1 <sup>st</sup> budget draft
November 16, 2023	Present 2024 – 2025 budget calendar and budget development procedures to the Board of Education (“BOE”) for adoption
November – December	Meet with Department and Building Leaders to review 1 <sup>st</sup> budget draft
December – February	Continuous collaboration with parents, other community members and groups, faculty, BOE and administration regarding budget development
January 11, 2024	Present 2024-2025 preliminary budget assumptions to the BOE
February 8, 2024	Budget Presentation #1
March 1, 2024	Submit 2024 – 2025 calculation for tax levy limit to Office of State Comptroller, Tax and Finance, and SED (Single submission to OSC only)
March 7, 2024	Budget Presentation #2
March 21, 2024	Budget Presentation #3
March 21, 2024	Board adopts Legal Notice for first publication on April 3-5, 2024. Must advertise four times within seven (7) weeks of the vote with first publication forty-five (45) days before date of budget vote.
March 22, 2024	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: 100.
April 3-5, 2024	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 17-19, May 1-3, May 15-17 in The New Hyde Park Herald Courier, Illustrated News & Williston Times.
March-May 2024	Appointment of clerks and inspectors of elections for budget vote
April 2024	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots. Arrange for pickup and return of voting machines with the Board of Elections contractor.
April 4, 2024	Budget Presentation #4 and proposed 2024 – 2025 budget adoption by BOE
April 16, 2024	Regular Board of Education and BOCES Budget Vote & Trustee Election Meeting

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April 22, 2024	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: 25 (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 22, 2024	Last day for filing proposition by 5 p.m. by qualified voters which are not required to be included in the Notice of Annual Election. Signatures required: 100 (Ed. Law 2035 and Board of Education Policy #2200).
April 22-May 14, 2024	Submit application for absentee ballot no earlier than April 22 <sup>nd</sup> . Mail 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 23, 2024	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, 2024	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 25, 2024	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 26, 2024	Distribute military ballots no later than twenty-five (25) days before the budget vote.
April 29, 2024	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. Since day 24 is a weekend day, the deadline to submit is extended by law to Monday, April 29 <sup>th</sup> .
April 30, 2024	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 2024	Prepare ballots and other materials needed for vote
May 6, 2024	Mail district newsletter (include full disclosure information)
May 7, 2024	Meeting of the Board of Registry to register voters: Ed. Law 2014 (4p.m. to 8 p.m.) at the Herricks Community Center.
May 9, 2024	Budget Hearing
May 9, 2024	Budget notice must be mailed to eligible voters after the budget hearing but no later than six days prior to Budget Vote day.

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May 14, 2024	Last day to submit to the District Clerk an application for absentee ballot, if the ballot is to be mailed to the voter.
May 16, 2024	Last day to register to vote at the Office of the District Clerk (in the Herricks Community Center): Ed. Law 2015.
May 16, 2024	Second sworn board candidate expenditure statement due in District Clerk's Office. (Candidates must also report within 24 hours any contributions and loans in excess of \$1,000 received by the candidate within 5 days prior to the election. Another expenditure statement must also be sent to the Commissioner of Education.)
May 16-21, 2024	Voter Register available for public inspection from 9:00 a.m. to 11:00 a.m. by appointment only. District Clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection up to and including the day of the election, except Sunday.
May 20, 2024	Last day to submit to the District Clerk an application for absentee ballot if the ballot is to be delivered personally to the voter at the Office of the District Clerk.
May 21, 2024	Statewide annual meeting/board election/budget day. All absentee ballots to be counted must be received by the Office of the District Clerk by 5 p.m. Ed. Law 2002.
May 21, 2024	Board of Registration meets during the election to register individuals for the 2025 annual budget vote and election and special district meetings.
June 4, 2024	Publish legal notice for budget revote once each week in the 2 weeks before revote day, first publication 14 days before revote.
June 10, 2024	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 18, 2024	State-wide budget revote day
July 1, 2024	Implement 2024– 2025 Budget