

**HERRICKS PUBLIC SCHOOLS
2018-2019 ELECTION OF TRUSTEES & BUDGET VOTE
SCHEDULE OF EVENTS**

October 26, 2017	Present 2018 – 2019 budget calendar and budget development procedures to the Board of Education (“BOE”) for adoption
November 9, 2017	Department and Building Leaders submit 1 st budget draft
November 20-30, 2017	Meet with Department and Building Leaders to review 1 st budget draft
December 14, 2017	Present 2018-2019 preliminary budget assumptions to the BOE
December – February	Continuous collaboration with parents, other community members and groups, faculty, BOE and administration regarding budget development
February 15, 2018	Budget Presentation #1
March 1, 2018	Submit 2018 – 2019 calculation for tax levy limit to Office of State Comptroller, Tax and Finance, and SED (Single submission to OSC only)
March 8, 2018	Budget Presentation #2
March 8, 2018	Board adopts Legal Notice for first publication on March 28, 2018. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote
March 16, 2018	Last day for filing propositions by qualified voters that are to be included in the Notice of the Annual Meeting in accordance with Policy #2200. Signatures required 100 :
March 22, 2018	Budget Presentation #3
March 27-30, 2018	First publication of Legal Notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote. Start publication of Notice of Annual Election to be followed by publications on April 13, April 27, and May 11 in The New Hyde Park Herald Courier, Illustrated News & Williston Times
April 2018	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots
April 2018	Appointment of clerks and inspectors of elections for budget vote
April 12, 2018	Budget Presentation #4 and proposed 2018 – 2019 budget approved by BOE
April 13, 2018	Property tax report card must be submitted to State Education Department within 24 hours of budget adoption but no later than April 23, 2018 and submitted to local newspaper of general circulation
April 16, 2018	Last day to receive nominations from candidates by 5 p.m. in the District Clerk’s Office. Signature required 29 . Ed. Law 2018. (30 days before election) 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 16, 2018	Last day for filing proposition by qualified voters which are not required to be included in the

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Notice of Annual Election. Signatures required, **100** (Ed. Law 2035 and Board of Education Policy #2200).

- April 17, 2018 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 17, 2018 Regular Board of Education & BOCES Meeting
- April 26, 2018 Budget Statement and required attachments shall be completed 7 days before budget hearing.
- May 1, 2018 Mail district newsletter (include full disclosure information)
- May 2018 Prepare ballots and other materials needed for vote
- May 1, 2018 Meeting of the Board of Registry to register voters: Ed. Law 2014 (4p.m. to 8 p.m.) at the Herricks Community Center.
- May 3, 2018 Budget Hearing; 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 14 days immediately preceding the Annual Meeting/Election.: Ed. Law §1716.
- May 4, 2018 Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote
- May 8, 2018 Last day to submit to the District Clerk an application for absentee ballot, if the ballot is to be mailed to the voter.
- April 17-May 14, 2018 District Clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)
- May 10, 2018 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 days prior to vote date
- May 10, 2018 Last day to register to vote at the Office of the District Clerk (In the Herricks Community Center): Ed. Law 2015. A second 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 10, 2018 First day Voter Register open for public inspection. Ed. Law 2015.
- May 12, 2018 Voter Register opened for public inspection from 9:00 a.m. to 11:00 a.m. by appointment only.
- May 14, 2018 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 15, 2018 Statewide annual meeting/board election/budget day. All absentee ballots to be counted. Must be returned to the Office of the District Clerk by 5 p.m. Ed. Law 2002.

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June 4, 2018	Last date to file with District Clerk and the Commissioner of Education final sworn statement of campaign contributions by candidates for membership on the Board of Education
June 19, 2018	Statewide budget revote day
July 1, 2018	Implement 2018 – 2019 Budget