

**HUDSON CITY SCHOOL DISTRICT
HUDSON, NEW YORK**

2022-2023 BUDGET DEVELOPMENT TIMELINE

This is a working document and subject to changes required by Executive Order.

December 21, 2021 Present Proposed 2022-2023 Budget Development Timeline to Board of Education for adoption.

January 2022 Reserve Banner Slot, complete permit, do PO, from City of Hudson Department of Public Works (518-828-9458) for two-week period prior to the budget vote.

School Business Administrator and Superintendent meet with Administrators and distribute budget guidelines. Inventory of current staff conducted.

- School Business Administrator and Superintendent follow up with Administrators to gather input regarding program staff needs, materials and supplies, cost-saving ideas, potential reduction in building budgets.
- Administrators submit program budget composite to School Business Administrator (building materials and supplies).

Request Insurance Certificates and send a letter to request the use of the polling locations: AB Shaw Firehouse, Greenport Community Center, Hudson Central Fire Station

Request List of Trained Election Inspectors & Poll Clerks who live in the HCSD from Columbia County Board of Elections to appoint at a February meeting..

- Appoint Board of Registration – Four qualified voters of the school district
- Appoint Election Inspectors and Poll Clerks – Get list from Board of Elections
 - Letters of appointment mailed to Board of Registration and Election Inspectors

February 15, 2022 **BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 p.m. during Board of Education Meeting – Topic TBD**

- Present preliminary budget forecast and proposed budget assumptions to the Board of Education

Update Nominating Petitions & Packets

Get quotes for mailing/printing: Cornerstone, Lane Press, Modern Press, Questar

- budget newsletters
- absentee ballot envelopes, ballots & return envelopes

Get Sign/Banner quotes: Pro-Printer, NexGen signs, Matt signs - Leslie

March 1, 2022 **Tax Levy Limit submission due to the Office of the State Comptroller**

BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 p.m. during the Board of Education Meeting – Topic TBD

Resolution on the board agenda to set Voter Registration Day (at least 2 weeks before the date of the election) April 28, 2022.

- **Notify Buildings & Grounds, MCSES Principal and ASP Director, as needed by email or memo. Enter into Schooldude.**

Update Affidavit Envelopes

Send Board of Elections request for Machine Use agreement & timeline for voter lists. (FOIL Request)

Do PO for postage – return envelopes, stamps, etc.

March 15, 2022

BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 p.m., during to Board of Education Meeting – Topic TBD

- Review (and modify if needed) proposed budget

Send budget legal notice to the newspapers to run four times, starting March 31, 2022.

Prepare absentee ballot applications and instructions. Absentee ballot applications cannot be mailed prior to the publishing of the First Public Notice of Annual Meeting and Election (45-49 days prior to budget vote).

March 31, 2022

FIRST NOTICE of Budget Hearing, Annual Meeting and Election published in The Register Star, The Columbia Paper and social media outlets (**At least 45-49 days before Budget Vote & Includes Notice of Registration**). The Columbia Paper only prints on Thursdays, so usually coordinate with Register Star to also print on the same day.

Absentee Ballots applications available. Keep a spreadsheet of requests for public inspection.

April 5, 2022

BUDGET WORKSHOP – (typically this is the meeting where the Superintendent presents the Education Plan)

- Final draft of proposed budget presented to BOE for final approval and adoption. (Consensus agenda resolution)

Confirm Board Members participating in Questar Annual Meeting (look for deadline from Robin Emanation)

- This is the last meeting for BOE Adoption before the State Tax Report Card transmission deadline of April 25, 2022. Transmission of Property Tax Report Card is required within 24 hours of proposed budget adoption (See NYSSBA timeline).

April 6, 2022

Send Property Tax Report Card to newspapers.

April 13, 2022

Questar III Annual Meeting

April 14, 2022

2nd Notice of Budget Hearing, Annual Meeting and Election published in The Register Star, and The Columbia Paper and Social Media Outlets (includes Notice of Registration)

April 17, 2022

Submission of petitions for propositions (not candidates) to be placed on the ballot: **(30 days preceding budget vote.)**

- April 21, 2022** **3rd Notice of Annual Meeting and Election published in Register Star & Columbia Paper and Social Media Outlets**
- April 26, 2022** **RCG BOCES Budget & Board Vote – Email results to Questar Board Clerk immediately following the board meeting.**
- **Copies of the Proposed Budget (Budget Books) available to public** at least 7 business days before Budget Hearing date and at least 14 days before Budget Vote. Copies to be available in each school building.
- April 27, 2022** **SCHOOL BOARD NOMINATING PETITIONS DUE to District Clerk by 5 p.m.**
(20 days before election and signed by at least 50 qualified voters)
- Drawing for candidate(s) position on ballot after 5 p.m.
 - Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions (more than \$500) and distribute informational material. (This can be done when the nominating petition is turned (see shared folder).
 - First Sworn Statement of Campaign Contributions over \$500 to Board Candidates to be filed with the School District Clerk and Commissioner of Education (When petition is turned in.)
 - **Press Release:** Notify social media, newspapers and radio regarding candidates for the School Board, date of budget vote & election, polling locations and time polls are open.
- April 28, 2022** **Prepare Ballot/Absentee Ballot finalize** with Superintendent (send to mail house for absentee ballots?) Mail Absentee Ballots to absentee voters
- Prepare absentee ballots, voting instructions, and related envelopes and labels.
 - Permanent Absentee Ballots may not be mailed earlier than 20 days (small city schools nominating petitions due 20 days prior) or later than 7 days prior to Election Day
- Send Military Ballots (mail or email depending on voter selection)**
- Mail Absentee Ballots**
- VOTER REGISTRATION DAY (Location MCSES New Gym)**
4 to 8 p.m. (At least two weeks before the budget vote)
- May 3, 2022** **PUBLIC HEARING FOR PROPOSED BUDGET – 6:00 p.m.** (7 to 14 days prior to budget vote)
- Last chance to appoint election inspectors.
 - **Last Day to Register to Vote (not less than 14 days before vote for Small City School Districts)**
- May 4, 2022** **MAIL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER** to all district residences (**no later than 6 days prior to Budget Vote**).
- Last day to mail absentee ballots to absentee voters.
 - School District Clerk must maintain a list of names of those residents who were given an absentee ballot and make such list available for public inspection the five days prior to the annual meeting (except Sunday).

May 5, 2022	4th & Final Notice of Annual Meeting and Election published in Register Star & Columbia Paper and Social Media Outlets
May 7, 2022	Last day for Board of Registration to file completed registers with School District Clerk (10 calendar days before vote)
May 12, 2022	Public Notice of Registers (five days prior to vote) published in the Register Star, the Columbia Paper and social media outlets (Only one is required—This was double checked). Second Sworn Statement of Campaign Contributions over \$500 to Board Candidates to be filed with the School District Clerk and Commissioner of Education (five days prior to vote date).
May 17, 2022	VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 11:00 a.m. to 8:00 pm Board of Education meets at 8:00 p.m. to officially declare vote results once all polls have called in. Verify that all absentee ballots have been counted. Email Questar Board Clerk with results ASAP.
May 18, 2022	School District Clerk must notify winners within 24 hours of the vote tabulation <ul style="list-style-type: none"> ● Notify press and radio concerning election results, if needed. Update social media outlets.
May 30, 2022	Final Sworn Statement of Campaign Contributions over \$500 to Board Candidates to be filed with the School District Clerk and Commissioner of Education (20 days after budget vote).
June 21, 2022	["Statewide" budget revote day (if needed)] (3rd Tuesday in June)
July 1, 2022	Implement Budget

BOE Approved: December 21, 2021
Revised & Re-Adopted: February 1, 2022