



Massapequa Public Schools

BUDGET DEVELOPMENT CALENDAR 2022-2023

Date	Action
early December 2021	Distribute budget packages/meet with Administrators and Principals to discuss budget parameters and guidelines.
December 2021/ January 2022	Superintendent and Executive Director for Business & Operations meet with budget administrators/developers to review budget proposals.
December 13, 2021	Update Budget & Finance Committee on 2022-23 budget development.
January 24, 2022	Update Budget & Finance Committee on 2022-23 budget development.
February 10, 2022	Budget Workshop #1: General Support Budget
March 1, 2022	Submit 2022/23 tax levy limit calculation to the Office of the State Comptroller, Tax & Finance & SED.
March 3, 2022	Budget Workshop #2: Instructional Budget
March 17, 2022	Budget Workshop #3: Tax Levy and Total Budget
April 2022	Prepare absentee ballot applications, absentee ballot, related envelopes and directions; obtain and use locked ballot box for absentee ballots.
March 29-April 2, 2022	Publish Legal Notice with date, time and place of hearing and budget vote. Must advertise four (4) times within seven (7) weeks with first publication at least forty-five (45) days before budget vote day, May 17, 2022.
April 2022	Appoint Election Inspectors and Clerks for budget vote day.



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April 7, 2022	Board of Education adopts the 2022-2023 budget.
April 17, 2022	Deadline for petitions; Board of Education, Library Board candidates and propositions. District Clerk advises candidates of the drawing date for ballot listing position. District Clerk advises candidates of their legal requirement to file sworn statements of campaign contributions. First sworn statement due to District Clerk and Commissioner of Education thirty (30) days prior to vote day; April 17, 2022.
April 19, 2022	District Clerk performs drawing for Board of Education candidate ballot listing position.
April 22, 2022	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 22, 2022.
April 2022	Transmit property tax report card to local newspapers.
April 26, 2022	Nassau BOCES Budget Vote and Election
April 27, 2022	Budget statement and required attachments must be available, upon request, at each school building, office of administration, public library and on the district's website at least seven (7) days before the budget hearing and at least fourteen (14) days before budget vote day. In addition, the budget statement with attachments must be available at each voting location on budget vote day.



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May 4, 2022	Board of Education: Budget Hearing. Conduct budget hearing seven (7) to fourteen (14) days before budget vote day. At the hearing the budget must be presented in plain language and in three components; Administrative, Program and Capital.
May 2022	Conduct voter registration with Board of Registration.
May 5-11, 2022	Prepare/finalize budget notice. Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to budget vote day.
May 2022	Mail district newsletter (including full disclosure information).
May 2022	Prepare voting machine inserts and transmit to Nassau County Board of Elections; physically examine voting machines for ballot placement and sign statement at the board of elections.
May 2022	Conduct training of Election Inspectors and Clerks, as necessary. Coordinate election site logistics with Principals, Facilities and IT for budget vote day.
May 11-16, 2022	District clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection and legal challenge five days prior to the annual meeting except Sunday. (Public posting is no longer required).
May 12, 2022	Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education and Library Board to be filed with the District Clerk and Commissioner of Education; due five (5) days before budget vote day.
May 12-16, 2022	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within 24 hours of receipt by candidates for membership on the Board of Education and Library Board.
May 17, 2022	<i>Statewide Annual Budget Vote Day and Board of Education Trustee Election.</i>



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June 6, 2022	Last date to file sworn statements of campaign contributions to the District Clerk and Commissioner of Education; final sworn statement of campaign contributions by candidates for membership on board of Education and Library Board.
June 21, 2022	Statewide Budget Revote Day.
July 1, 2022	Implement 2022/23 budget.

Responsibilities Key:

Board of Education

Executive Director for Business & Operations

District Clerk

Guercio & Guercio, LLP
