



Onondaga Central School District

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BUDGET DEVELOPMENT CALENDAR 2024-25

July – October	Begin 2023-2024 Budget Year and Close 2022-2023 Books
October 17, 2023	Board of Education Meeting. Present draft 2024-25 budget calendar and budget development procedures to the Board of Education for discussion.
November 14, 2023	Board of Education Meeting
November 2023	Present the budget guidelines to building principals.
December 1-11, 2023	Principals review current BOCES services and determine needs for 2024-25 school year and provide confirmation to the Business Office
December 9, 2023	BOCES Initial Requests Due to BOCES (Adjustment from initial date provided from BOCES of 12/16)
December 12, 2023	Board of Education Meeting
January 5, 2024	Contact Board of Elections to arrange for use of voting machines at the annual meeting Julie Cook 315-435-3320 complete Election request form and email to electionrequest@ongov.net
January 5, 2024	Principal Budget Requests for Buildings submitted to the business office for the 2024-25 school year.
January 9, 2024	Board of Education Meeting
January 12, 2024	Leadership Team Meeting-Review staffing projections
Late January/Early February 2024	Superintendent/Business Administrator review building/departments budget requests with Building Principal
End of January 2024	Expected Governor's Executive Budget
February 2024	Contact Poll Workers and Arrange Schedule for Annual Meeting
February 6, 2024	Board of Education Meeting Review the Governor's executive budget proposal and present 2024-25 preliminary budget forecast to the Board of Education
February 15, 2024	The Commissioner of Taxation and Finance will calculate the tax base growth factor and notify districts of information for the tax levy limit calculation.
February 27, 2024	Board of Education Meeting
February/March/April 2024	Petitions for the Board of Education available at the district office
March 1, 2024	Submit 2024-25 calculation for the tax levy limit to Office of State Comptroller, Tax and Finance, and SED (single submission to OSC only)
March 12, 2024	Board of Education Meeting Budget Update to the Board of Education—General Support, O&M, Transportation, Benefits, Debt Service
March 26, 2024	Board of Education Meeting Appointment of clerks and inspectors of election for budget vote. Arrange for the pickup and return of voting machines with the Board

	of Elections contractor. Budget Update to the Board of Education-Instruction, Special Education, and BOCES. Present the draft 2024-25 budget to the Board of Education for review and comment
April 2024	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots.
April 5 & 21, May 7 & 12	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication at least 45 days before date of budget vote
April 9, 2024	Board of Education Meeting Present the draft 2024-25 budget to the Board of Education for review and comment. Potential Budget adoption by the BOE, but no later than April 23rd.
April 14, 2024	BOCES Final Requests due.
April 15, 2024	Deadline for submission of petitions for nominations of BOE candidates.
April 17, 2024	Board of Education Meeting BOCES Annual Election and Statutory budget vote on 2024-25 BOCES Administrative Budget. Potential Budget adoption by the BOE, but no later than April 23rd. Property Tax Report Card must be adopted by the BoE no later than April 26, 2024. Possibly appoint election inspectors.
April 22, 2024	Deadline for submission of petitions for propositions to be placed on ballot: <i>(30 days preceding budget vote)</i>
April 22, 2024	Inform candidates of legal requirements for all candidates for election to the Board of Education to file sworn statements of campaign contributions and distribute informational material.
April 22, 2024	First sworn statement to be filed with the District Clerk and Commissioner of Education <i>thirty days prior to vote date.</i>
April 22, 2024	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine
April 23, 2024	<i>Final date for budget adoption</i> by the BOE. Budget document available to the public. Arrange for the pickup and return of voting machines with the Board of Elections Contractor.
April 23, 2024	Provide information to the board of elections to program the voting machines.
April 26, 2024	District clerk must mail absentee ballots to residents who request them. Military ballots must be distributed no more than 25 days before the vote.
April 29, 2024	Property tax report card submitted to SED and to Syracuse Post Standard within 24 hours of budget adoption, but no later than April 29 th .
May 2024	Mail District Newsletter (include full disclosure information)
May 2024	Approve Proof of the Voting Ballots.
May 6, 2024	Final Check of Voting Machines to Prepare for Budget Vote with the Board of Elections.
May 7, 2024	Board of Education Meeting Budget hearing (6:00 pm) budget statement and required attachments available 7 days prior to budget hearing. Election inspectors must be appointed within 14 days prior to the vote.
May 7-14, 2024	Budget statement and required attachments must be made available upon request, at each school building and at the district office, public

	library and on the district website at least 7 days before the budget hearing and 14 days before the budget vote.
May 14, 2024	Deadline for last day absentee ballots may be received. Administrative Salary Disclosure must be posted and submitted via SAMS within 5 days of preparation.
May 8 - 15, 2024	Budget notice must be mailed to eligible voters after the budget hearing but no later than six days prior to the vote.
May 15 - 20, 2024	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 16-20, 2024	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 twenty-four hours of receipt by candidates for membership on the Board of Education.
May 20, 2024	Last day in-person absentee ballots may be received by the district clerk.
May 21, 2024	Board of Education Meeting Statewide annual meeting/board election/budget vote day (7 am – 9 pm) Email budget vote results to press.
June 10, 2024	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on Board of Education.
June 18, 2024	Statewide budget revote day
July 1, 2024	Implement 2024-25 Budget