

LAKE SHORE CENTRAL SCHOOLS
2023-24 School Budget Development Calendar

<u>Date</u> <u>2022</u>	<u>Weekday</u>	<u>Action Item</u>
July 1, 2022	(F)	Start of 2022-23 school fiscal year.
July 12, 2022	(T)	<u>Annual Reorganization/Regular Meeting</u> of the Board of Education 7:00p.m. A) Establish date, time and place of the annual District budget vote, election of board members, and new bus purchases; May 16, 2023 from 9:00 a.m. to 9:00 p.m. in the High School Gymnasium Lobby (Supt).
August 16, 2022	(T)	<u>Regular Meeting</u> of the Board of Education 7:00 p.m. A) Adopt tax warrant for the 2022-23 school year (BM).
Nov. 15, 2022	(T)	Building Level Budget Allocations & Information provided to Principals and Supervisors (BM).
Nov. 16 through Jan. 20, 2023	(M) (F)	Superintendent and Assist. Superintendents hold budget conferences With Building Principals as necessary (Supt, ASI, BM) <u>*Note Earlier Date</u>
Jan. 9, 2023	(M)	A) Teacher budget requisitions due to be entered into WinCap web program (BP). B) Mail invitations to parents of all students, and Seneca Nation officials, to provide input on District's Impact Aid application and policy for "Children Living on Indian Lands" (BM) C) Post District's Impact Aid application on District Website (BM)
Jan. 18, 2023	(T)	A) Public Hearing on Impact Aid application and proposed policy for "Children Living on Indian Lands" 6:30p.m.
Jan. 20, 2023	(F)	Due date for Building Principals and Supervisors to review, revise & approve budget requisitions on WinCap, for inclusion in the final budget and bids. (BP)
Feb. 7, 2023	(T)	Regular Meeting of the Board of Education 7:00 p.m. A) Report on the Proposed 2023-24 Budget along with current estimated Revenue Budget (BM). B) Approve proposal for purchase of new buses for inclusion in the annual District budget vote and election of board members (BM)

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March 1, 2023	(T)	<p>Deadline for posting Maximum Allowable increase in District's School Tax Levy for 2023-24 budget on NYS Comptroller's website. (ASAF)</p> <p><u>Work Session</u> of the Board of Education 7:00 p.m.</p> <p>A) Update on the Proposed 2023-24 Budget along with current estimated Revenue Budget (BM).</p>
March 9, 2023	(Th)	Bid bus BANs (New BAN & prior renewals) -Due 4/15/23 (BM).
March 14, 2023	(T)	<p>1) Superintendent and Assist. Supt. For Admin & Finance review current year Fund Balance projection (BM).</p> <p>2) <u>Regular Meeting</u> of the Board of Education 7:00 p.m.</p> <p>A) Review updated proposed 2023-24 budget (BM).</p> <p>B) Review of the current 2022-23 BOCES Services Contract (BM).</p> <p>C) Discussion of BOCES Services and 2023-24 BOCES Budget (BM).</p> <p>D) Approve voter referendum for purchase of new school buses (Supt, BM)</p>
April 18, 2023	(T)	<p><u>Regular Meeting</u> of the Board of Education 7:00 p.m. – High School</p> <p>A) Review of the Final Draft of the 2023-24 Revenue & Expenditure Budgets (BM).</p> <p>B) Discussion of any adjustments and/or changes to the proposed 2023-24 Budget (Supt).</p> <p>C) Adoption of the 2023-24 Erie 2 BOCES contract (BM).</p> <p>D) Formal adoption of the Final Proposed 2023-24 Budget (at least 24 days prior to the vote date) (Supt).</p> <p>E) Review of information from the Board of Education to accompany the popular budget document to district voters (Supt).</p> <p>F) Reminder of the Annual Public Budget Hearing on Tuesday May 2, 2023 (Supt).</p> <p>G) Approve Bus BAN (combined) dated 4/15/23 - 4/14/24 (BM).</p> <p>H) Approve 2023-24 Property Tax Report Card (BM)</p>

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April 19, 2023	(W)	<ol style="list-style-type: none"> 1. Information of Final Adopted 2023-24 Proposed Budget sent to Public Relations Specialist for the <u>Eagle Express</u> (BM). 2. The District Tax Report Card is submitted to SED, and forwarded to <u>Buffalo News, & Hamburg Sun</u> and is appended to the District's Popular Budget Document. (BM) 3. Salary Disclosure Statement for administrators is submitted electronically to SED, and information is appended to the District's Popular Budget Document. (BM) 4. The 2023-24 Popular Budget Document (including the proposed budget presented in the required 3-part format, the School District Report Card, the District Tax Report Card and the required administrative salary disclosure statement) is posted in the District's school buildings and available to the general public (7 days before the Budget Hearing and 14 days prior to the vote). (BM) 5. Annual District Budget Notice mailer sent to Central Printing, for printing of approx. 9,000 copies (BM).
April 20, 2023	(Th)	2023-24 Bids Opened 2:00 pm - Business Office (BM)
May 1, 2023	(M)	Information of the Adopted Final Proposed 2023-24 Budget, including the vote location in the High School Central Office Lobby and the absentee ballot procedure are published in the <u>Eagle Express</u> (Supt).
May 2, 2023	(T)	<ol style="list-style-type: none"> 1. <u>Meet the Candidates Night</u> - 6:30 pm (High School Auditorium) 2. <u>Annual District Budget Hearing</u> on proposed 2023-24 Budget, 7:00 p.m.in the High Auditorium (7-14 days prior to the annual District vote date) (Supt. & BM).
May 3, 2023	(W)	Bulk mailing of Annual District Budget Notice to all district residents (After budget hearing, no later than 6 days prior to the annual vote date) (BM).
May 16, 2023	(T)	<ol style="list-style-type: none"> 1. <u>Annual District Budget Vote and Election of Board Members</u> Polls open from 9:00 a.m - 9:00 p.m. in the High School Central Office Lobby. 2. Deadline for the acceptance of absentee ballots for the annual District budget vote, election of board members, bus purchases and capital project referendum 5:00 p.m. (DC).

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May 16, 2023	(T)	3. Notification of election results to BOCES District Superintendent, Erie County School Boards Association, Town of Evans Clerk and media (DC).
May 23, 2023	(T)	1. Regular Meeting of the Board of Education, 7:00 p.m. a) Adoption of voter approved 2023-24 budget. b) Adoption of Bond Resolution for new vehicle purchase (DC) c) Appoint the 8 member Board of Registration to serve from June 15, 2023 through June 14, 2024 (DC).
June 1, 2023	(Th)	Business Office begins initiating purchase requisitions for 2023-24 year (BM).
June 30, 2023	(F)	End of the 2022-23 School Year (fiscal year).
July 1, 2023	(Sa)	Start of the 2023-24 School Year (fiscal year).

LEGEND

<u>Name</u>	<u>Abbreviation</u>
Superintendent	Supt
Assistant Superintendent for Instruction	ASI
Business Manager	BM
Building Principals	BP
District Clerk	DC