

HOOSIC VALLEY CENTRAL SCHOOL DISTRICT 2016-2017 BUDGET DEVELOPMENT CALENDAR

December, 2015	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. (Submission of Program Planning Sheets). Review budget status for potential increase/decreases.
January, 2016	Meet with non-instructional budgets supervisors to discuss 1 st budget drafts (Transportation, O & M, Technology, and General Support). Meet with all related departments to discuss requests 2016-17 BOCES services, Administrators prepare Program, Staff and Facility Reports for review and discussion with the Superintendent.
Mon. January 4, 2016	Regular Board of Education Meeting 7:00 p.m. - General Budget overview and General Support review to Board of Education. Current year expense and revenue update used to calculate fund balance.
February, 2016	Administrators to review instructional budgets with Business Administrator and Superintendent.
Mon. February 1, 2016	Regular Board of Education Meeting 7:00 p.m. - Budget Update Discuss Governor's proposed budget with Board of Education. High School Program Review Elementary Program Review
Mon. February 22, 2016	Budget Workshop 7:00 pm (As needed)
Friday, February 26, 2016	Business Administrator will submit information to calculate Tax Levy Limit on Office of State Comptroller's website.
Mon. March 7, 2016	Regular Board of Education Meeting 7:00 p.m. -Update Budget Information- Tax Levy Limit calculation. Supply Board of Education with information on 2016-17 Employee Benefit costs and energy estimates for buildings and transportation department fuel
Mon. March 21, 2016	Budget Workshop 7:00 pm (As needed)
April 2016	District Clerk will prepare Absentee Ballot applications, Absentee Ballots, related envelopes and directions to voters.
Fri. April 1, 2016	District Clerk prepares first publication of Legal Notice of School Budget Hearing and budget vote. (Must advertise four times within seven weeks of the vote with the first publication 45 days before the budget vote). Board of Education petitions available including legal requirement information.
Mon. April 4, 2016	Regular Board of Education Meeting 7:00 p.m. - Board of Education initiates special propositions for May vote. Special Education Program and all non-instructional budgets to be presented and reviewed by Board of Education including Transportation, O&M, Technology, Athletics, and after school activities at BOE meeting.

Mon. April 11, 2016	Budget Workshop 7:00 pm (As Needed)
Fri. April 15, 2016	District Clerk prepares second publication of Legal Notice of School Budget Hearing and Budget Vote.
Mon. April 18, 2016	Deadline for submission of Board of Education petitions – 5:00 p.m. Remind candidates of legal requirements related to campaign expenses. Deadline for submission of propositions to be placed on the ballot. Absentee ballots available upon request.
Tues. April 19, 2016	Regular Board of Education Meeting- 7:00 pm 2016-17 Budget and Educational Plan Presentation Board of Education Adoption of the 2016-17 Budget. Board of Education to vote on the BOCES Administrative Budget and BOCES Board candidates.
Fri. April 20, 2016	Business Administrator submits Property Tax Report Card electronically to SED and legal newspapers for circulation (not to district taxpayers) within 24 hours of BOE adoption of the 2016-17 Budget. SED required salary disclosure form submitted electronically. Clerk draws for order of Board of Education candidates on ballot– 9:00 a.m.
Mon. April 25, 2016	Third publication of Legal Notice of School Budget Hearing and Budget Vote. Budget statement and all required attachments will be available for public review in all district buildings. Absentee ballots mailed to all those who requested them; clerk to maintain a master list of all those individuals provided an absentee ballot – must be mailed to requestor by May 10, 2016.
Tues. May 3, 2016	Budget Hearing 7:00 p.m. HS LGIA with budget statement available for public review & Regular BOE meeting.
Wed. May 4, 2016	Budget Notice mailed to residents including property tax report card.
Fri. May 6, 2016	Fourth and final publication of Legal Notice of School Budget Hearing and Budget Vote.
Wed. May 11, 2016	Tentative “Meet the BOE Candidates Night” at ES library 7:00 p.m. sponsored by the PTO. Voting machines delivered and set up.
Tues. May 17, 2016	Budget Vote (including any special propositions) and Election of BOE candidates 12:00 noon – 9:00 p.m.
Tues. June 21, 2016	Budget revote, if necessary.