

HOOSIC VALLEY CENTRAL SCHOOL DISTRICT 2017-2018 BUDGET DEVELOPMENT CALENDAR

- November 2016 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.
- December 2016 Meet with non-instructional budgets supervisors to discuss 1st budget drafts (Transportation, O & M, Technology, and General Support). Meet with all related departments to discuss requests 2017-18 BOCES services, Administrators prepare Program, Staff and Facility Reports for review and discussion with the Superintendent.
- Tues. January 3, 2017 **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.
- January, 2017 Administrators to review instructional budgets with Business Administrator and Superintendent.
- Mon. February 6, 2017 **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 27, 2017 **Budget Workshop 7:00 pm (As needed)**
- Wed. March 1, 2017 Business Administrator will submit information to calculate Tax Levy Limit on Office of State Comptroller's website.
- Mon. March 6, 2017 **Regular Board of Education Meeting 7:00 p.m.** - Board of Education initiates special propositions for May vote. Update Budget Information-Tax Levy Limit calculation. Supply Board of Education with information on 2017-18 Employee Benefit costs and energy estimates for buildings and transportation department fuel.
- Mon. March 20, 2016 **Budget Workshop 7:00 pm** 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.
- April 2017 District Clerk will prepare Absentee Ballot applications, Absentee Ballots, related envelopes and directions to voters.
- Mon. April 3, 2017 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 3, 2017 **Budget Workshop 7:00 pm (As Needed) -**
- Mon. April 10, 2017 **Regular Board of Education Meeting 7:00 p.m. -** 2017-18 Budget and Educational Plan Presentation; Board of Education Adoption of the 2017-18 Budget.
- Tues. April 11, 2017 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 2017-18 Budget.
- Thurs. April 13, 2017 District Clerk prepares second publication of Legal Notice of School Budget Hearing and Budget Vote.
- Mon. April 17, 2017 Deadline for submission of Board of Education petitions - 5:00 p.m. Remind candidates of legal requirements related to campaign expenses. Absentee ballots available upon request.
- Tues. April 18, 2017 District Clerk draws for order of Board of Education candidates on ballot- 9:00 a.m. Clerk prepares voting machine inserts and transmits to the county board of elections. SED required salary disclosure form submitted electronically by the Business Administrator. Budget statement and all required attachments will be available for public review in all district buildings.
- Tues. April 25, 2017 **Regular Board of Education Meeting- 7:00 pm**
Board of Education to vote on the BOCES Administrative Budget and BOCES Board candidates.
- Wed. April 26, 2017 Third publication of Legal Notice of School Budget Hearing and Budget Vote. 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 9, 2017.
- Tues. May 2, 2017 **Budget Hearing 7:00 p.m.** HS LGIA with budget statement available for public review & Regular BOE meeting.
- Thurs. May 4, 2017 Budget Notice mailed to residents including property tax report card.
- Fri. May 5, 2017 Fourth and final publication of Legal Notice of School Budget Hearing and Budget Vote.
- Wed. May 10, 2017 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 16, 2017 **Budget Vote** (including any special propositions) and Election of BOE candidates 12:00 noon - 9:00 p.m.
- Tues. June 20, 2017 Budget revote, if necessary.