



2019-2020 BUDGET DEVELOPMENT CALENDAR

DATE	BUDGET DEVELOPMENT
November 2018	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. Review budget status for potential increase/decreases.
December 2018	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 of 2019-20 BOCES services. Principals meet with faculty to discuss Instructional Programs and item requests for the 2019-20 Program Budget. Administrators prepare Program, Staff and Facility Reports for review and discussion with the Superintendent.
January 7, 2019	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 2019	Administrators to review instructional budgets with Business Administrator and Superintendent.
February 4, 2019	Regular Board of Education Meeting 7:00 p.m. – Budget Update Discuss Governor's proposed budget with Board of Education.
February 25, 2019	Budget Workshop 7:00 p.m. – High School Program Review & Elementary School Program Review Presentations.
March 1, 2019	Business Administrator will submit information to calculate Tax Levy Limit on Office of State Comptroller's website.
March 4, 2019	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 2019-20 Employee Benefit costs and energy estimates for buildings and transportation department fuel.
March 18, 2019	Budget Workshop 7:00 p.m. – 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 1, 2019	Budget Workshop 7:00 p.m. (As needed)
April 2, 2019	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.
April 2019	District Clerk will prepare Absentee Ballot application, Absentee Ballots, related envelopes and directions to voters.
April 15, 2019	District Clerk prepares second publication of Legal Notice of School Budget Hearing and Budget Vote.
April 16, 2019	Regular Board of Education Meeting 7:00 p.m. – Final 2019-20 Budget and Education Plan and Budget. Board of Education Adoption of the 2019-20 Budget. Board of Education to vote on the BOCES Administrative Budget and BOCES Board candidates.



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April 17, 2019	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 2019-20 Budget.
April 22, 2019	Deadline for submission of Board of Education petitions – 4:00 p.m. Remind candidates of legal requirements related to campaign expenses. Absentee ballots available upon request.
April 30, 2019	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.
May 1, 2019	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 14, 2019.
May 7, 2019	Budget Hearing 7:00 p.m. – HS LGIA with budget statement available for public review & Regular BOE meeting.
May 9, 2019	Budget Notice mailed to residents including property tax report card.
May 10, 2019	Fourth and final publication of Legal Notice of School Budget Hearing and Budget Vote.
May 15, 2019	Tentative “Meet the BOE Candidates Night” at ES Library 7:00 p.m. – Sponsored by the PTO. Voting machines delivered and set up.
May 21, 2019	Budget Vote (including any special propositions) and Election of BOE candidates 12:00 noon – 9:00 p.m.
June 18, 2019	Budget revote, if necessary.