

**HUDSON CITY SCHOOL DISTRICT  
HUDSON, NEW YORK**

**2017-2018 BUDGET DEVELOPMENT TIMELINE**

- November 21, 2016 Present 2017-2018 Budget Development Timeline to Board of Education
- December 6, 2016 School Business Administrator and Superintendent meet with Administrators and distribute budget guidelines and requisition sheets.
- January 10, 2017 School Business Administrator and Superintendent meet with Administrators to gather input regarding program staff needs, materials and supplies, cost saving ideas, potential reduction in building budgets.
- January 24, 2017 Administrators submit program budget composite to School Business Administrator (Building materials and supplies)
- February 27, 2017 BOE Budget Committee hosts Community Budget Workshop 6:30 to 7:00 pm, prior to Board of Education Meeting – Topic TBD
- Present 2017-18 preliminary budget forecast and proposed budget assumptions to the Board of Education
- March 1, 2017 **Tax Levy Limit submission due to the Office of the State Comptroller by March 1, 2017.**
- March 9, 2017 **SCHOOL BOARD PETITIONS AVAILABLE**
- March 13, 2017 BUDGET WORKSHOP – Special Education presentation 6:00 to 7:00 pm  
Resolution to make April 19, 2017 Voter Registration Day.
- March 27, 2017 BOE Budget Committee hosts Community Budget Workshop 6:30 to 7:00 pm, prior to Board of Education Meeting – Topic TBD
- Board of Education meeting to review and modify proposed budget
- Prepare absentee ballot applications and instructions
- Appoint Board of Registration
- March 30, 2017 **FIRST NOTICE of Budget Hearing, Annual Meeting and Election** published in The Register Star, The Columbia Paper and social media outlets **(At least 45 days before Budget Vote)**
- April 2017 Prepare absentee ballots, voting instructions, and related envelopes and labels.
- Absentee ballot applications cannot be mailed prior to the publishing of the First Public Notice of Annual Meeting and Election.
- Permanent Absentee Ballots may not be mailed earlier than 30 days or later than 7 days prior to Election Day – **(April 16 – May 9, 2017)**
- April 2017 **Finalize 2016-17 educational plan and budget before April 22, 2017 (due date for Property Tax Report Card)**

- April 6, 2017 Questar III Annual Meeting – Questar III Administration Building Conference Center - 5:00 p.m. hors d'oeuvres, 5:30 p.m. meeting, RSVP by March 18, 2017.
- April 6, 2017 **2<sup>nd</sup> Notice of Budget Hearing, Annual Meeting and Election** published in The Register Star, and The Columbia Paper and Social Media Outlets
- April 10, 2017 BUDGET WORKSHOP – Final draft of proposed budget presented to Board of Education for final approval and adoption for the public (April 4<sup>th</sup> but no later than April 22<sup>nd</sup> – BUT April 10 is the last meeting before the State deadline for BOE Adoption)**
- April 16, 2017 Submission of petitions for propositions to be placed on the ballot: **(30 days preceding budget vote)**
- BOCES FINAL SERVICE REQUEST BY BOARD OF EDUCATION FOR 2017-2018.**
- April 19, 2017 VOTER REGISTRATION DAY at John L. Edwards Primary School from 4 to 8 p.m.**
- April 20, 2017 3<sup>rd</sup> Notice of Annual Meeting and Election published in Register Star & Columbia Paper and Social Media Outlets**
- April 23, 2017** Last Day for Board of Education to approve proposed budget and adopt for the public – **(Action to be taken at April 10, 2016 Board Meeting)**
- April 24, 2017 Last day to transmit Property Tax Report Card to SED and Newspapers**
- April 25, 2016 **Tuesday – SPECIAL BOARD MEETING (RCG BOCES Budget & Board Vote)**  
HHS Library – 7 p.m.
- Board of Education officially appoints Election Inspectors and Clerks, as provided from the Board of Elections.
- April 26, 2017 Letters of appointment mailed to Election Inspectors
- April 26, 2017 LAST DAY FOR FILING PETITIONS** by candidates with Clerk of the Board (20 days before election and signed by at least 100 qualified voters)
- 4<sup>rd</sup> Notice of Annual Meeting and Election published in Register Star & Columbia Paper and Social Media Outlets**
- Drawing for candidates position on ballot
- Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material.
- Notify social media, press and radio regarding candidates for the School Board, date, time, and polling places
- May 1, 2017 **Copies of 2017-18 Proposed Budget available to public:** (at least 7 business days before Budget Hearing date and at least 14 days before Budget Vote)  
Copies to be available in each school building.

	First sworn statement to be filed with the District Clerk and Commissioner of Education		
May 2, 2017	<b>Last day to register to vote for the proposed 2017-2018 Budget and School Board Elections</b>		
May 4-11, 2017	<b>SCHOOL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER</b> to be mailed to all eligible voters ( <b>no later than 6 days prior to Budget Vote</b> )		
May 4, 2017	Public Notice of Registers published in the Register Star, the Columbia Paper and social media outlets ( <b>FIRST NOTICE</b> )		
May 6, 2017	Last day for Board of Registration to file completed registers with School District Clerk ( <b>10 calendar days before vote</b> )		
May 8, 2017	<b>PUBLIC HEARING FOR PROPOSED BUDGET – 7:00 P.M.</b> at the Senior High School Library (7 to 14 days prior to budget vote)  Last chance to appoint election inspectors.		
May 10, 2017	Last day to mail absentee ballot to absentee voters.  District clerk must maintain a list of names of those residents who were given an absentee ballot and make such list available for public inspection the five days prior to the annual meeting (except Sunday).		
May 11, 2017	Public Notice of Registers published in the Register Star, the Columbia Paper and social media outlets ( <b>SECOND NOTICE</b> )  Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education to be filed with the District Clerk and Commissioner of Education five days prior to vote date.		
May 16, 2017	<b>VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 12:00 noon to 9:00 pm</b>  Board of Education meets at 9:00 P.M. to tabulate votes and officially declare vote results.		
May 17, 2017	Clerk of the Board must notify winners within 24 hours of the vote tabulation  Notify press and radio concerning election results, if needed. Update social media outlets.		
June 5, 2017	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 20, 2017	<b>["Statewide" budget revote day (if needed)] (3rd Tuesday in June)</b>		
July 1, 2017	Implement 2017-2018 Budget		
Board Adopted:	November 21, 2016	Re-Adopted	March 13, 2017
Revised:	February 3, 2017		
Re-Adopted:	February 13, 2017		
Revised:	March 7, 2017		