

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

2012-2013 BUDGET DEVELOPMENT TIMELINE

October 24, 2011	Present 2012-13 Budget Development Timeline to Board of Ed.
November 2011	Dan Barrett (Business Manager) and Jack Howe (Superintendent) meet with Administrators and distribute budget guidelines and requisition sheets
November 16, 2011	BOE Budget Committee hosts “Community Conversation” (HHS Café. 6-8 pm)
December 5, 2011	BOE Budget Committee hosts “Community Conversation” (JLE Café. 6-8 pm) (Power Point Presentation, discussion of programs including transportation)
January 2012	Jack Howe (Superintendent) meet with Administrators throughout the month to gather input regarding program staff needs, materials and supplies, cost saving ideas, potential reduction in building budgets.
January 25, 2012	BOE Budget Committee meeting to discuss future community Conversations (District Conference room 6-8 pm)
February 2012	Administrators submit program budget composite to School Business Official (Building materials and supplies)
February 1, 2012	Budget Committee Meeting to discuss future community Conversations (District Conference room 6-8 pm)
February 8, 2012	BOE Budget Committee hosts “Community Conversation”, (JLE Café. 6:30-8 pm) - Topics will include non-mandated programs, arts, and sports.
February 11, 2012	BOE Budget Committee hosts “Community Conversation” (HHS Café. 9:30-11 am) – Topic will be transportation
February 13, 2012	Present 2012-13 preliminary budget forecast and proposed budget assumptions to the Board of Education
February 13, 2012	Appointment by Board of Education of the Chairperson for the 2012 Annual Budget Vote and School Board Election
February 13, 2012	Appointment by Board of Education of the Board of Registration to a term of one year, effective February 15, 2012
February 14, 2012	Letters of appointment mailed to Chairperson and Board of Registration members
February 22, 2012	Budget Committee meeting to discuss Budget Workshops and to discuss past Community Conversations.
February 27, 2012	MUST BE CHANGED DUE TO CONFLICT WITH REGULAR BOARD MEETING
March, 1, 2012	Tax Levy Limit submission due to the Office of the State Comptroller by 3/1/12.
March 5, 2012	BUDGET WORKSHOP – Special Education
March 12, 2012	BUDGET WORKSHOP
March 14, 2012	SCHOOL BOARD PETITIONS AVAILABLE
March 19, 2012	BUDGET WORKSHOP

March 26, 2012	<ul style="list-style-type: none"> • Board of Education adopts a resolution to establish April 23, 2012 as Registration Day (At least 20 days before date of registration)
March 26, 2012	<ul style="list-style-type: none"> • Board of Education officially appoints Election Inspectors and Clerks • Board of Education meeting to review and modify proposed budget
March 27, 2012	Letters of appointment mailed to Election Inspectors
March 29, 2012	1st Notice of Budget Hearing, Annual Meeting and Election published in the Register Star & Columbia Paper (At least 45 days before Budget Vote)
April 2012	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions (The ballot must be mailed not earlier than 30 days or later than 7 days prior to the election day – April 15 – May 8, 2012)
April 2012	(Finalize 2012-13 educational plan and budget before April 21, 2012 due date for Property Tax Report Card)
April 2, 2012	BUDGET WORKSHOP – Final draft of proposed budget presented to Board of Education for Board of Education final approval and adoption for the public (April 2nd but no later than April 20th)
April 12, 2012	2nd Notice of Budget Hearing, Annual Meeting and Election published in Register Star and Columbia Paper
April 16, 2012	Submission of petitions for propositions to be placed on the ballot: (30 days preceding budget vote)
April 21, 2012	Last day to transmit Property Tax Report Card to SED and Newspapers
April 23, 2012	REGISTRATION DAY for Annual Budget Vote and Election – 4:00 pm to 8:00 pm (no less than two weeks before Budget Vote and Election)
April 24, 2012	BOCES FINAL SERVICE REQUEST BY BOARD OF EDUCATION FOR 2012-2013.
April 26, 2012	Copies of 2012-13 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.
April 25, 2012	LAST DAY FOR FILING PETITIONS by candidates with Clerk of the Board (20 days before election and signed by at least 100 qualified voters)
April 26, 2012	3rd Notice of Annual Meeting and Election published in Register Star & Columbia Paper
April 27, 2012	Drawing for candidates position on ballot
April 27, 2012	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.
April 27, 2012	Notify the press and radio regarding candidates for the School Board, date, time, and polling places
May 7, 2012	PUBLIC HEARING FOR PROPOSED BUDGET – 7:00 P.M. at the Senior High School cafeteria
April 30, 2012	First sworn statement to be filed with the District Clerk and Commissioner of Education

May 3, 2012	Public Notice of Registers published in the Register Star and Columbia Paper (1 st Notice)
May 4, 2012	Last day for Board of Registration to file completed registers with School District Clerk (10 calendar days before vote)
May 2-9, 2012	SCHOOL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER (to be mailed to all eligible voters no later than 6 days prior to Budget Vote)
May 8, 2012	Last day to mail ballot to absentee voters.
Up through May 14, 2012	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 10, 2012	4th & final Notice of Annual Meeting and Election published in Register Star & Columbia Paper
May 10, 2012	Public Notice of Registers published in the Register Star & Columbia Paper (2 nd Notice)
May 10, 2012	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 11-15, 2012	Sworn statement of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the Board of Education.
May 15, 2012	VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 12:00 noon to 9:00 pm
May 15, 2012	Board of Education meets at 9:00 P.M. to tabulate votes and officially declare the winners
May 16, 2012	Clerk of the Board must notify winners within 24 hours of the vote tabulation
May 16, 2012	Notify press and radio concerning election results
June 5, 2012	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 19, 2012	[“Statewide” budget revote day (if needed)] (3rd Tuesday in June)
July 1, 2012	Implement 2012-13 Budget

Revised 2/17/12