

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

2013-2014 BUDGET DEVELOPMENT TIMELINE

October 22, 2012	Present 2013-14 Budget Development Timeline to Board of Ed.
November 1, 2012	BOE Budget Committee meets to discuss budget calendar and community meetings.
November 6, 2012	Robert Yusko (Business Manager) and Maria Suttmeier (Superintendent) meet with Administrators and distribute budget guidelines and requisition sheets
November 14, 2012	BOE Budget Committee meets for a review and analysis of the Special Education budget. (District Conference Room 5:30 pm)
December 17, 2012	BOE Budget Committee hosts “Community Forum” (JLE Café. 6-7 pm). This will be a session whereby the Budget committee will listen to suggestions from the community. We will give each person 3 minutes to speak about what they feel is important for us to look at during budget time.
January 15, 2013	Robert Yusko (Business Manager) and Maria Suttmeier (Superintendent) meet with Administrators to gather input regarding program staff needs, materials and supplies, cost saving ideas, potential reduction in building budgets.
January 22, 2013	BOE Budget Committee meeting to review community forum notes held on December 17, 2012. (District Conference room 5:30 pm)
February 2013	Administrators submit program budget composite to School Business Official (Building materials and supplies)
February 11, 2013	Present 2013-14 preliminary budget forecast and proposed budget assumptions to the Board of Education
February 11, 2013	Appointment by Board of Education of the Chairperson for the 2013 Annual Budget Vote and School Board Election
February 11, 2013	Appointment by Board of Education of the Board of Registration to a term of one year, effective February 15, 2013
February 12, 2013	Letters of appointment mailed to Chairperson and Board of Registration members
February 13, 2013	BOE Budget Committee meeting to discuss any future “Community Conversations.” (5:30-8pm)
February 20, 2013	BOE Budget Committee hosts “Community Conversation” (JLE Café. 6-8pm) – Topic Tax Cap Calculation/Non-Mandated programs
February 27, 2013	Budget Committee meeting to discuss Budget Workshops and to discuss past Community Conversations. (District Conference room 5:30pm)
March, 1, 2013	Tax Levy Limit submission due to the Office of the State Comptroller by 3/1/13.
March 11, 2013	BUDGET WORKSHOP - Special Education presentation 6-7pm
March 13, 2013	SCHOOL BOARD PETITIONS AVAILABLE
March 13, 2013	BOE Budget Committee hosts “Community Conversation” (JLE Café. 6-8pm) – Topic Survey Results review/Building Configuration

March 25, 2013	BUDGET WORKSHOP, 6pm-7pm. Topic - TBD
March 25, 2013	<ul style="list-style-type: none"> • Board of Education adopts a resolution to establish April 22, 2013 as Registration Day (At least 20 days before date of registration) • Board of Education officially appoints Election Inspectors and Clerks
March 25, 2013	<ul style="list-style-type: none"> • Board of Education meeting to review and modify proposed budget
March 26, 2013	Letters of appointment mailed to Election Inspectors
April 4, 2013	1st Notice of Budget Hearing, Annual Meeting and Election published in the Register Star & Columbia Paper (At least 45 days before Budget Vote)
April 2013	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 21 – May 14, 2013)
April 2013	(Finalize 2013-14 educational plan and budget before April 27, 2013 due date for Property Tax Report Card)
April 8 but no later than April 26, 2013	BUDGET WORKSHOP – Final draft of proposed budget presented to Board of Education for Board of Education final approval and adoption for the public (April 8th but no later than April 26th)
April 18, 2013	2nd Notice of Budget Hearing, Annual Meeting and Election published in Register Star and Columbia Paper
April 22, 2013	Submission of petitions for propositions to be placed on the ballot: (30 days preceding budget vote)
April 22, 2013	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 23, 2013	BOCES FINAL SERVICE REQUEST BY BOARD OF EDUCATION FOR 2013-2014.
April 27, 2013	Last day to transmit Property Tax Report Card to SED and Newspapers
May 1, 2013	LAST DAY FOR FILING PETITIONS by candidates with Clerk of the Board (20 days before election and signed by at least 100 qualified voters)
May 2, 2013	3rd Notice of Annual Meeting and Election published in Register Star & Columbia Paper
May 2, 2013	Drawing for candidates position on ballot
May 2, 2013	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.
May 2, 2013	Notify the press and radio regarding candidates for the School Board, date, time, and polling places
May 2, 2013	Copies of 2013-14 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.
May 6, 2013	First sworn statement to be filed with the District Clerk and Commissioner of Education
May 8-15, 2013	SCHOOL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER (to be mailed to all eligible voters no later than 6 days prior to Budget Vote)

May 9, 2013	Public Notice of Registers published in the Register Star and Columbia Paper (1 st Notice)
May 10, 2013	Last day for Board of Registration to file completed registers with School District Clerk (10 calendar days before vote)
May 13, 2013	PUBLIC HEARING FOR PROPOSED BUDGET – 7:00 P.M. at the Senior High School cafeteria
May 14, 2013	Last day to mail ballot to absentee voters.
Up through May 20, 2013	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 16, 2013	4th & final Notice of Annual Meeting and Election published in Register Star & Columbia Paper
May 16, 2013	Public Notice of Registers published in the Register Star & Columbia Paper (2 nd Notice)
May 16, 2013	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 17-21, 2013	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 21, 2012	VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 12:00 noon to 9:00 pm
May 21, 2013	Board of Education meets at 9:00 P.M. to tabulate votes and officially declare the winners
May 22, 2013	Clerk of the Board must notify winners within 24 hours of the vote tabulation
May 22, 2013	Notify press and radio concerning election results
June 11, 2013	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 18, 2012	[“Statewide” budget revote day (if needed)] (3rd Tuesday in June)
July 1, 2013	Implement 2013-14 Budget