

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

2014-2015 BUDGET DEVELOPMENT TIMELINE

November 4, 2013	BOE Budget Committee meets to discuss budget calendar and community meetings.
November 25, 2013	Present 2014-15 Budget Development Timeline to Board of Ed.
November 26, 2013	Robert Yusko (Business Manager) and Maria Suttmeier (Superintendent) meet with Administrators and distribute budget guidelines and requisition sheets
December 11, 2013	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 14, 2014	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 27, 2014	BOE Budget Committee meeting to review community forum notes held on December 11, 2013. (District Conference room 6-7 pm)
January 28, 2014	Administrators submit program budget composite to School Business Official (Building materials and supplies)
February 10, 2014	Appointment by Board of Education of the Chairperson for the 2014 Annual Budget Vote and School Board Election
February 10, 2014	Appointment by Board of Education of the Board of Registration to a term of one year, effective February 15, 2014.
February 11, 2014	Letters of appointment mailed to Chairperson and Board of Registration members
February 24, 2014	Present 2014-15 preliminary budget forecast and proposed budget assumptions to the Board of Education
February 26, 2014	BOE Budget Committee hosts “Community Conversation” (JLE Café.6-7pm) – Topic TBD
March 1, 2014	Tax Levy Limit submission due to the Office of the State Comptroller by 3/1/14.
March 10, 2014	BUDGET WORKSHOP – Special Education presentation 6-7pm
March 12, 2014	BOE Budget Committee hosts “Community Conversation” (JLE Café. 6-7pm) – Topic TBD
March 12, 2014	SCHOOL BOARD PETITIONS AVAILABLE
March 24, 2014	BUDGET WORKSHOP, 6pm-7pm. Topic - TBD
March 24, 2014	<ul style="list-style-type: none">● Board of Education adopts a resolution to establish April 21, 2014 as Registration Day (At least 20 days before date of registration)
March 24, 2014	<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 25, 2014 Letters of appointment mailed to Election Inspectors
- March 26, 2014 BOE Budget Committee hosts “Community Conversation” (JLE Café. 6-7pm) – Topic TBD
- April 3, 2014 **1st Notice of Budget Hearing, Annual Meeting and Election** published in the Register Star & Columbia Paper (**At least 45 days before Budget Vote**)
- April 2014 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 13, 2014)**)
- April 2014 **(Finalize 2014-15 educational plan and budget before April 28, 2014 due date for Property Tax Report Card)**
- April 7 but no later than April 25, 2014 **BUDGET WORKSHOP – Final draft of proposed budget presented to Board of Education for Board of Education final approval and adoption for the public (April 7th but no later than April 25th)**
- April 17, 2014 **2nd Notice of Budget Hearing, Annual Meeting and Election** published in Register Star and Columbia Paper
- April 21, 2014 Submission of petitions for propositions to be placed on the ballot: **(30 days preceding budget vote)**
- April 21, 2014 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 22, 2014 **BOCES FINAL SERVICE REQUEST BY BOARD OF EDUCATION FOR 2014-2015.**
- April 28, 2014 **Last day to transmit Property Tax Report Card to SED and Newspapers**
- April 30, 2014 **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 1, 2014 **3rd Notice of Annual Meeting and Election published in Register Star & Columbia Paper**
- May 1, 2014 Drawing for candidates position on ballot
- May 1, 2014 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 1, 2014 Notify the press and radio regarding candidates for the School Board, date, time, and polling places
- May 2, 2014 **Copies of 2014-15 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 5, 2014 First sworn statement to be filed with the District Clerk and Commissioner of Education
- May 7-14, 2014 **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, 2014 Public Notice of Registers published in the Register Star and Columbia Paper (1st Notice)

May 9, 2014	Last day for Board of Registration to file completed registers with School District Clerk (10 calendar days before vote)
May 12, 2014	PUBLIC HEARING FOR PROPOSED BUDGET – 7:00 P.M. at the Senior High School cafeteria
May 13, 2014	Last day to mail ballot to absentee voters.
Up through May 19, 2014	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 15, 2014	4th & final Notice of Annual Meeting and Election published in Register Star & Columbia Paper
May 15, 2014	Public Notice of Registers published in the Register Star & Columbia Paper (2 nd Notice)
May 15, 2014	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 16-20, 2014	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 20, 2014	VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 12:00 noon to 9:00 pm
May 20, 2014	Board of Education meets at 9:00 P.M. to tabulate votes and officially declare the winners
May 21, 2014	Clerk of the Board must notify winners within 24 hours of the vote tabulation
May 21, 2014	Notify press and radio concerning election results
June 10, 2014	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 17, 2014	[“Statewide” budget revote day (if needed)] (3rd Tuesday in June)
July 1, 2014	Implement 2014-15 Budget

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