

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

2015-2016 BUDGET DEVELOPMENT TIMELINE

November 24, 2014	Present 2015-16 Budget Development Timeline to Board of Ed.
December 09, 2014	Robert Yusko (Business Manager) and Maria Suttmeier (Superintendent) meet with Administrators and distribute budget guidelines and requisition sheets.
January 13, 2015	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, 2015	Administrators submit program budget composite to School Business Official (Building materials and supplies)
February 09, 2015	Appointment by Board of Education of the Chairperson for the 2015 Annual Budget Vote and School Board Election
February 09, 2015	Appointment by Board of Education of the Board of Registration to a term of one year, effective February 15, 2015.
February 10, 2015	Letters of appointment mailed to Chairperson and Board of Registration members
February 23, 2015	BOE Budget Committee hosts Community Budget Workshop 6:30-7:00pm, prior to Board of Ed Meeting – Topic TBD
February 23, 2015	Present 2015-16 preliminary budget forecast and proposed budget assumptions to the Board of Education
March, 1, 2015	Tax Levy Limit submission due to the Office of the State Comptroller by 3/1/15.
March 09, 2015	BUDGET WORKSHOP – Special Education presentation 6-7pm
March 11, 2015	BOE Budget Committee hosts Community Budget Workshop 6:30-7:00pm, prior to Board of Ed Meeting - Topic TBD
March 11, 2015	SCHOOL BOARD PETITIONS AVAILABLE
March 23, 2015	BUDGET WORKSHOP, 6pm-7pm. Topic - TBD
March 23, 2015	<ul style="list-style-type: none">● Board of Education adopts a resolution to establish April 20, 2015 as Registration Day (At least 20 days before date of registration)
March 23, 2015	<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 23, 2015	BOE Budget Committee hosts Community Budget Workshop 6:30-7:00pm. Prior to Board of Ed Meeting – Topic TBD
March 24, 2015	Letters of appointment mailed to Election Inspectors

April 02, 2015	1st Notice of Budget Hearing, Annual Meeting and Election published in the Register Star & Columbia Paper (At least 45 days before Budget Vote)
April 2015	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 20 – May 12, 2015)
April 2015	(Finalize 2015-16 educational plan and budget before April 27, 2015 due date for Property Tax Report Card)
April 6 but no later than April 24, 2015	BUDGET WORKSHOP – Final draft of proposed budget presented to Board of Education for Board of Education final approval and adoption for the public (April 6th but no later than April 24th)
April 16, 2015	2nd Notice of Budget Hearing, Annual Meeting and Election published in Register Star and Columbia Paper
April 20, 2015	Submission of petitions for propositions to be placed on the ballot: (30 days preceding budget vote)
April 20, 2015	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 21, 2015	BOCES FINAL SERVICE REQUEST BY BOARD OF EDUCATION FOR 2015-2016.
April 27, 2015	Last day to transmit Property Tax Report Card to SED and Newspapers
April 29, 2015	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 30, 2015	3rd Notice of Annual Meeting and Election published in Register Star & Columbia Paper
April 30, 2015	Drawing for candidates position on ballot
April 30, 2015	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 30, 2015	Notify the press and radio regarding candidates for the School Board, date, time, and polling places
May 01, 2015	Copies of 2015-16 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 04, 2015	First sworn statement to be filed with the District Clerk and Commissioner of Education
May 06-13, 2015	SCHOOL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER (to be mailed to all eligible voters no later than 6 days prior to Budget Vote)
May 07, 2015	Public Notice of Registers published in the Register Star and Columbia Paper (1 st Notice)
May 08, 2015	Last day for Board of Registration to file completed registers with School District Clerk (10 calendar days before vote)
May 11, 2015	PUBLIC HEARING FOR PROPOSED BUDGET – 7:00 P.M. at the Senior High School cafeteria
May 12, 2015	Last day to mail ballot to absentee voters.

Up through May 18, 2015	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 14, 2015	4th & final Notice of Annual Meeting and Election published in Register Star & Columbia Paper
May 14, 2015	Public Notice of Registers published in the Register Star & Columbia Paper (2 nd Notice)
May 14, 2015	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 15-19, 2015	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 19, 2015	VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 12:00 noon to 9:00 pm
May 19, 2015	Board of Education meets at 9:00 P.M. to tabulate votes and officially declare the winners
May 20, 2015	Clerk of the Board must notify winners within 24 hours of the vote tabulation
May 20, 2015	Notify press and radio concerning election results
June 09, 2015	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 16, 2015	["Statewide" budget revote day (if needed)] (3rd Tuesday in June)
July 1, 2015	Implement 2015-16 Budget