

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

2010-2011 BUDGET DEVELOPMENT TIMELINE

August 11, 2009	BOE Budget Committee meeting
September 23, 2009	BOE Budget Committee meeting
October 2, 2009	BOE Budget Committee Meeting
October 9, 2009	BOE Budget Committee Meeting
October 27, 2009	BOE Budget Committee Meeting
November 2009	Meet with Administrators and distribute budget guidelines and requisition sheets
November 3, 2009	BOE Budget Committee Meeting
November 12, 2009	Present 2010-11 budget calendar and budget development procedures to the Board of Education for adoption
November 19, 2009	BOE Budget Committee Meeting
November 30, 2009	BOE Budget Committee Meeting
December 2009	Preliminary budget presentation by budget builders.
December 7, 2009	BOE Budget Committee Meeting
January 2010	Meet with Administrators throughout the month to gather input
February 2010	Administrators submit program budget composite to School Business Official
February 8, 2010	Present 2010-11 preliminary budget forecast and proposed budget assumptions to the Board of Education
February 8, 2010	Appointment by Board of Education of the Chairperson for the 2010 Annual Budget Vote and School Board Election
February 8, 2010	Appointment by Board of Education of the Board of Registration to a term of one year, effective February 15, 2010
February 9, 2010	Letters of appointment mailed to Chairperson and Board of Registration members
*February 22, 2010	BUDGET WORKSHOP – Staffing K-6, Administration. This includes salaries and employee benefits
*March 1, 2010	BUDGET WORKSHOP – Staffing 7-12, Administration. This includes salaries and employee benefits
*March 8, 2010	BUDGET WORKSHOP – Operations, Transportation, Materials/Supplies, Contractual, Textbooks, Equipment
*March 15, 2010	BUDGET WORKSHOP – Special Education, Debt Service, Questar III, Fund Balance, Revenue booster ideas
March 17, 2010	SCHOOL BOARD PETITIONS AVAILABLE
March 22, 2010	Board of Education adopts a resolution to establish April 26, 2010 as Registration Day (At least 20 days before date of registration)

March 22, 2010	Board of Education officially appoints Election Inspectors and Clerks Board of Education meeting to review and modify proposed budget
March 23, 2010	Letters of appointment mailed to Election Inspectors
April 3, 2010	1st Notice of Budget Hearing, Annual Meeting and Election published in the Register Star (At least 45 days before Budget Vote)
April 2010	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 18 – May 11, 2010))
April 2010	(Finalize 2010-11 educational plan and budget before April 24, 2010 due date for Property Tax Report Card)
April 12, 2010	BUDGET WORKSHOP – Final draft of proposed budget presented to Board of Education for Board of Education final approval and adoption for the public (rescheduled from April 5 because of spring recess)
April 17, 2010	2nd Notice of Budget Hearing, Annual Meeting and Election published in Register Star
April 19, 2010	Submission of petitions for propositions to be placed on the ballot: (30 days preceding budget vote)
April 20, 2010	BOCES FINAL SERVICE REQUEST BY BOARD OF EDUCATION FOR 2010-2011
April 24, 2010	Last day to transmit Property Tax Report Card to SED and Newspapers
April 26, 2010	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 27, 2010	3rd Notice of Annual Meeting and Election published in Register Star
April 28, 2010	Copies of 2010-11 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 28, 2010	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, 2010	Drawing for candidates position on ballot
April 30, 2010	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, 2010	Notify the press and radio regarding candidates for the School Board, date, time, and polling places
May 10, 2010	PUBLIC HEARING FOR PROPOSED BUDGET – 7:00 P.M. at the Junior High School cafeteria
May 3, 2010	First sworn statement to be filed with the District Clerk and Commissioner of Education
May 4, 2010	Last day for Board of Registration to file completed registers with School District Clerk
May 4, 2010	Public Notice of Registers published in the Register Star (1 st Notice)
May 5-12, 2010	SCHOOL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER (to be mailed to all eligible voters no later than 6 days prior to Budget Vote)

May 11, 2010	4th & final Notice of Annual Meeting and Election published in Register Star
May 11, 2010	Public Notice of Registers published in the Register Star (2 nd Notice)
May 12-17, 2010	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 13, 2010	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 14-18, 2010	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 18, 2010	VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 12:00 noon to 9:00 pm
May 18, 2010	Board of Education meets at 9:00 P.M. to tabulate votes and officially declare the winners
May 19, 2010	Clerk of the Board must notify winners within 24 hours of the vote tabulation
May 19, 2010	Notify press and radio concerning election results
June 8, 2010	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 2010	Board of Education Meeting – Review of Budget Development Process
June 15, 2010	["Statewide" budget revote day (if needed)]
July 1, 2010	Implement 2010-11 Budget

* Revised as of December 14, 2009