

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

**2012-2013 BUDGET DEVELOPMENT TIMELINE**

<a href="#">October 24, 2011</a>	Present 2012-13 Budget Development Timeline to Board of Ed.
<a href="#">November 2011</a>	Business Official and Superintendent meet with Administrators and distribute budget guidelines and requisition sheets
<a href="#">November 16, 2011</a>	BOE Budget Committee hosts “Community Conversation” (HHS Café. 6-8 pm)
<a href="#">December 12, 2011</a>	BOE Budget Committee hosts “Community Conversation” (JLE Café. 6-8 pm)
<a href="#">January 2012</a>	Business Official and Superintendent meet with Administrators throughout the month to gather input
<a href="#">January 23, 2012</a>	BOE Budget Committee hosts “Community Conversation” (MCSIS Café. 6-8 pm)
<a href="#">February 2012</a>	Administrators submit program budget composite to School Business Official
<a href="#">February 13, 2012</a>	Present 2012-13 preliminary budget forecast and proposed budget assumptions to the Board of Education
<a href="#">February 13, 2012</a>	Appointment by Board of Education of the Chairperson for the 2012 Annual Budget Vote and School Board Election
<a href="#">February 13, 2012</a>	Appointment by Board of Education of the Board of Registration to a term of one year, effective February 15, 2012
<a href="#">February 14, 2012</a>	Letters of appointment mailed to Chairperson and Board of Registration members
<a href="#">February 27, 2012</a>	<b>BUDGET WORKSHOP</b>
<a href="#">March 5, 2012</a>	<b>BUDGET WORKSHOP</b>
<a href="#">March 12, 2012</a>	<b>BUDGET WORKSHOP</b>
<a href="#">March 14, 2012</a>	<b>SCHOOL BOARD PETITIONS AVAILABLE</b>
<a href="#">March 19, 2012</a>	<b>BUDGET WORKSHOP</b>
<a href="#">March 26, 2012</a>	<ul style="list-style-type: none"><li>● Board of Education adopts a resolution to establish <b>April 23, 2012</b> as <b>Registration Day</b> (At least 20 days before date of registration)</li></ul>
<a href="#">March 26, 2012</a>	<ul style="list-style-type: none"><li>● Board of Education officially appoints Election Inspectors and Clerks</li><li>● Board of Education meeting to review and modify proposed budget</li></ul>
<a href="#">March 27, 2012</a>	Letters of appointment mailed to Election Inspectors
<a href="#">March 29, 2012</a>	<b>1<sup>st</sup> Notice of Budget Hearing, Annual Meeting and Election</b> published in the Register Star & Columbia Paper (At least 45 days before Budget Vote)

<a href="#">April 2012</a>	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 – <b>April 15 – May 8, 2012</b> )
<a href="#">April 2012</a>	<b>(Finalize 2012-13 educational plan and budget before April 21, 2012 due date for Property Tax Report Card)</b>
<a href="#">April 2, 2012</a>	<b>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)</b>
<a href="#">April 12, 2012</a>	<b>2<sup>nd</sup> Notice of Budget Hearing, Annual Meeting and Election</b> published in Register Star and Columbia Paper
<a href="#">April 16, 2012</a>	Submission of petitions for propositions to be placed on the ballot: <b>(30 days preceding budget vote)</b>
<a href="#">April 21, 2012</a>	<b>Last day to transmit Property Tax Report Card to SED and Newspapers</b>
<a href="#">April 23, 2012</a>	<b>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)</b>
<a href="#">April 24, 2012</a>	<b>BOCES FINAL SERVICE REQUEST BY BOARD OF EDUCATION FOR 2012-2013.</b>
<a href="#">April 26, 2012</a>	<b>Copies of 2012-13 Proposed Budget available to public:</b> (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.
<a href="#">April 25, 2012</a>	<b>LAST DAY FOR FILING PETITIONS by candidates with Clerk of the Board (20 days before election and signed by at least 100 qualified voters)</b>
<a href="#">April 26, 2012</a>	<b>3<sup>rd</sup> Notice of Annual Meeting and Election published in Register Star &amp; Columbia Paper</b>
<a href="#">April 27, 2012</a>	Drawing for candidates position on ballot
<a href="#">April 27, 2012</a>	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.
<a href="#">April 27, 2012</a>	Notify the press and radio regarding candidates for the School Board, date, time, and polling places
<a href="#">May 7, 2012</a>	<b>PUBLIC HEARING FOR PROPOSED BUDGET – 7:00 P.M. at the Senior High School cafeteria</b>
<a href="#">April 30, 2012</a>	First sworn statement to be filed with the District Clerk and Commissioner of Education
<a href="#">May 4, 2012</a>	Last day for Board of Registration to file completed registers with School District Clerk <b>(10 calendar days before vote)</b>
<a href="#">May 3, 2012</a>	Public Notice of Registers published in the Register Star and Columbia Paper (1 <sup>st</sup> Notice)
<a href="#">May 2-9, 2012</a>	<b>SCHOOL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER</b> (to be mailed to all eligible voters <b>no later than 6 days prior to Budget Vote</b> )
<a href="#">May 8, 2012</a>	Last day to mail ballot to absentee voters.
<a href="#">Up through May 14, 2012</a>	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.

<a href="#">May 10, 2012</a>	<b>4<sup>th</sup> &amp; final Notice of Annual Meeting and Election published in Register Star &amp; Columbia Paper</b>
<a href="#">May 10, 2012</a>	Public Notice of Registers published in the Register Star & Columbia Paper (2 <sup>nd</sup> Notice)
<a href="#">May 10, 2012</a>	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.
<a href="#">May 11-15, 2012</a>	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.
<a href="#">May 15, 2012</a>	<b>VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 12:00 noon to 9:00 pm</b>
<a href="#">May 15, 2012</a>	Board of Education meets at 9:00 P.M. to tabulate votes and officially declare the winners
<a href="#">May 16, 2012</a>	Clerk of the Board must notify winners within 24 hours of the vote tabulation
<a href="#">May 16, 2012</a>	Notify press and radio concerning election results
<a href="#">June 5, 2012</a>	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
<a href="#">June 19, 2012</a>	["Statewide" budget revote day (if needed)] <b>(3rd Tuesday in June)</b>
<a href="#">July 1, 2012</a>	Implement 2012-13 Budget

Adopted by BOE 10/24/11