

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

2018-2019 BUDGET DEVELOPMENT TIMELINE

- December 18, 2017 Present 2018-2019 Budget Development Timeline to Board of Education for adoption.
- December 2017 School Business Administrator and Superintendent meet with Administrators and distribute budget guidelines and requisition sheets. Inventory of current staff conducted.
- January 2018 School Business Administrator and Superintendent follow up with Administrators to gather input regarding program staff needs, materials and supplies, cost-saving ideas, potential reduction in building budgets.
- Administrators submit program budget composite to School Business Administrator (Building materials and supplies).
- January 8, 2018 Special Education presentation 6:30 p.m. – Kim Lybolt, Director of Student Services
- Appoint Board of Registration – Four qualified voters of the school district, who prepare the voter registration lists and submit to the School District.
- February 26, 2018 BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 pm, prior to Board of Education Meeting – Topic TBD**
- Present 2018-2019 preliminary budget forecast and proposed budget assumptions to the Board of Education
- March 1, 2018 **Tax Levy Limit submission due to the Office of the State Comptroller by March 1, 2018.**
- March 12, 2018 TENTATIVE BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 pm, prior to Board of Education Meeting – Topic TBD**
- Resolution to make April 18, 2018 Voter Registration Day.**
- March 23, 2018 RSVP deadline for Questar III Annual Meeting on April 11, 2018 at 5:30 p.m.**
- March 26, 2018 BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 pm, prior to Board of Education Meeting – Topic TBD**
- Board of Education meeting to review and modify proposed budget
- Prepare absentee ballot applications and instructions. Absentee ballot applications cannot be mailed prior to the publishing of the First Public Notice of Annual Meeting and Election (March 29, 2018).
- March 29, 2018 **FIRST NOTICE of Budget Hearing, Annual Meeting and Election published in The Register Star, The Columbia Paper and social media outlets (At least 45 days before Budget Vote)**

SCHOOL BOARD PETITIONS AVAILABLE

- April 2018 Prepare absentee ballots, voting instructions, and related envelopes and labels.
- Permanent Absentee Ballots may not be mailed earlier than 30 days or later than 7 days prior to Election Day – **(April 17 – May 8, 2018)**
- April 9, 2018** **BUDGET WORKSHOP** – Final draft of proposed budget presented to BOE for final approval and adoption for the public. April 17, 2018 is the last meeting for BOE Adoption before the State Tax Report Card transmission deadline of April 24, 2018. Transmission of Property Tax Report Card is required within 24 hours of proposed budget adoption (See NYSSBA timeline).
- April 11, 2018 Questar III Annual Meeting – Questar III Administration Building Conference Center – 5:00 p.m. hors d'oeuvres, 5:30 p.m. meeting, RSVP by March 23, 2018.
- April 12, 2018 **2nd Notice of Budget Hearing, Annual Meeting and Election** published in The Register Star, and The Columbia Paper and Social Media Outlets
- April 16, 2018 Submission of petitions for propositions (not candidates) to be placed on the ballot: **(30 days preceding budget vote)**
- BOCES FINAL SERVICE REQUEST BY BOARD OF EDUCATION FOR 2018-2019.**
- April 17, 2018** **Tuesday – SPECIAL BOARD MEETING (RCG BOCES Budget & Board Vote)**
HHS Library – 6:30 p.m.
- Last Chance to Finalize & Adopt 2018-2019 Educational Plan and Budget before April 18, 2018 (April 24 is due date for Property Tax Report Card but must be transmitted 24 hours from time of board adoption.)**
- Board of Education officially appoints Election Inspectors and Poll Clerks, as provided from the Board of Elections.
- Letters of appointment mailed to Election Inspectors
- April 18, 2018** **Last day to transmit Property Tax Report Card to SED and Newspapers (Must be within 24 hours of Budget Adoption by BOE.)**
- VOTER REGISTRATION DAY at John L. Edwards Primary School from 4 to 8 p.m.**
- April 19, 2018** **Copies of 2018-2019 Proposed Budget available to public** at least 7 business days before Budget Hearing date (May 1, 2018) and at least 14 days before Budget Vote (May 15, 2018) Copies to be available in each school building.
- 3rd Notice of Annual Meeting and Election published in Register Star & Columbia Paper and Social Media Outlets**
- April 25, 2018** **LAST DAY FOR FILING NOMINATING PETITIONS** by candidates with School District Clerk (20 days before election and signed by at least 100 qualified voters)
- Drawing for candidates position on ballot.

Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions (more than \$500) and distribute informational material.

Notify social media, press and radio regarding candidates for the School Board, date, time, and polling places.

April 26, 2018 **4th & Final Notice of Annual Meeting and Election published in Register Star & Columbia Paper and Social Media Outlets**

First sworn statement of campaign contributions to Board Candidates to be filed with the School District Clerk and Commissioner of Education

May 1, 2018 **PUBLIC HEARING FOR PROPOSED BUDGET – 6:30 p.m.** at the Senior High School Library (7 to 14 days prior to budget vote)

May 1, 2018 **Last day to register to vote for the proposed 2018-2019 Budget and School Board Elections**

May 3, 2018 Public Notice of Registers (five days prior to vote) published in the Register Star, the Columbia Paper and social media outlets (**FIRST NOTICE – only one is required**).

May 5, 2018 Last day for Board of Registration to file completed registers with School District Clerk (**10 calendar days before vote**)

Last chance to appoint election inspectors.

May 8, 2018 Last day to mail absentee ballots to absentee voters.

School 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 9, 2018 **MAIL SCHOOL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER** to all eligible voters (**no later than 6 days prior to Budget Vote**)

May 10, 2018 Public Notice of Registers (five days prior to vote) published in the Register Star, the Columbia Paper and social media outlets (**SECOND NOTICE**)

Second sworn statement of campaign contributions over \$500 or loans by candidates for membership on the Board of Education to be filed with the School District Clerk and Commissioner of Education five days prior to vote date.

May 15, 2018 **VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 12:00 noon to 9:00 pm @ JLE Primary School**

Board of Education meets at 9:00 p.m. to tabulate votes and officially declare vote results.

May 16, 2018 School District Clerk must notify winners within 24 hours of the vote tabulation

Notify press and radio concerning election results, if needed. Update social media outlets.

June 4, 2018 Last date to file with School District Clerk and Commissioner of Education final sworn statement of campaign contributions over \$500 by candidates for membership on Board of Education

June 19, 2018 ["Statewide" budget revote day (if needed)] **(3rd Tuesday in June)**

July 1, 2018 Implement 2018-2019 Budget

Board Adopted: