

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

2019-2020 BUDGET DEVELOPMENT TIMELINE

- December 17, 2018 Present Proposed 2019-2020 Budget Development Timeline to Board of Education for adoption.
- January 2019 School Business Administrator and Superintendent meet with Administrators and distribute budget guidelines and requisition sheets. Inventory of current staff conducted.
- 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).
- February 11, 2019 Appoint Board of Registration – Four qualified voters of the school district, who prepare the voter registration lists and submit to the School District.
- Appoint Election Inspectors and Poll Clerks, as provided from the Board of Elections.
- Letters of appointment mailed to Board of Registration and Election Inspectors
- February 25, 2019 **BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 pm, prior to Board of Education Meeting – Topic TBD**
- Present 2019-2020 preliminary budget forecast and proposed budget assumptions to the Board of Education
- March 1, 2019 Tax Levy Limit submission due to the Office of the State Comptroller**
- March 11, 2019 **TENTATIVE BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 pm, prior to Board of Education Meeting – Topic TBD**
- In previous years this has been Kim’s SPED presentation (not last year)
- Resolution to make April 17, 2019 Voter Registration Day.**
- March TBD, 2019 **RSVP deadline for Questar III Annual Meeting on April 10, 2019 at 5:30 p.m.**
- March 25, 2019 **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 (April 4, 2019).
- April 4, 2019 **FIRST NOTICE of Budget Hearing, Annual Meeting and Election** published in The Register Star, The Columbia Paper and social media outlets **(At least 45-49 days before Budget Vote & Includes Notice of Registration)**
- Absentee Ballots applications available.**

- April 8, 2019 **BUDGET WORKSHOP** – Final draft of proposed budget presented to BOE for final approval and adoption for the public.
- April 22, 2019 is the last meeting for BOE Adoption before the State Tax Report Card transmission deadline of April 29, 2019. Transmission of Property Tax Report Card is required within 24 hours of proposed budget adoption (See NYSSBA timeline).
- April 10, 2019 Questar III Annual Meeting –RSVP required. More details to come later.
- April 11, 2019 **2nd Notice of Budget Hearing, Annual Meeting and Election** published in The Register Star, and The Columbia Paper and Social Media Outlets (includes Notice of Registration)
- April 16, 2019 **Tuesday – SPECIAL BOARD MEETING (RCG BOCES Budget & Board Vote)**
HHS Library – 6:30 p.m.
- April 17, 2019 **VOTER REGISTRATION DAY (Location TBD) 4 to 8 p.m.**
- April 22, 2019 **Last Chance to Finalize & Adopt 2019-2020 Educational Plan and Budget before April 29, 2019 (April 29 is due date for Property Tax Report Card, but information must be transmitted 24 hours from time of board adoption.)**
- Submission of petitions for propositions (not candidates) to be placed on the ballot: **(30 days preceding budget vote)**
- April 23, 2019 Last day to transmit Property Tax Report Card to SED and Newspapers (Must be within 24 hours of Budget Adoption by BOE.)**
- April 25, 2019 **3rd Notice of Annual Meeting and Election published in Register Star & Columbia Paper and Social Media Outlets**
- 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 21 – May 14, 2019)**
- April 30, 2019 Copies of 2019-2020 Proposed Budget (Budget Books) available to public** at least 7 business days before Budget Hearing date (May 7, 2019) and at least 14 days before Budget Vote (May 21, 2019) Copies to be available in each school building.
- May 1, 2019 **SCHOOL BOARD NOMINATING PETITIONS DUE to District Clerk by 4 p.m.** (20 days before election and signed by at least 100 qualified voters)
- Drawing for candidate(s) 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.
 - First sworn statement of campaign contributions to Board Candidates to be filed with the School District Clerk and Commissioner of Education
- May 2, 2019 **4th & Final Notice of Annual Meeting and Election published in Register Star & Columbia Paper and Social Media Outlets**
- May 7, 2019 PUBLIC HEARING FOR PROPOSED BUDGET – 6:30 p.m.** at the Senior High School Library (7 to 14 days prior to budget vote)

- **Last Day to Register to Vote (not less than 14 days before vote)**
- Last chance to appoint election inspectors.

May 8, 2019	MAIL SCHOOL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER to all district residences (no later than 6 days prior to Budget Vote) <ul style="list-style-type: none"> • 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 11, 2019	Last day for Board of Registration to file completed registers with School District Clerk (10 calendar days before vote)
May 14, 2019	Last day to register to vote for the proposed 2019-2020 Budget and School Board Elections <ul style="list-style-type: none"> • Seven days prior to Budget Vote for Small City Schools.
May 16, 2019	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 17, 2019	Public Notice of Registers (five days prior to vote) published in the Register Star, the Columbia Paper and social media outlets (SECOND NOTICE) <ul style="list-style-type: none"> • 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 21, 2019	VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 12:00 noon to 9:00 pm @ Location TBD Board of Education meets at 9:00 p.m. to tabulate votes and officially declare vote results.
May 22, 2019	School District Clerk must notify winners within 24 hours of the vote tabulation <ul style="list-style-type: none"> • Notify press and radio concerning election results, if needed. Update social media outlets.
June 4, 2019	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 18, 2019	["Statewide" budget revote day (if needed)] (3rd Tuesday in June)
July 1, 2019	Implement 2019-2020 Budget
BOE Approved:	December 17, 2018