HUDSON CITY SCHOOL DISTRICT
HUDSON, NEW YORK

2020-2021 BUDGET DEVELOPMENT TIMELINE

Revised 1/14/2020

January 7, 2020	Present Proposed 2020-2021 Budget Development Timeline to Board of Education for adoption.
January 7-9, 2020	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 3, 2020	**Nominating Petitions Available – Two seats expiring 6/30/2020 – C. Otty & S. Carter**
February 4, 2020	**BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30p.m.- prior to Board of Education Meeting** • **SPED Presentation by Kim Lybolt** 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
March 1, 2020 **Sunday	**Tax Levy Limit submission due to the Office of the State Comptroller**
March 3, 2020	**BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 pm, prior to Board of Education Meeting** • Present 2020-2021 preliminary budget forecast and proposed budget assumptions to the Board of Education **Resolution to make Wednesday, April 15, 2020 Voter Registration Day.**
March 17, 2020	**BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 pm, prior to Board of Education Meeting** • 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, 2020).
April 2, 2020	**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 Ballot applications available.**

April 7, 2020

BUDGET WORKSHOP – Final draft of proposed budget presented to BOE for final approval and adoption for the public.

- **April 21, 2020 is the last meeting for BOE Adoption before the State Tax Report Card transmission deadline of April 27, 2020. Transmission of Property Tax Report Card is required within 24 hours of proposed budget adoption (See NYSSBA timeline).**

April 8, 2020

Questar III Annual Meeting – RSVP required. More details to come later.

April 9, 2020

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 14, 2020
****Spring Recess**

VOTER REGISTRATION DAY (Location MCSES New Gym) 4 to 8 p.m.

April 20, 2020

Submission of petitions for propositions (not candidates) to be placed on the ballot: **(30 days preceding budget vote)**

****Spring Recess**

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 20 days (small city schools nominating petitions due 20 days prior) or later than 7 days prior to Election Day – **(April 30 – May 12, 2020)**

April 21, 2020

Last Chance to Finalize & Adopt 2020-2021 Educational Plan and Budget before April 27, 2020

- **Transmission of Property Tax Report Card is required within 24 hours of proposed budget adoption (See NYSSBA timeline).**
- **April 27 is due date for Property Tax Report Card**

Questar III Budget & Board Vote

April 22, 2020

Transmit Property Tax Report Card to SED and Newspapers (Must be within 24 hours of Budget Adoption by BOE.)

April 28, 2020

Copies of 2020-2021 Proposed Budget (Budget Books) available to public at least 7 business days before Budget Hearing date (May 5, 2020) and at least 14 days before Budget Vote (May 19, 2020) Copies to be available in each school building.

Prepare Ballot/Absentee Ballot finalize with Maria

April 29, 2020

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 1, 2020	Mail Absentee Ballots to absentee voters
May 4, 2020	**Last Day to Register to Vote (not less than 14 days before vote for Small City School Districts)**
May 5, 2020	**PUBLIC HEARING FOR PROPOSED BUDGET – 6:30** p.m. at the Senior High School Library (7 to 14 days prior to budget vote) • Last chance to appoint election inspectors.
May 6, 2020	MAIL **SCHOOL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER** to all district residences (**no later than 6 days prior to Budget Vote)**
May 7, 2020	**4th & Final Notice of Annual Meeting and Election published in Register Star & Columbia Paper and Social Media Outlets**
May 8, 2020	Last day for Board of Registration to file completed registers with School District Clerk **(10 calendar days before vote is Saturday, May 9, 2020)**
May 12, 2020	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 14, 2020	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 19, 2020	**VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION** – 12:00 noon to 9:00 pm Board of Education meets at 9:00 p.m. at Hudson Central Fire Station to tabulate votes and POSSIBLY officially declare vote results.
May 20, 2020	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 2, 2020	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 16, 2020	**[**"Statewide" budget revote day (if needed)**] (3rd Tuesday in June)**
July 1, 2020	Implement 2020-2021 Budget

BOE Approved: January 7, 2020
Revised and Approved: January 21, 2020