

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

2021-2022 BUDGET DEVELOPMENT TIMELINE

This is a working document and subject to changes required by Executive Order.

- December 15, 2020 Present Proposed 2021-2022 Budget Development Timeline to Board of Education for adoption.
- January 2021 **School Business Administrator and Superintendent meet with Administrators** and distribute budget guidelines. 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 16, 2021 **BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 pm, prior to Board of Education Meeting – Topic TBD**
- Present 2021-2022 preliminary budget forecast and proposed budget assumptions to the Board of Education
 - Appoint Board of Registration – Four qualified voters of the school district
 - Appoint Election Inspectors and Poll Clerks
 - Letters of appointment mailed to Board of Registration and Election Inspectors
- March 1, 2021 Tax Levy Limit submission due to the Office of the State Comptroller**
- March 2, 2021 **BOE Budget Committee hosts Community Budget Workshop 6:00 to 6:30 pm, prior to Board of Education Meeting – Topic TBD**
- Resolution to make Tuesday, April 13, 2021 Voter Registration Day.**
- March 16, 2021 **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 1, 2021).
- April 1, 2021 **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 6, 2021 **BUDGET WORKSHOP** – Final draft of proposed budget presented to BOE for final approval and adoption for the public.
- April 20, 2021 is the last meeting for BOE Adoption before the State Tax Report Card transmission deadline of April 26, 2021. Transmission of Property Tax Report Card is required within 24 hours of proposed budget adoption (See NYSSBA timeline).

Confirm Board Members participating in Questar Annual Meeting via Zoom on April 14, 2021.

- April 13, 2021 **VOTER REGISTRATION DAY (Location MCSES New Gym) 4 to 8 p.m.**
- April 14, 2021 Questar III Annual Meeting – Via Zoom
- April 15, 2021 **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 19, 2021 Submission of petitions for propositions (not candidates) to be placed on the ballot: **(30 days preceding budget vote – April 18 is a Sunday, so the Monday following is admissible.)**
- April 20, 2021 **Education Plan Presentation - Jr./Sr. HS Cafeteria – 6:30 p.m.**
- Last Chance to Finalize & Adopt 2021-2022 Educational Plan and Budget before April 26, 2021 (April 26 is due date for Property Tax Report Card, but information must be transmitted 24 hours from time of board adoption.)**
- RCG BOCES Budget & Board Vote**
- April 21, 2021 **Last day to transmit Property Tax Report Card to SED and Newspapers (Must be within 24 hours of Budget Adoption by BOE.)**
- April 22, 2021 **3rd Notice of Annual Meeting and Election published in Register Star & Columbia Paper and Social Media Outlets**
- April 27, 2021 **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
 - **Copies of 2021-2022 Proposed Budget (Budget Books) available to public** at least 7 business days before Budget Hearing date (May 4, 2021) and at least 14 days before Budget Vote (May 18, 2021). Copies to be available in each school building.
- April 28, 2021 **Prepare Ballot/Absentee Ballot finalize** with Maria (send to mail house for absentee ballots?) Mail Absentee Ballots to absentee voters
- Send Military Ballots**
- April 29, 2021 **4th & Final 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 27 – May 11, 2021)**

May 4, 2021	<p>PUBLIC HEARING FOR PROPOSED BUDGET – 6:30 p.m. at the Junior/Senior High Cafeteria (7 to 14 days prior to budget vote)</p> <ul style="list-style-type: none"> • Last Day to Register to Vote (not less than 14 days before vote for Small City School Districts) • Last chance to appoint election inspectors.
May 5, 2021	<p>MAIL PROPOSED BUDGET NOTICE AND DISTRICT NEWSLETTER to all district residences (no later than 6 days prior to Budget Vote)</p> <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 8, 2021	Last day for Board of Registration to file completed registers with School District Clerk (10 calendar days before vote)
May 13, 2021	Public Notice of Registers (five days prior to vote) published in the Register Star, the Columbia Paper and social media outlets (Only one is required—This was double checked).
May 13, 2021	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 18, 2021	<p>VOTE: PROPOSED BUDGET AND SCHOOL BOARD ELECTION – 12:00 noon to 9:00 pm @ Location TBD</p> <p>Board of Education meets at 9:00 p.m. to tabulate votes and officially declare vote results.</p>
May 19, 2021	<p>School District Clerk must notify winners within 24 hours of the vote tabulation</p> <ul style="list-style-type: none"> • Notify press and radio concerning election results, if needed. Update social media outlets.
June 2, 2021	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 15, 2021	["Statewide" budget revote day (if needed)] (3rd Tuesday in June)
July 1, 2021	Implement 2021-2022 Budget

BOE Approved: December 15, 2020
 Revised & Re-Adopted: February 2, 2021