

**BUDGET CALENDAR  
FOR PREPARATION OF THE 2020-21  
SCHOOL BUDGET**

(Activities to be completed during the 2019-2020 school year.)

|                          |   |
|--------------------------|---|
| <b>November 18, 2019</b> | <b>Board Meeting</b><br>Adopt Budget Calendar for 2020-2021   |
| <b>December 16, 2019</b> | <b>Board Meeting</b>  |
| <b>January 13, 2020</b>  | <b>Board Meeting</b><br>1 <sup>st</sup> Budget Review: Review of <u>Budget Guidelines</u> and <u>Debt Service</u> .   |
| <b>January 27, 2020</b>  | <b>Board Meeting</b><br>2 <sup>nd</sup> Budget Review: Review of the <u>Technology</u> and <u>Operations and Maintenance</u> Budgets.   |
| <b>February 10, 2020</b> | <b>Board Meeting</b><br>3 <sup>rd</sup> Budget Review: Review of the <u>Transportation</u> and <u>Interscholastic Athletics</u> Budgets.  |
| February 17-21, 2020     | School Closed - Winter Break  |
| <b>February 24, 2020</b> | <b>Board Meeting</b><br>4 <sup>th</sup> Budget Review: Review of the <u>Employee Benefits</u> and <u>BOCES Services</u>   |
| <b>March 9, 2020</b>     | <b>Board Meeting</b><br>5 <sup>th</sup> Budget Review: Review of the <u>Elementary</u> , <u>Special Education</u> , <u>Middle School</u> and <u>High School</u> Budgets.  |
| <b>March 23, 2020</b>    | <b>Board Meeting</b><br>6 <sup>th</sup> Budget Review: Review of the <u>Draft Budget</u> , <u>Revenues</u> and <u>Tax Levy/Tax Cap</u> .<br><br>Review and possible adoption of proposed budget.<br><b>POSSIBLE ADOPTION OF A BUS REPLACEMENT PLAN<br/>PROPOSITION FOR INCLUSION ON BUDGET VOTE</b> |
| <b>April 6, 2020</b>     | <b>Board Meeting</b><br>Review and possible adoption of proposed budget.  |
| April 13-17, 2020        | School Closed - Spring Break  |
| April 20, 2020           | Deadline for submission of petitions for nominations of Board candidate(s), until 5:00 p.m.   |
| April 21, 2020           | Drawing by District Clerk for determination of order for listing Board candidate(s) on voting machine, 8:00 a.m. in the District Office   |
| <b>April 21, 2020</b>    | <b>Board Meeting</b> – (Tuesday meeting to correspond with the BOCES vote.)<br>Adopt Property Tax Report Card   |
| <b>April 27, 2020</b>    | <b>Last date for districts to adopt proposed budgets.</b>   |

- May 4, 2020                      Budget Document available to public: detailed explanation of contents of Board's adopted budget; invitation to public hearing and budget vote.
- May 11, 2020                      **Budget Hearing – Averill Park High School LGI/DL Lab, 6:00 p.m.****  
Appointment of Clerks and Inspectors of Elections.
- May 12, 2020                      Budget Newsletter/Budget Notice mailed.
- May 19, 2020                      **Annual Meeting - Budget Vote and election of school board member(s) –****  
**Averill Park High School Auxiliary Gym 7:00 a.m. – 9:00 p.m.**

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Note:                      The school District Clerk is required to give notice of the Annual Meeting at least four times within the seven weeks preceding the meeting. The first notice is to be at least forty-five (45) days prior to the meeting.

According to Chapter 64 of Education Law, school districts must provide notification of availability of the school budget 7 days prior to the Budget Hearing date.

Suggested Legal Notice Dates:

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|------------------------------|--------------------------------|
| First Notice – April 3, 2020 | Second Notice – April 17, 2020 |
| Third Notice – May 1, 2020   | Fourth Notice – May 8, 2020    |