

**BUDGET CALENDAR  
FOR PREPARATION OF THE  
2021-22  
SCHOOL BUDGET**



(Activities to be completed during the 2020-2021 school year.)

<b>November 16, 2020</b>	<b>Board Meeting</b> <b>Adopt Budget Calendar for 2021-2022</b>
<b>December 14, 2020</b>	<b>Board Meeting</b>
<b>January 11, 2021</b>	<b>Board Meeting</b> <b>1st Budget Review: Review of Budget Guidelines and Debt Service.</b>
<b>January 25, 2021</b>	<b>Board Meeting</b> <b>2<sup>nd</sup> Budget Review: Review of the <u>Technology</u> and <u>Operations and Maintenance</u> Budgets.</b>
<b>February 8, 2021</b>	<b>Board Meeting</b> <b>3<sup>rd</sup> Budget Review: Review of the <u>Transportation</u> and <u>Interscholastic Athletics</u> Budgets.</b>
<b>February 16-19, 2021</b>	<b>School Closed - Winter Break</b>
<b>February 22, 2021</b>	<b>Board Meeting</b> <b>4<sup>th</sup> Budget Review: Review of the <u>Employee Benefits</u> and <u>BOCES Services</u> Budgets.</b>
<b>March 8, 2021</b>	<b>Board Meeting</b> <b>5<sup>th</sup> Budget Review: Review of the <u>Elementary, Special Education, Middle School</u> and <u>High School</u> Budgets.</b>
<b>March 22, 2021</b>	<b>Board Meeting</b> <b>6<sup>th</sup> Budget Review: Review of the <u>Draft Budget, Revenues</u> and <u>Tax Levy/Tax Cap</u>.</b>  <b>Review and possible adoption of proposed budget.</b> <b>POSSIBLE ADOPTION OF A BUS REPLACEMENT PLAN</b> <b>PROPOSITION FOR INCLUSION ON BUDGET VOTE</b>
<b>April 5-9, 2021</b>	<b>School Closed - Spring Break</b>
<b>April 12, 2021</b>	<b>Board Meeting</b> <b>Review and possible adoption of proposed budget.</b>
<b>April 19, 2021</b>	<b>Deadline for submission of petitions for nominations of Board candidate(s), until 5:00 p.m.</b>
<b>April 20, 2021</b>	<b>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>
<b>April 20, 2021</b>	<b>Board Meeting</b> – (Tuesday meeting to correspond with the BOCES vote.) <b>Adopt Property Tax Report Card</b>

April 26, 2021

Last date for districts to adopt proposed budgets

May 3, 2021

Budget Document available to public: detailed explanation of contents of Board's adopted budget; invitation to public hearing and budget vote.

May 10, 2021

Budget Hearing – Averill Park High School LGI/DL Lab, 6:00 p.m. Appointment of Clerks and Inspectors of Elections.

May 11, 2021

Budget Newsletter/Budget Notice mailed.

May 18, 2021

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:

First Notice – April 2, 2021  
Third Notice – April 30, 2021

Second Notice – April 15, 2021  
Fourth Notice – May 7, 2021

