

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

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

November 18, 2019	Board Meeting Adopt Budget Calendar for 2020-2021
December 16, 2019	Board Meeting
January 13, 2020	Board Meeting 1 st Budget Review: Review of <u>Budget Guidelines</u> and <u>Debt Service</u> .
January 27, 2020	Board Meeting 2 nd Budget Review: Review of the <u>Technology</u> and <u>Operations and Maintenance</u> Budgets.
February 10, 2020	Board Meeting 3 rd Budget Review: Review of the <u>Transportation</u> and <u>Interscholastic Athletics</u> Budgets.
February 17-21, 2020	School Closed - Winter Break
February 24, 2020	Board Meeting 4 th Budget Review: Review of the <u>Employee Benefits</u> and <u>BOCES Services</u>
March 9, 2020	Board Meeting 5 th Budget Review: Review of the <u>Elementary</u> , <u>Special Education</u> , <u>Middle School</u> and <u>High School</u> Budgets.
March 23, 2020	Board Meeting 6 th Budget Review: Review of the <u>Draft Budget</u> , <u>Revenues</u> and <u>Tax Levy/Tax Cap</u> . Review and possible adoption of proposed budget. POSSIBLE ADOPTION OF A BUS REPLACEMENT PLAN PROPOSITION FOR INCLUSION ON BUDGET VOTE
April 6, 2020	Board Meeting 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
April 21, 2020	Board Meeting – (Tuesday meeting to correspond with the BOCES vote.) Adopt Property Tax Report Card
April 27, 2020	Last date for districts to adopt proposed budgets.

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.

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