

East Rochester Union Free School District

2020-2021 Budget Development Calendar

Final – Proposed to BOE 10/22/19

<u>Calendar Date</u>	<u>Event</u>
Tuesday, October 22, 2019 (Regular BOE Meeting)	2020-2021 Budget Calendar reviewed and adopted by Board of Education.
Thursday, October 24, 2019 (Cabinet Meeting – 9:00 AM)	Budget Calendar posted and distributed to Administration. Cabinet Level Budget Topics for Discussion: Specifically: <ol style="list-style-type: none"> 1.) 2020-21 enrollment and staffing projections 2.) Building Level Budgets – Process/expectations 3.) New program requests/Review of current programs <ul style="list-style-type: none"> • In-District Tutoring • Field Trips • Others?? 4.) BOCES programs & services 5.) Summer program needs <ul style="list-style-type: none"> • SLA/ ESY/MLA • Counselors and nurses • Planning meetings 6.) Facilities project requests 7.) Equipment/Technology <p>Administrators please be prepared to discuss, with numbers, budget and program effectiveness along with support data for the above at the designated Administrative Cabinet meetings</p>
Thursday, October 31, 2019 (Administrative Cabinet)	-Building Level Budget allotments distributed and process discussed
Thursday, November 14, 2019 (Administrative Cabinet)	Distribution of 2020-21 Service Requests from Monroe 2 BOCES, and discussion – Requests due to Business Office by 11-26-2019. -2020-2021 Staff & Enrollment discussion -New programs -Existing programs – support data and effectiveness for students --BOCES 2 Services Reviewed
Tuesday, November 19, 2019 (Regular BOE Meeting)	Present preliminary Budget Information to BOE -Approach to Budget Development -“What to Expect” (State Aid, Tax Cap, Benefits, Pensions)
Tuesday, November 26, 2019	Initial Requests for Monroe 2 BOCES Services Due to Business Office. (Submit to M2 BOCES by Dec 2nd)
Thursday, December 5, 2019 (Administrative Cabinet)	-Summer programs – budget needs/assessment
Thursday, December 12, 2019 (Administrative Cabinet)	-O&M Budget Discussion -Equipment/Technology needs

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Thursday, December 19, 2019 <i>(Administrative Cabinet)</i>	Distribution of 2020-2021 Service Request Form from Monroe 1 BOCES, and discussion. <ul style="list-style-type: none"> • Special Education focus discussion • PD/Curriculum focus discussion
Thursday, January 10, 2019	Budget Development Spreadsheets Folder Open for Staff Budget Input. <i>Deadline for Completion: February 7, 2020</i>
Tuesday, January 21, 2020 <i>(Regular BOE Meeting)</i>	Present BOE with Governor's Budget Proposal Revenues & Reserve Plan
Thursday, January 23, 2020 <i>(Administrative Cabinet)</i>	<ul style="list-style-type: none"> • Athletics focus discussion Initial Requests for <i>Monroe 1 BOCES Services Due to Business Office.</i> (Submit to M1 by January 31, 2020)
Tuesday, January 28, 2019 <i>(BOE Retreat)</i>	Agenda TBD
Thursday, February 7, 2020	Staff Budget Spreadsheet Completion Deadline
Tuesday, February 11, 2020 <i>(Budget Workshop)</i>	BOE Budget Workshop/Budget status update to BOE – Focus on Expenditures & preliminary Gap Board Reviews Tax Levy Limit
Thursday, February 25, 2020 <i>(Regular BOE Meeting)</i>	Budget status update to BOE – Revenues & Expenses with highlights on changes; Gap review
Friday, February 28, 2020 <i>(Tax Cap Submission Deadline - on or about March 1st every year)</i>	Deadline for Submission of Tax Cap Calculation Information and District's Calculation of Tax Levy Limit to OSC, NYSED, and NYS Taxation and Finance. Petitions available for candidates for Board of Education. <i>(at least one month prior to deadline – our practice)</i>
Tuesday, March 10, 2019 <i>(Budget Workshop)</i>	BOE Budget Workshop/Budget Status Update to BOE – Continued work on Gap closing measures to balance budget Interested Board Candidate Meet & Greet 6:00 PM
Tuesday, March 24, 2020 <i>(Regular BOE Meeting)</i>	Budget status update to BOE – Present full balanced budget Board adopts budget <i>(if possible)</i> Interested Board Candidate Meet & Greet 6:00 PM
Thursday, March 27, 2020 – 3:00 P.M.	Deadline to contact M-P Newspaper for Budget Legal Notice publication beginning on 4/3/20 <i>(Don't forget Daily Record and RBJ)</i>
Tuesday, March 31, 2020	49 Days Prior to Budget Vote <i>(7 weeks prior to vote)</i>
Friday, April 3, 2020	Publish 1st Budget Legal Notice <i>(FIRST NOTICE 4/3/20. Also 4/17, 5/1, and 5/15)</i> Legal notice of school budget hearing and budget vote. Must advertise 4 times within seven weeks of the vote with first

	publication 45 days before the date of the budget vote. Must be published in at least two newspapers of general circulation.
<u>Calendar Date</u>	<u>Event</u>
Saturday, April 4, 2020	45 Days Prior to Budget Vote (<i>1st publication of legal notice on or before this date [45 days], but not earlier than 49 days before the vote</i>)
Friday, April 17, 2020	Publish 2nd Budget Legal Notice
Sunday, April 19, 2020 (<i>30 days prior to vote</i>)	This Marks 30 Days Prior to Budget Vote
Monday, April 20, 2020	<p>Earliest day to mail absentee ballots (<i>absentee ballots can be mailed no earlier than 30 days and no later than 8 days prior to vote [April 19 – May 11, 2020]</i>)</p> <p>District Clerk maintains absentee ballot list through May 11, 2020.</p> <p>Last day to submit petitions for propositions to be placed on the ballot</p> <p>Deadline to accept submission of petitions for Board of Education candidates - due to District Clerk by 4:00 P.M.</p> <p>Deadline to inform candidates of legal requirements and filing of sworn statements of campaign contributions.</p> <p>First sworn statement to be filed with District Clerk and Commissioner of Education (<i>30 days prior to vote date</i>)</p>
Tuesday, April 21, 2020 (<i>Regular BOE Meeting</i>)	<p><u>Last opportunity</u> to adopt budget at Regular Board Meeting. (Submit Property Tax Report Card within 24 hours of adoption.) (<i>See entry for April 24 and 25.</i>)</p> <p>Budget Statement and required attachments must be made available, upon request, at each school building, district office, public library, and on District website. (<i>At least 7 days prior to hearing APRIL 28, 2020 and 14 days prior to vote MAY 5, 2020</i>)</p> <p>Lottery drawing for placement of candidates' names on the ballot. (<i>should be done in April</i>)</p>
Thursday, April 23, 2020	Draft Budget Brochure to Information Office.
Friday, April 24, 2020 (<i>25 Days Before Budget Vote</i>)	<i>Legal deadline for Budget Adoption by BOE (25 days before budget vote)</i>
Saturday, April 25, 2020 (<i>24 Days Before Budget Vote</i>)	Legal Deadline for Property Tax Report Card Submission (<i>24 days before budget vote. Because this is always a Saturday, SED allows submission deadline to be the following business day.</i>)

<u>Calendar Date</u>	<u>Event</u>
Monday, April 27, 2020 <i>(de Facto Deadline for PTRC Submission)</i>	De Facto Legal Deadline for Submission of Property Tax Report Card (see above). Property Tax Report Card must be submitted to SED within 24 hours of budget adoption, but not later than April 27, 2020. Transmit Property Tax Report Card to local newspapers of general circulation. <i>SED accepts transmissions via SAMS through Monday, April 27, 2020.</i>
Tuesday, April 28, 2020	Budget document available to the public. Arrange for the return of the voting machines with the Board of Elections.
Friday, May 1, 2020	Publish 3rd Budget Legal Notice
Tuesday, May 5, 2020 <i>(Budget Hearing & Regular BOE Meeting)</i> <i>Date Range for Budget Hearing: May 5-12, 2020</i>	Budget Hearing. <i>Budget Statement and required attachments must be made available 7 days prior to the Budget Hearing. The budget must be presented in plain language and in three components: Administrative, Program and Capital.</i>
Wednesday, May 6, 2020 <i>Date Range: May 6-13, 2020</i>	Mail Budget Notice to eligible voters the day after the Budget Hearing but no later than 6 days prior to Budget Vote day.
Thursday, May 15, 2020	Publish 4th Budget Legal Notice
Thursday, May 14, 2020- - - - - Thursday, May 14, 2020 –May 18, 2020 Monday, May 18, 2020- - - - -	Deadline for Second filing of BOE candidate’s sworn statements of campaign contributions with District Clerk and Commissioner of Education. Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and the Commissioner of Education within 24 hours of receipt by candidates for membership on the Board of Education. District Clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)
Tuesday, May 19, 2020 <i>(Annual Meeting)</i>	Budget Vote and Election of Board of Education. (3 rd Tuesday in May) Last day to receive personally delivered absentee ballots – deadline 5:00 P.M.
Wednesday, June 10, 2020	Last date for BOE candidates to file final sworn statement of campaign contributions with District Clerk and Commissioner of Education

June Budget Revote

<u>Calendar Date</u>	<u>Event</u>
Tuesday, May 26, 2020 - Tuesday, June 2, 2020	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revote.
Thursday, May 21, 2020 – 3:00 P.M.	Deadline to contact M-P Newspaper for Budget Revote Legal Notice publication beginning on 5/29/20 (Don't forget Daily Record and RBJ) (Publish TWICE: May 29 & June 12, 2020)
Friday, May 29, 2019	Publish 1 st Budget Revote Legal Notice (must be 14 days before revote)
Tuesday, June 2, 2020 (14 Days prior to Revote)	Earliest Day to Hold Budget Revote Hearing (No later than 7-14 days prior to Revote Day)
Wednesday, June 3, 2020	Earliest Day to Mail Budget Notice to Voters (The day after budget hearing but not later than six days before revote day.)
Tuesday, June 9, 2020 (7 Days prior to Revote)	Budget Revote Hearing (No later than 7 days prior to Revote Day)
Wednesday, June 10, 2020	Last day to mail Budget Notice (6 days prior to revote)
Friday, June 12, 2020	Publish 2 nd (FINAL) Budget Revote Legal Notice
Tuesday, June 16, 2020 (Regular BOE Meeting)	Statewide Budget Revote Day (3 rd Tuesday in June)