

**BUDGET CALENDAR
FOR PREPARATION OF THE 2016-2017
SCHOOL BUDGET**

(Activities to be completed during the 2015-2016 school year.)

November 24, 2015	Board Meeting Adopt Budget Calendar for 2016-2017
December 8, 2015	Board Meeting
January 12, 2016	Board Meeting 1 st Budget Review: Review of <u>Budget Guidelines</u> and <u>Debt Service</u> .
January 26, 2016	Board Meeting 2 nd Budget Review: Review of the <u>Technology</u> and <u>Operations and Maintenance</u> Budgets.
February 9, 2016	Board Meeting 3 rd Budget Review: Review of the <u>Transportation</u> and <u>Interscholastic Athletics</u> Budgets.
February 15-19, 2016	School Closed - Winter Break
February 23, 2016	Board Meeting 4 th Budget Review: Review of the <u>Elementary</u> , <u>Special Education</u> , <u>Middle School</u> and <u>High School</u> Budgets.
March 8, 2016	Board Meeting 5 th Budget Review: Budget Review: Review of the <u>Employee Benefits</u> , <u>BOCES Services Budget</u> , <u>Estimated Revenues</u> and <u>Tax Levy Projection</u> .
March 22, 2016	Board Meeting Review and possible adoption of proposed budget. POSSIBLE ADOPTION OF A BUS REPLACEMENT PLAN PROPOSITION FOR INCLUSION ON BUDGET VOTE
April 5, 2016	Board Meeting
April 18, 2016	Deadline for submission of petitions for nominations of Board candidate(s), until 5:00 p.m.
April 19, 2016	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 19, 2016	Board Meeting – (Tuesday meeting to correspond with the BOCES vote.) Appointment of Clerks and Inspectors of Elections.
April 24, 2016	Last date for districts to adopt proposed budgets.
April 25-29, 2016	School Closed - Spring Break
May 3, 2016	Budget Document available to public: detailed explanation of contents of Board's adopted budget; invitation to public hearing and budget vote.

May 10, 2016

Budget Hearing – Averill Park High School LGI/DL Lab, 6:30 p.m.

May 11, 2016

Budget Newsletter/Budget Notice mailed.

May 17, 2016

**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 1, 2016
Third Notice – May 6, 2016

Second Notice – April 22, 2016
Fourth Notice – May 13, 2016