

**BUDGET CALENDAR  
FOR PREPARATION OF THE 2012-2013  
SCHOOL BUDGET**

(Activities to be completed during the 2011-2012 school year.)

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|--------------------------|---|
| <b>November 15, 2011</b> | <b>Regular Board Meeting</b><br>Adopt Budget Calendar for 2012-2013.  |
| <b>December 13, 2011</b> | <b>Regular Board Meeting</b><br>Questar III BOCES Presentation – Tax Levy Cap   |
| <b>January 10, 2012</b>  | <b>Regular Board Meeting</b><br>1 <sup>st</sup> Budget Review: Review of <u>Budget Guidelines</u> and <u>Debt Service</u> .   |
| <b>January 24, 2012</b>  | <b>Budget Work Session</b><br>2 <sup>nd</sup> Budget Review: Review of the <u>Technology</u> and <u>Operations and Maintenance</u> Budgets.   |
| <b>February 14, 2012</b> | <b>Regular Board Meeting</b><br>3 <sup>rd</sup> Budget Review: Review of the <u>Transportation</u> and <u>Interscholastic Athletics</u> Budgets.  |
| February 20-24, 2012     | School Closed - Winter Break  |
| <b>February 28, 2012</b> | <b>Budget Work Session</b><br>4 <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 13, 2012</b>    | <b>Regular Board Meeting</b><br>5 <sup>th</sup> 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> .                    |
| <b>March 27, 2012</b>    | <b>Budget Work Session</b><br>Review and possible adoption of proposed budget.  |
|                          | <b>ADOPT BUS PROPOSITION FOR INCLUSION ON BUDGET VOTE</b>   |
| April 9-13, 2012         | School Closed - Spring Break  |
| April 16, 2012           | Deadline for submission of petitions for nominations of Board candidate(s), until 5:00 p.m. Drawing by District Clerk for determination of order for listing Board candidate(s) on voting machine, 5:00 p.m. in the District Office |
| <b>April 17, 2012</b>    | <b>Regular Board Meeting</b> – (Tuesday meeting to correspond with the BOCES vote.) Appointment of Clerks and Inspectors of Elections.  |
| <b>April 20, 2012</b>    | <b>Last date for districts to adopt proposed budgets.</b>   |
| May 1, 2012              | Budget Document available to public: detailed explanation of contents of Board's adopted budget; invitation to public hearing and budget vote.  |
| <b>May 8, 2012</b>       | <b>Budget Hearing – Averill Park High School Large Group Instruction Room, 6:30 p.m.</b>  |
| May 9, 2012              | Budget Newsletter/Budget Notice mailed.   |

**May 15, 2012**

**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 – March 30, 2012  
Third Notice – May 4, 2012

Second Notice – April 27, 2012  
Fourth Notice – May 11, 2012