

**BUDGET CALENDAR  
FOR PREPARATION OF THE 2017-2018  
SCHOOL BUDGET**

(Activities to be completed during the 2016-2017 school year.)

<b>November 21, 2016</b>	<b>Board Meeting</b> Adopt Budget Calendar for 2017-2018
<b>December 19, 2016</b>	<b>Board Meeting</b>
<b>January 9, 2017</b>	<b>Board Meeting</b> 1 <sup>st</sup> Budget Review: Review of <u>Budget Guidelines</u> and <u>Debt Service</u> .
<b>January 23, 2017</b>	<b>Board Meeting</b> 2 <sup>nd</sup> Budget Review: Review of the <u>Technology</u> and <u>Operations and Maintenance</u> Budgets.
<b>February 13, 2017</b>	<b>Board Meeting</b> 3 <sup>rd</sup> Budget Review: Review of the <u>Transportation</u> and <u>Interscholastic Athletics</u> Budgets.
February 20-24, 2017	School Closed - Winter Break
<b>February 27, 2017</b>	<b>Board Meeting</b> 4 <sup>th</sup> Budget Review: Review of the <u>Employee Benefits</u> and <u>BOCES Services</u>
<b>March 13, 2017</b>	<b>Board Meeting</b> 5 <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 27, 2017</b>	<b>Board Meeting</b> 6 <sup>th</sup> 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. <b>POSSIBLE ADOPTION OF A BUS REPLACEMENT PLAN PROPOSITION FOR INCLUSION ON BUDGET VOTE</b>
<b>April 10, 2017</b>	<b>Board Meeting</b> Review and possible adoption of proposed budget.
April 17-23, 2017	School Closed - Spring Break
April 17, 2017	Deadline for submission of petitions for nominations of Board candidate(s), until 5:00 p.m.
April 18, 2017	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>April 21, 2017</b>	<b>Last date for districts to adopt proposed budgets.</b>
<b>April 25, 2017</b>	<b>Board Meeting</b> – (Tuesday meeting to correspond with the BOCES vote.) Appointment of Clerks and Inspectors of Elections.

- May 1, 2017                      Budget Document available to public: detailed explanation of contents of Board's adopted budget; invitation to public hearing and budget vote.
- May 8, 2017                      Budget Hearing – Averill Park High School LGI/DL Lab, 6:30 p.m.**
- May 9, 2017                      Budget Newsletter/Budget Notice mailed.
- May 16, 2017                      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:

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|------------------------------|--------------------------------|
| First Notice – April 7, 2017 | Second Notice – April 21, 2017 |
| Third Notice – May 5, 2017   | Fourth Notice – May 12, 2017   |