

**BUDGET CALENDAR  
FOR PREPARATION OF THE 2019-2020  
SCHOOL BUDGET**

(Activities to be completed during the 2018-2019 school year.)

<b>November 19, 2018</b>	<b>Board Meeting</b> Adopt Budget Calendar for 2019-2020
<b>December 10, 2018</b>	<b>Board Meeting</b>
<b>January 7, 2019</b>	<b>Board Meeting</b> 1 <sup>st</sup> Budget Review: Review of <u>Budget Guidelines</u> and <u>Debt Service</u> .
<b>January 28, 2019</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 11, 2019</b>	<b>Board Meeting</b> 3 <sup>rd</sup> Budget Review: Review of the <u>Transportation</u> and <u>Interscholastic Athletics</u> Budgets.
February 18-22, 2019	School Closed - Winter Break
<b>February 25, 2019</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 11, 2019</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 25, 2019</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 8, 2019</b>	<b>Board Meeting</b> Review and possible adoption of proposed budget.
April 22-26, 2019	School Closed - Spring Break
April 22, 2019	Deadline for submission of petitions for nominations of Board candidate(s), until 5:00 p.m.
April 23, 2019	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 16, 2019</b>	<b>Board Meeting</b> – (Tuesday meeting to correspond with the BOCES vote.) Appointment of Clerks and Inspectors of Elections.
<b>April 29, 2019</b>	<b>Last date for districts to adopt proposed budgets.</b>

- May 7, 2019 Budget Document available to public: detailed explanation of contents of Board's adopted budget; invitation to public hearing and budget vote.
- May 13, 2019 Budget Hearing – Averill Park High School LGI/DL Lab, 6:00 p.m.**
- May 14, 2019 Budget Newsletter/Budget Notice mailed.
- May 21, 2019 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 – April 5, 2019  
Third Notice – May 3, 2019

Second Notice – April 19, 2019  
Fourth Notice – May 10, 2019