

**SCHODACK CENTRAL SCHOOL DISTRICT
2021-2022 BUDGET DEVELOPMENT CALENDAR
BOE APPROVAL: November 19, 2020 board meeting**

- November 19, 2020 **Board of Education Regular Meeting, 6:00 p.m.**
Adopt 2021-2022 Budget Calendar
- December 17, 2020 **Board of Education Regular Meeting, 6:00 p.m.**
Presentation of Budget Process
- January 4, 2021 1st SFA Retirement Notification Deadline (end of day)
- January 15, 2021 Budgets due by Building Principals, Assistant Superintendent for School Administration, Director of Facilities, Supervisor of Transportation and other budget builders.
- January 21, 2021 **Board of Education Regular Meeting, 6:00 p.m.**
2021-2022 Rollover Budget/Budget Discussion and Department Presentations
- February 11, 2021 **Board of Education Regular Meeting, 6:00 p.m.**
2021-2022 Draft Budget #1 by Superintendent and Business Administrator
- March 1, 2021 2021-2022 Tax Levy Limit calculation due to NYS Comptroller
- March 18, 2021 **Board of Education Regular Meeting, 6:00 p.m.**
2021-2022 Draft Budget #2 by Superintendent and Business Administrator
- March 30 -
May 15, 2021 District Clerk publishes legal notice of school budget hearing and budget vote. Advertise in two general circulation newspapers four times within seven weeks of vote with first publication at least 45 days before the budget vote.
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| 1 st Notice | Thursday, April 1, 2021 | 2 nd Notice | Friday, April 16, 2021 |
| 3 rd Notice | Friday, April 30, 2021 | 4 th Notice | Friday, May 14, 2021 |
- April 2021 Prepare absentee ballot applications, absentee ballots, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots.
- April 2021 District Clerk informs candidates of legal requirements for all candidates for election to Board of Education to file sworn statements of campaign expenses and distribute the informational material.
- April 1, 2021 2nd SFA Retirement notification deadline (end of day)
- April 1, 2021 **Board of Education Workshop Meeting, 6:00 p.m.**
2021-2022 Budget changes / updates
- April 19, 2021 Deadline for submission of petitions for nominations of Board of Education candidates (30 days before the election until 5 P.M.).
- Deadline for submission of petitions for propositions to be placed on Ballot (30 days preceding budget vote until 5 P.M.).
- First sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education.
- April 20, 2021 Date of drawing by District Clerk for determination on order by listing of board candidates on ballot or voting machine.

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April 20, 2021 **Board of Education Regular Meeting, 6:00 p.m.**
Superintendent recommended budget to Board of Education and
_____ **2021-2022 Budget Adoption.** Major budgetary changes highlighted.

Board of Education adopts board resolution for 2021-2022 Bus/Vehicle Purchases

April 20–
May 11, 2021

District Clerk must mail an absentee ballot to every qualified voter who requests one and to registered disabled voters. Ballots must be mailed not earlier than 30 days or later than 7 days prior to the board election/budget vote date.

April 23, 2021 Real Property Tax Report Card to SED and School Report Card also submitted to the local newspaper for general circulation.

District Clerk must distribute Military Ballots

April 29, 2021 Budget statement and required attachments available to the public (must be available 7 days prior to the budget hearing and 14 days prior to the budget vote). Administrative Salary Disclosures to SED (available to public 7 days prior to budget hearing).

May 2021

Arrange for a notary public to swear in inspectors of elections at the opening of the voting session prior to the budget vote.

Receive sworn statements by candidates for membership of the Board of Education. Prepare voting machines for board elections and budget vote. District Clerk maintains a list of resident names given an absentee ballot through May 19, 2020

May 6, 2021

Public Budget Hearing and Meet the Candidates Night, 6:00 p.m.

May 12, 2021

Mail Budget Newsletter that contains the 6-day Budget Notice to all eligible voters (after budget hearing and at least 6 days prior to vote).

May 12– 19, 2021 District Clerk must maintain a list of resident names given an absentee ballot and make such list available for public inspection the five days prior to the annual meeting except for Sunday.

May 12, 2021 Second sworn statement of campaign contributions or loans by board candidates to be filed with District Clerk and Commissioner of Education five days prior to the vote date.

May 18, 2021 **Annual meeting – 2021-2022 Budget Vote and Board Elections,**

**MH Jr/Sr HS Gym, 6 a.m. through 9 p.m.
Regular Board of Education Meeting, 7:00 p.m.**

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May 19, 2021 – June 7, 2021	Final Sworn Statement must be filed within 20 days after the Election. Sworn statements of campaign contributions or loans in excess of \$1,000, received before the vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by board candidates.
May 26, 2021	Legal notice of adopted budget published by District Clerk.
June 7, 2021	Last date to file with District Clerk and Commissioner of Education final sworn campaign statement by board candidates.
July 1, 2021	2021-2022 Budget implemented (unless re-vote is necessary)

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Timeline - 2021-2022 Budget Re-Vote (if necessary)

May 25 - June 1, 2021	Budget must be completed at least seven days prior to the budget hearing at which it is to be presented
June 1 - June 8, 2021	Public hearing to present budget 7-14 days prior to the re-vote
June 1, 2021	Deadline for publication of the first of two required legal notices prior to budget re-vote.
June 2 - June 16, 2021	Copies of budget and required attachments available to the public (must be available during the 14 days prior to the budget re-vote). Moreover, if changes have been made to the budget that was defeated by the voters on the first vote, copies of the budget disseminated prior to a re-vote must incorporate such changes.
June 8, 2021	Publication of second and final legal notice prior to budget re-vote
June 10, 2021	Deadline for mailing "Budget Notice" (6 days before re-vote)
June 15, 2021	Budget Revote Day, if necessary
July 1, 2021	2021-2022 Budget implemented