

WESTHILL CENTRAL SCHOOL DISTRICT

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BUDGET DEVELOPMENT CALENDAR 2019-20

(Board of Education meetings in bold)

October 22, 2018	Present 2019-20 draft budget calendar and budget development procedures to the Board of Education
December 1, 2018	Present the budget guidelines to building principals and supervisors.
December 10, 2018	Present the long range plan to the Board of Education.
January 23, 2019	Building principals and supervisors present their draft budget to the business office.
February 4, 2019	Review the Governor's executive budget proposal and present 2019-20 preliminary budget forecast to the Board of Education.
March 1, 2019	Submit information necessary for the calculation of the tax levy limit to the state comptroller, commissioner of education, and commissioner of taxation and finance.
March 11, 2019	Budget updates and work session with building level budget proposals.
March 25, 2019	Public information meeting at 7:00 pm in the WHS auditorium. Present the draft 2019-20 budget to the Board of Education for review and comment.
April 1, 2019	Board of Education budget workshop (5:00 pm)
April 2-5, 2019	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication at least 45 days before date of budget vote.
April 22, 2019	Budget adoption by the BOE, but no later than April 26 th . Appointment of clerks and inspectors of election for budget vote. Budget document available to the public. (Arrange setup and delivery of voting machines with Onondaga County Board of Elections).
April 22, 2019	BOCES administrative budget vote and election of BOE candidates.
April 22, 2019	Deadline for submission of petitions for propositions to be placed on ballot: (30 days preceding budget vote)
April 22, 2019	Deadline for submission of petitions for nominations of BOE candidates. Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote date.
April 23, 2019	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions.

April 23, 2019	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 29 th . Also, submit property tax report card to Syracuse Post Standard within 24 hours of budget adoption.
April 24, 2019	Mail district newsletter (include full disclosure information).
April 30, 2019	Budget statement and required attachments must be made available, upon request, at each school building and at the district office, public or free library and on the district's website at least seven (7) days before budget hearing and at least fourteen (14) days before budget vote.
April 30, 2019	Administrative salary disclosure, 7 days before budget hearing
May 1, 2019	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine
May 1 - 14, 2019	Mail absentee ballots. District clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)
May 1, 2019	Transmit propositions to Onondaga County Board of Elections for printing of ballots.
May 7, 2019	Budget hearing (7:00 pm) budget statement and required attachments available 7 days prior to budget hearing.
May 8, 2019	Budget notice must be mailed to eligible voters after the budget hearing and but no later than six days prior to the vote.
May 16, 2019	Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education to be filed with the District Clerk and Commissioner of Education five days prior to vote date
May 16-20, 2019	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the Board of Education.
May 21, 2019	Statewide annual meeting/board election/budget vote day (7 am – 9 pm)
June 13, 2019	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on Board of Education.
June 18, 2019	Statewide budget revote day
July 1, 2019	Implement 2019-20 Budget