

ICHABOD CRANE CENTRAL SCHOOL DISTRICT
CALENDAR FOR DEVELOPING THE 2018-2019 BUDGET

DATE	ACTION
November - March	Administrators analyze staffing needs and school programs for ensuing school year.
Tuesday, December 5, 2017	Budget/Finance Committee Meeting - 6 PM - Central Office Conference Room <i>Rollover Budget</i>
Tuesday, December 5, 2017	Board of Education Meeting - 7:00 PM - High School Library
Thursday, December 14, 2017	Budget materials distributed to administrators
Tuesday, January 9, 2018	Board of Education Meeting - 7 PM - High School Library <i>Presentation: Rollover Budget</i>
Thursday, January 11, 2018	New program and staffing requests to the Superintendent (discussed at Cabinet Meeting)
Monday, January 22, 2018	Budget/Finance Committee Meeting - 5:30 PM - BOE Conference Room <i>Non-Instructional Budget</i>
Tuesday, February 6, 2018	Board of Education Meeting - 7:00 PM - High School Library <i>Presentation: Non-Instructional Budget</i>
Tuesday, February 13, 2018	Budget/Finance Committee Meeting - 5:30 PM - BOE Conference Room <i>Instructional budget</i>
Thursday, February 15, 2018	Building principals submit final budget requests to Business Office
Thursday, March 1, 2018	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website
Tuesday, March 6, 2018	Board of Education Meeting - 7:00 PM - High School Library <i>Presentation: Instructional budget</i>
Thursday, March 29, 2018	Public notice of election & budget vote (publish 4 times in prior 7 weeks - first notice 45 days before election).
Tuesday, April 10, 2018	Budget/Finance Committee Meeting - 6:00 PM - BOE Conference Room <i>Revenues</i>
Tuesday, April 10, 2018	Board of Education Meeting - 7:00 PM - High School Library <i>Presentation: Revenue & Final Budget Presentation</i>
Thursday, April 12, 2018	Public notice of election budget vote (second notice)
Monday, April 16, 2018	Last day to file petitions to run for the Board of Education (must be 30 days before the election)
Tuesday, April 17, 2018	Drawing for ballot positions - 1PM office of the District Clerk Mail absentee ballots
Tuesday, April 17, 2018	Board of Education Meeting - 7:00 PM - High School Library <i>BOCES Vote and Election</i> <i>Adopt 2017-2018 Budget</i>
Wednesday, April 18, 2018	Submit Property Tax Report Card to SED and local newspaper (day after budget adopt) Submission of salary disclosure to SED
Tuesday, April 24, 2018	Budget documents to district building offices and community libraries (<i>1 week prior to budget hearing</i>)
Thursday, April 26, 2018	Public notice of election & budget vote (third notice)
Tuesday, May 1, 2018	Budget Hearing - 7:00 PM Board of Education Meeting - 7:15 PM (following Budget Hearing) - High School Library
Wednesday, May 2, 2018	Mail Budget Newsletter to residents (after budget hearing but no later than 6 days prior to vote)
Tuesday, May 8, 2018	Last day to request absentee ballot if ballot to be mailed
Thursday, May 10, 2018	Public notice of election & budget vote (fourth notice)
Monday, May 14, 2018	Last day to request absentee ballot if ballot to be returned in person
Tuesday, May 15, 2018	Election Day and Vote on 2017-2018 Budget Polls open 8 AM - 9 PM in the High School Gymnasium Absentee ballots must be received in the Office of the District Clerk by 5 PM