

Croton-Harmon UFSD Budget Calendar for 2018/19

	<u>Action Item</u>	<u>Responsible Party</u>	<u>Date Scheduled</u>
September-October	Develop Budget Calendar	Diane	September 1, 2017
	Begin work on budget assumptions	Diane	September 1, 2017
	Debt Service estimates developed	District Treasurer	September 1, 2017
	Strategy meeting	Central/BOE Officers	TBD
	Buildings update lists of facility needs	Paul Gibbons & Head Cust's	on-going
	Meet w/Dir of Facilities to discuss budget process	Diane	October 17, 2017
	Meet w/Transp Supervisor to discuss budget process	Diane	October 17, 2017
November	Review Technology needs	Diane/Deba/Deb/EduTek	October 20, 2017
	Meet w/Principals to discuss budget process	Diane/Ed/Deb	November 1, 2017
	Review budget assumptions and budget calendar with Board of Education	Diane	November 2, 2017
	Meet w/Dir of Athletics to discuss budget process	Diane	November 7, 2017
	Meet w/Dir of Facilities to review preliminary budget	Diane/Paul	November 14, 2017
December	Meet w/Transp Supervisor to review preliminary budget	Diane/Rochelle	November 14, 2017
	Review Facility needs	Paul Gibbons & Head Cust's	on-going
December	Prepare and distribute Expenditure History Reports to each school and department	District Treasurer	December 1, 2017
	<i>Supt, Asst Supt & Business Official meet with Principals to review preliminary information:</i>		
	- staffing needs based on projected enrollment	<i>Principals</i>	<i>CET</i> November 27, 2017
	- new, enhanced, revised program plans		<i>CHHS</i> November 30, 2017
	- instructional space & equipment,		<i>PVC</i> December 4, 2017
	- co-curricular programs, summer initiatives		
	Contractual salaries and employee benefits projected	Diane	December 1, 2017
	BOE Budget Workshop (part of reg. mtg.)	Diane/Ed/Deb	December 7, 2017
	Preliminary budget developed- not detailed	Diane Chaissan	December 15, 2017
	Recommendations for transportation fleet developed	Rochelle O'Mara	December 15, 2017
January	Athletic budget proposals reviewed by Athletic Director with Supt & Asst Supt & Business Official	John Buonamano	January 3, 2018
	Salary recommendations	Diane Chaissan	January 7, 2018
	Transportation budget recommendations reviewed with Business Official	Rochelle O'Mara	January 11, 2018
	Technology priority list reviewed with Supt, Asst Supt & Business Official	Deba August	January 12, 2018
	Bldg budgets due to the Business Office		January 12, 2018
	O&M priority list reviewed with Supt	Paul Gibbons	January 17, 2018
	BOCES requests reviewed	Diane/Deb/Ed	January 22, 2018
	Preliminary budget reviewed with Superintendent	Diane/Deb/Ed	January 22, 2018
	Special Education & PPS budget requests reviewed	Diane/Karen/Deb	January 23, 2018
	Board of Education reviews non-contractual salaries		
	Athletic Budget submitted to Business Official	John Buonamano	January 23, 2018
	Edu-Tek technology budget reviewed	Diane/Deba/Edu-tek	TBD
	Special Education budget submitted	Karen Gatto	January 23, 2018
	Transp budget submitted to Business Official	Rochelle O'Mara	January 23, 2018
	O&M budget submitted to Business Official	Paul Gibbons	January 23, 2018
	DW Technology budget submitted to Business Official	Deba	January 23, 2018
	Budget Retreat for Administration in DO BOE Room	All Admin	January 24, 2018

Any budget revisions are to be submitted to Business Office by February 8, 2018

	<u>Action Item</u>	<u>Responsible Party</u>	<u>Date Scheduled</u>
February	Preliminary budget reviewed with BOE	Diane Chaissan	February 1, 2018
	Draft preliminary budget reviewed with DO Admin	Diane Chaissan	February 5, 2018
	BOE Budget Workshop	BOE & Admin	February 15, 2018
March	Submit tax levy calculation to OSC	Diane Chaissan	March 1, 2018
	BOE to adopt resolution re: bus proposition		March 1, 2018
	BOE Budget Saturday 8 am - 1:30 pm	BOE & Adm	March 10, 2018
April	1st of 4 advertisements of budget vote-date to be published	Clerk	April 3, 2018
	Board Meeting - Adoption of Budget	Board of Ed	April 5, 2018
	Property Tax Report cards sent to SED and newspapers	Clerk	April 6, 2018
	Submit 2nd of 4 advertisements of budget vote	Clerk	April 10, 2018
	Nominating petitions and other petitions to district clerk by 5:00 pm	Clerk	April 16, 2018
	Candidates draw for position on ballot	Clerk	April 17, 2018
	Public Budget Document available in DO & schools	Asst Supt for Business	April 20, 2018
	BOE votes on BOCES Admin. Budget	Board of Ed	April 24, 2018
	Submit 3rd of 4 advertisements of budget vote	Clerk	April 24, 2018
May	Public Budget Hearing		May 3, 2018
	Budget Notice must be mailed after budget hearing and at least 6 days prior to vote		May 7, 2018
	4th of 4 advertisements of budget vote	Clerk	May 9, 2018
	Statewide Budget Vote and School Board Trustee Elections		May 15, 2018