

Croton-Harmon UFSD Budget Calendar for 2019/20

	<u>Action Item</u>	<u>Responsible Party</u>	<u>Date Scheduled</u>	
September-October	Develop Budget Calendar	Diane	September 10, 2018	
	Begin work on budget assumptions	Diane	September 10, 2018	
	Debt Service estimates developed	District Treasurer	September 10, 2018	
	Strategy meeting	Central/BOE Officers	September 28, 2018	
	Buildings update lists of facility needs	Paul Gibbons & Head Cust's	on-going	
	Meet w/Transp Supervisor to discuss budget process	Diane	October 23, 2018	
	Meet w/Dir. Of Facilities to discuss budget process	Diane	October 24, 2018	
	Review Technology needs	Diane/Deba/John/EduTek	October 26, 2018	
November	Review budget assumptions and budget calendar with the Board of Education	Diane	November 1, 2018	
	Meet w/Principals to discuss budget process	Diane/John G./Deb	November 6, 2018	
	Meet w/Dir of Athletics to discuss budget process	Diane	November 6, 2018	
	Meet w/Dir of Facilities to review preliminary budget	Diane/Paul	November 12, 2018	
	Meet w/Transp Supervisor to review preliminary budget	Diane/Rochelle	November 14, 2018	
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, 2018	
	Contractual salaries and employee benefits projected	Diane	December 1, 2018	
	Supt, Asst Supt & Business Official meet with	CET	December 4, 2018	
	BOE Budget Workshop (part of reg. mtg.)	Diane/John G/Deb	December 6, 2018	
	Principals to review preliminary information:	Principals	CHHS	December 7, 2018
	- staffing needs based on projected enrollment		PVC	December 10, 2018
	- new, enhanced, revised program plans			
	- instructional space & equipment,			
- co-curricular programs, summer initiatives				
Preliminary budget developed- not detailed	Diane Chaissan		December 14, 2018	
Recommendations for transportation fleet developed	Rochelle O'Mara		December 14, 2018	
January	Athletic budget proposals reviewed by Athletic Director with Supt & Asst Supt & Business Official	John Buonamano	January 3, 2019	
	Salary recommendations	Business Official	January 7, 2019	
	Technology priority list reviewed with Supt, Asst Supt & Business Official	Deba August	January 9, 2019	
	O&M priority list reviewed with Supt, B.O.	Paul Gibbons	January 10, 2019	
	Transportation budget recommendations reviewed with Business Official	Rochelle O'Mara	January 11, 2019	
	Bldg budgets due to the Business Office		January 11, 2019	
	BOCES requests reviewed	B.O./Deb/John G.	January 22, 2019	
	Preliminary budget reviewed with Superintendent	B.O./Deb/John G.	January 22, 2019	
	Special Education & PPS budget requests reviewed	John G./Karen/B.O.	January 22, 2019	
	Board of Education reviews non-contractual salaries			
	Athletic Budget submitted to Business Official	John Buonamano	January 22, 2019	
	Edu-Tek technology budget reviewed	B.O./Deba/Edu-tek	January 22, 2019	
	Special Education budget submitted	Karen Gatto	January 22, 2019	
	Transp budget submitted to Business Official	Rochelle O'Mara	January 22, 2019	
	O&M budget submitted to Business Official	Paul Gibbons	January 22, 2019	
	DW Technology budget submitted to Business Official	Deba	January 22, 2019	
Budget Retreat for Administration in DO BOE Room	All Admin	January 23, 2019		

Any budget revisions are to be submitted to Business Office by February 7, 2019

	<u>Action Item</u>	<u>Responsible Party</u>	<u>Date Scheduled</u>
February	Preliminary budget reviewed with BOE	Business Official	February 7, 2019
	Draft preliminary budget reviewed with DO Admin	Business Official	February 11, 2019
	BOE Budget Workshop	BOE & Admin	February 28, 2019
March	Submit tax levy calculation to OSC	Business Official	March 1, 2019
	BOE to adopt resolution re: bus proposition		March 7, 2019
	BOE Budget Saturday 8 am - 1:30 pm	BOE & Adm	March 9, 2019
April	1st of 4 advertisements of budget vote-date to be published	Clerk	April 1, 2019
	Board Meeting - Adoption of Budget	Board of Ed	April 4, 2019
	Property Tax Report cards sent to SED and newspapers	Clerk	April 8, 2019
	Submit 2nd of 4 advertisements of budget vote	Clerk	April 15, 2019
	Nominating petitions and other petitions to district clerk by 5:00 pm	Clerk	April 15, 2019
	Candidates draw for position on ballot	Clerk	April 15, 2019
	Public Budget Document available in DO & schools	Asst Supt for Business	April 15, 2019
	BOE votes on BOCES Admin. Budget	Board of Ed	April 23, 2019
	Submit 3rd of 4 advertisements of budget vote	Clerk	April 23, 2019
May	Public Budget Hearing		May 2, 2019
	Budget Notice must be mailed after budget hearing and at least 6 days prior to vote		May 6, 2019
	4th of 4 advertisements of budget vote	Clerk	May 7, 2019
	Statewide Budget Vote and School Board Trustee Elections		May 21, 2019