

Croton-Harmon UFSD Budget Calendar for 2019/20

<i>Month</i>	<i>Action Item</i>	<i>Date Scheduled</i>
September-October	Develop Budget Calendar	September 10, 2018
	Begin work on budget assumptions	September 10, 2018
	Debt Service estimates developed	September 10, 2018
	Strategy meeting	September 28, 2018
	Buildings update lists of facility needs	on-going
	Meet w/Transportation Supervisor to discuss budget process	October 23, 2018
	Meet w/Director of Facilities to discuss budget process	October 24, 2018
	Review Technology needs	October 26, 2018
November	Review budget assumptions and budget calendar with BOE	November 1, 2018
	Meet w/Principals to discuss budget process	November 6, 2018
	Meet w/Director of Athletics to discuss budget process	November 6, 2018
	Meet w/Director of Facilities to review preliminary budget	November 12, 2018
	Meet w/Transportation Supervisor to review preliminary budget	November 14, 2018
Review Facility needs	on-going	
December	Distribute Expenditure History Reports to Principals & Directors	December 1, 2018
	Contractual salaries and employee benefits projected	December 1, 2018
	<i>Administration to meet with CET to discuss budget</i>	December 4, 2018
	BOE Budget Workshop (part of reg. mtg.)	December 6, 2018
	<i>Principals to review preliminary information:</i>	December 7, 2018
	<i>- staffing needs based on projected enrollment</i>	December 10, 2018
	<i>- new, enhanced, revised program plans</i>	
	<i>- instructional space & equipment,</i>	
<i>- co-curricular programs, summer initiatives</i>		
Recommendations for transportation fleet developed	December 14, 2018	
January	Athletic budget proposals reviewed with Director & Administration	January 3, 2019
	Salary recommendations	January 7, 2019
	<i>Technology priority list reviewed with Administration</i>	January 9, 2019
	<i>O&M priority list reviewed with Supt, B.O.</i>	January 10, 2019
	Transportation budget proposals reviewed with Administration	January 11, 2019
	Building budgets due to the Business Office	January 11, 2019
	BOCES requests reviewed	January 22, 2019
	Preliminary budget reviewed with Superintendent	January 22, 2019
	Special Education & PPS budget requests reviewed	January 22, 2019
	Athletic Budget submitted to Business Official	January 22, 2019
	Administrative & Edu-Tek technology budget reviewed	January 22, 2019
	Special Education budget submitted	January 22, 2019
	Transportation budget submitted to Business Official	January 22, 2019
	O&M budget submitted to Business Official	January 22, 2019
DW Technology budget submitted to Business Official	January 22, 2019	
Budget Retreat for Administration in DO BOE Room	January 23, 2019	
February	Preliminary budget reviewed with BOE-FINAL date for revisions	February 7, 2019
	Draft preliminary budget reviewed with DO Admin	February 11, 2019
	BOE Budget Workshop	February 28, 2019
March	Submit tax levy calculation to OSC	March 1, 2019
	BOE to adopt resolution re: bus proposition	March 7, 2019
	BOE Budget Saturday 8 am - 1:30 pm	March 9, 2019
April	1st of 4 advertisements of budget vote-date to be published	April 1, 2019
	Board Meeting - Adoption of Budget	April 4, 2019
	Property Tax Report cards sent to SED and newspapers	April 8, 2019
	Submit 2nd of 4 advertisements of budget vote	April 15, 2019
	Nominating & other petitions due to District Clerk by 5:00 p.m.	April 15, 2019
	Candidates draw for position on ballot	April 15, 2019
	Public Budget Document available in DO & schools	April 15, 2019
	BOE votes on BOCES Admin. Budget	April 23, 2019
Submit 3rd of 4 advertisements of budget vote	April 23, 2019	
May	Public Budget Hearing	May 9, 2019
	Budget Notice must be mailed after budget hearing and at least 6 days prior	May 6, 2019
	4th of 4 advertisements of budget vote	May 7, 2019
	Statewide Budget Vote & School Board Trustee Elections	May 21, 2019
June	Statewide Budget Revote Day	June 18, 2019