

East Rochester Union Free School District

2021-2022 Budget Development Calendar

Final – Proposed to BOE 11/10/2020

<u>Calendar Date</u>	<u>Event</u>
Tuesday, November 10, 2020 <i>(Regular BOE Meeting)</i>	2021-2022 Budget Calendar reviewed and adopted by Board of Education. Present preliminary Budget Information to BOE -Approach to Budget Development -"What to Expect" (State Aid, Tax Cap, Benefits, Pensions)
Thursday, November 19, 2020 (Cabinet Meeting – 9:30 AM)	Budget Calendar posted and distributed to Administration. Cabinet Level Budget Topics for Discussion: Specifically, " <i>What is Important to be Funded?</i> ": <ul style="list-style-type: none"> • 2021-22 enrollment and staffing projections • Building Level Budgets – Process/expectations • New program requests/Review of current programs <ul style="list-style-type: none"> • The future of UPK • BOCES programs & services • Curriculum & Instruction • Athletics • Special Education • Summer program needs <ul style="list-style-type: none"> • SLA/ ESY/MLA – <i>What will it look like?</i> • Counselors and nurses • Planning meetings • Facilities project requests – Maintenance of Plant • Equipment/Technology Administrators please be prepared to discuss, with numbers, budget and program effectiveness along with support data for the above at the designated Administrative Cabinet meetings
Thursday, November 19, 2020 <i>(Administrative Cabinet)</i>	-Building Level Budget allotments distributed and process discussed
Thursday, November 19, 2020 <i>(Administrative Cabinet)</i>	Distribution of 2021-22 Service Requests from Monroe 2 BOCES, and discussion – Requests due to Business Office by 12-1-2020. -2021-2022 Staff & Enrollment discussion -UPK -Existing programs – support data and effectiveness for students --BOCES 2 Services Reviewed
Tuesday, December 1, 2020	Initial Requests for Monroe 2 BOCES Services Due to Business Office. <i>(Submit to M2 BOCES by Dec 3rd)</i>
Thursday, December 10, 2020 <i>(Administrative Cabinet)</i>	-Summer programs – budget needs/assessment -Athletics - Technology needs

<u>Calendar Date</u>	<u>Event</u>
Thursday, December 10 and 17, 2020 <i>(Administrative Cabinet meetings)</i>	Distribution of 2021-2022 Service Request Form from Monroe 1 BOCES, and discussion. <ul style="list-style-type: none"> • Special Education focus discussion • PD/Curriculum focus discussion • Operations & Maintenance
Thursday, January 7, 2021 <i>(Administrative Cabinet meeting)</i>	Budget Development Spreadsheets Folder Open for Staff Budget Input. Deadline for Completion: February 11, 2021 <ul style="list-style-type: none"> • Follow-up of Previous topics
Tuesday, January 19, 2021 <i>(Regular BOE Meeting)</i>	Present BOE with Revenues & Reserve Plan; Expenditures
Thursday, January 21, 2021 <i>(Administrative Cabinet)</i>	Initial Requests for Monroe 1 BOCES Services Due to Business Office. (Submit to M1 by January 29, 2021) <ul style="list-style-type: none"> • Follow-up of Previous Topics
Tuesday, February 2, 2021 <i>(BOE Retreat & Budget Workshop)</i>	Agenda TBD <ul style="list-style-type: none"> • Review of Governor's Executive Budget • Preliminary Gap Review
Thursday, February 9, 2021 <i>(Regular BOE Meeting)</i>	Present Expenditures & Revenues Board Reviews Tax Levy Limit
Tuesday, February 11, 2021	Staff Budget Spreadsheet Completion Deadline
Monday, March 1, 2021 <i>(Tax Cap Submission Deadline - on or about March 1st every year)</i>	Deadline for Submission of Tax Cap Calculation Information and District's Calculation of Tax Levy Limit to OSC, NYSED, and NYS Taxation and Finance. Petitions available for candidates for Board of Education. <i>(at least one month prior to deadline – our practice)</i>
Tuesday, March 2, 2021 <i>(Budget Workshop)</i>	BOE Budget Workshop/Budget Status Update to BOE – Continued work on Gap closing measures to balance budget Interested Board Candidate Meet & Greet immediately following the workshop
Tuesday, March 16, 2021 <i>(Regular BOE Meeting)</i>	Budget status update to BOE Interested Board Candidate Meet & Greet immediately following the workshop
Thursday, March 25, 2021 – 3:00 P.M.	Deadline to contact M-P Newspaper for Budget Legal Notice publication beginning on 4/2/21 (Don't forget Daily Record and RBJ)
Tuesday, March 30, 2021	49 Days Prior to Budget Vote (7 weeks prior to vote)
Friday, April 2, 2021	Publish 1st Budget Legal Notice (FIRST NOTICE 4/2/21. Also 4/16, 4/30, and 5/14) Legal notice of school budget hearing and budget vote. Must advertise 4 times within seven weeks of the vote with first publication 45 days before the date of the budget vote. Must be published in at least two newspapers of general circulation.

<u>Calendar Date</u>	<u>Event</u>
Saturday, April 3, 2021	45 Days Prior to Budget Vote (<i>1st publication of legal notice on or before this date [45 days], but not earlier than 49 days before the vote</i>)
Tuesday, April 6, 2021 (<i>Budget Workshop</i>)	Present Final Balanced Budget Board adopts budget (<i>if possible</i>)
Friday, April 16, 2021	Publish 2nd Budget Legal Notice
Monday, April 19, 2021 (<i>30 days prior to vote</i>)	This Marks 30 Days Prior to Budget Vote
Monday, April 19, 2021	<p>Earliest day to mail absentee ballots (<i>absentee ballots can be mailed no earlier than 30 days and no later than 8 days prior to vote [April 19 – May 10, 2021]</i>)</p> <p>District Clerk maintains absentee ballot list through May 18, 2021.</p> <p>Last day to submit petitions for propositions to be placed on the ballot</p> <p>Deadline to accept submission of petitions for Board of Education candidates - due to District Clerk by 4:00 P.M.</p> <p>Deadline to inform candidates of legal requirements and filing of sworn statements of campaign contributions.</p> <p>First sworn expenditure statement of campaign contributions to be filed with District Clerk and Commissioner of Education (<i>30 days prior to vote date</i>)</p>
Tuesday, April 20, 2021 (<i>Regular BOE Meeting</i>)	<p>Last opportunity to adopt budget at Regular Board Meeting. (Submit Property Tax Report Card within 24 hours of adoption). (See entry for April 24 and 25).</p> <p>Budget Statement and required attachments must be made available, upon request, at each school building, district office, public library, and on District website. (At least 7 days prior to hearing MAY 4, 2021 and 14 days prior to vote MAY 18, 2021)</p> <p>Lottery drawing for placement of candidates' names on the ballot. (<i>should be done in April</i>)</p>
Thursday, April 22, 2021	Draft Budget Brochure to Monroe 2
Friday, April 23, 2021 (<i>25 Days Before Budget Vote</i>)	<i>Legal deadline for Budget Adoption by BOE (25 days before budget vote)</i>
Saturday, April 24, 2021 (<i>24 Days Before Budget Vote</i>)	Legal Deadline for Property Tax Report Card Submission (<i>24 days before budget vote. Because this is always a Saturday, SED allows submission deadline to be the following business day.</i>)

<u>Calendar Date</u>	<u>Event</u>
Monday, April 26, 2021 <i>(de Facto Deadline for PTRC Submission)</i>	De Facto Legal Deadline for Submission of Property Tax Report Card (see above). Property Tax Report Card must be submitted to SED within 24 hours of budget adoption, but not later than April 26, 2021. Transmit Property Tax Report Card to local newspapers of general circulation. SED accepts transmissions via SAMS through Monday, April 26, 2021.
Tuesday, April 27, 2021	Budget document available to the public. Arrange for the return of the voting machines with the Board of Elections.
Friday, April 30, 2020	Publish 3rd Budget Legal Notice
Tuesday, May 4, 2021 <i>(Budget Hearing & Regular BOE Meeting)</i> Date Range for Budget Hearing: May 4-11, 2021	Budget Hearing. <i>Budget Statement and required attachments must be made available 7 days prior to the Budget Hearing. The budget must be presented in plain language and in three components: Administrative, Program and Capital.</i>
Wednesday, May 5, 2021 <i>Date Range: May 5-12, 2021</i>	Mail Budget Notice to eligible voters the day after the Budget Hearing but no later than 6 days prior to Budget Vote day.
Friday, May 14, 2021	Publish 4th Budget Legal Notice
Thursday, May 13, 2021----- Thursday, May 13, 2021 –May 17, 2021 Monday, May 17, 2021-----	Deadline for Second filing of BOE candidate’s sworn statements of campaign contributions with District Clerk and Commissioner of Education. 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 the Commissioner of Education within 24 hours of receipt by candidates for membership on the Board of Education. District Clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required) Last day to receive personally delivered absentee ballots – deadline 5:00 P.M.
Tuesday, May 18, 2021 <i>(Annual Meeting)</i>	Budget Vote and Election of Board of Education. (3rd Tuesday in May)
Monday, June 7, 2021	Last date for BOE candidates to file final sworn statement of campaign contributions with District Clerk and Commissioner of Education (no more than 20 days after the election)

June Budget Revote

<u>Calendar Date</u>	<u>Event</u>
Tuesday, May 25, 2021 - Tuesday, June 1, 2021	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revote.
Thursday, May 20, 2021 – 3:00 P.M.	Deadline to contact M-P Newspaper for Budget Revote Legal Notice publication beginning on 6/1/21 (Don't forget Daily Record and RBJ) (Publish TWICE: June 1 & June 11, 2021)
Tuesday, June 1, 2021	Publish 1st Budget Revote Legal Notice (must be 14 days before revote)
Tuesday, June 1, 2021 <i>(14 Days prior to Revote)</i>	Earliest Day to Hold Budget Revote Hearing (No later than 7-14 days prior to Revote Day)
Wednesday, June 2, 2021	Earliest Day to Mail Budget Notice to Voters (The day after budget hearing but not later than six days before revote day.
Tuesday, June 8, 2021 <i>(7 Days prior to Revote)</i>	Budget Revote Hearing (No later than 7 days prior to Revote Day)
Wednesday, June 9, 2021	Last day to mail Budget Notice (6 days prior to revote)
Friday, June 11, 2021	Publish 2nd (FINAL) Budget Revote Legal Notice
Tuesday, June 15, 2021 <i>(Regular BOE Meeting)</i>	Statewide Budget Revote Day (3rd Tuesday in June)