



BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT

2020-2021 BUDGET DEVELOPMENT CALENDAR

DATE	BUDGET DEVELOPMENT
November 2019	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. Review budget status for potential increase/decreases.
December 2019	Meet with non-instructional budgets supervisors to discuss first budget drafts (Operations & Maintenance, Technology and General Support). Meet with all related departments to discuss requests of 2020-21 BOCES services. Principals meet with faculty to discuss Instructional Programs and item requests for the 2020-21 Program Budget. Administrators prepare Program, Staff and Facility Reports for review and discussion with the Superintendent.
January 23, 2020	Budget Work Session & Regular Board of Education Meeting 8:00 p.m. General Budget overview and General Support review to Board of Education. Current year expense and revenue update used to project fund balance. Presentation of a five-year budget forecast based on 2018-19 expenditures.
January 2020	Administrators to review instructional budgets with the Superintendent and Assistant Superintendent.
February 6, 2020	Budget Work Session & Regular Board of Education Meeting 8:00 p.m. Budget Update, Discuss Governor's proposed budget with Board of Education. Special Education Program, Technology Department, Operations and Maintenance, and Transportation budget plans to be presented to the Board of Education.
February 27, 2020	Budget Work Session & Regular Board of Education Meeting 8:00 p.m. High School, Middle School, & Elementary School Program Review Presentations. Athletics Program Presentation. Review of the Tax Levy Limit Calculation.
March 1, 2020	Assistant Superintendent will submit information to calculate Tax Levy Limit on Office of State Comptroller's website on or before March 1.
March 12, 2020	Budget Work Session & Regular Board of Education Meeting 8:00 p.m. Presentation of the Superintendent's Recommended Proposed 2020-21 Budget.
March 26, 2020	Budget Work Session & Regular Board of Education Meeting 8:00 p.m. Assistant Superintendent will supply the Board of Education with updated information on 2020-21 Employee Benefits cost, and a review the projected 2020-21 BOCES budgets.
April 3, 2020	District Clerk publishes first publication of legal notice, time, and location of school election, budget hearing and budget vote. (Must advertise four times within seven weeks of the vote with first publication 45-49 days before the budget vote.)
April 2020	District Clerk will prepare Absentee Ballot application, Absentee Ballots, related envelopes and directions to voters.



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April 16, 2020	Budget Work Session & Regular Board of Education Meeting 8:00 p.m. Final 2020-21 Budget and Education Plan presented to the Board of Education.
April 17, 2020	Second publication of legal notice, time, and location of School Budget hearing & budget vote.
April 20, 2020	Deadline for submission of Board of Education petitions due to the District Clerk's office by 5:00 pm. Absentee ballots available upon request.
April 21, 2020	Regular Board of Education Meeting 8:00 p.m. Board of Education to vote on the Putnam Northern Westchester BOCES Administrative Budget and Board candidates. Board of Education adoption of the 2020-21 Budget.
April 22, 2020	Assistant Superintendent submits the Property Tax Report Card electronically to SED within 24 hours of Board of Education adoption of the 2020-21 Budget, and submits to legal newspaper for general circulation.
April 29, 2020	Budget Document available to the public in district buildings and on the district website. SED required Salary disclosure form submitted electronically by the Assistant Superintendent.
April 30, 2020	Third publication of legal notice, time, and location of school budget hearing and budget vote.
May 7, 2020	Public Budget Hearing & Regular Board of Education Meeting 8:00 p.m.
May 8, 2020	Budget Notice mailed to residents including property tax report card. Budget newsletter available to the public.
May 12, 2020	Deadline for applications for absentee ballots if to be mailed.
May 13, 2020	Fourth publication of legal notice School Budget Hearing and Budget Vote; Extended Evening Voter Registration Day until 8:00pm; Deadline for applications for absentee ballots if to be mailed.
May 18, 2020	Deadline for application for absentee ballots if to be picked up.
May 19, 2020	Budget Vote and Election of BOE candidates 6:00 am – 9:00pm. Absentee voting ballots due by 5pm.