GLOVERSVILLE SCHOOL DISTRICT

CALENDAR FOR DEVELOPING THE 2017-2018 BUDGET

DATE	ACTION
November - March	Administrators analyze staffing needs and school programs for ensuing school year.
Monday, December 12, 2016	**Board of Education Meeting - 6:30 PM - Boulevard Elementary School**
Thursday, December 15, 2016	Budget materials distributed to administrators
Thursday, December 22, 2016	New program and staffing requests to the Superintendent (discussed at Cabinet Meeting)
Monday, January 9, 2017	**Budget/Finance Committee Meeting - 5:45 PM - Kingsborough Elementary School** *Preliminary non-instructional budget reviewed* **Board of Education Meeting - 6:30 PM - Kingsborough Elementary School**
Monday, February 6, 2017	**Board of Education Meeting - 6:30 PM - Gloversville High School** Resolution regarding Board of Education election and budget vote presented
Monday, February 13, 2017	**Budget/Finance Committee Meeting - 6:00 PM - BOE Conference Room** *Updated non-instructional budget and preliminary instructional budget reviewed*
Monday, February 13, 2017	Building principals submit final budget requests to Business Office
Monday, February 27, 2017	**Board of Education Business Meeting - 6:30 PM - BOE Conference Room**
Wednesday, March 1, 2017	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website
Wednesday, March 8, 2017	**Budget/Finance Committee Meeting - 6:00 PM - BOE Conference Room** *Updated instructional budget*
Monday, March 13, 2017	**Board of Education Meeting - 6:30 PM - BOE Conference Room** *Non-instructional Budget Presentation*
Monday, March 27, 2017	**Board of Education Business Meeting - 6:30 PM - BOE Conference Room** *Instructional Budget Presentation*
Friday, March 31, 2017	Public notice of election & budget vote (publish 4 times in prior 7 weeks - first notice 45 days before election). Public notice of registration (publish 2 times in prior 2 weeks)
Monday, April 3, 2017	**Budget/Finance Committee Meeting - 6:00 PM - BOE Conference Room** *Revenue and state aid*
Friday, April 7, 2017	Publish notice of registration (publish 2 times in prior 2 weeks)
Monday, April 10, 2017	**Board of Education Business Meeting - 6:30 PM - BOE Conference Room** *State aid and Revenue Presentation and Possible Adoption of the Budget*
Tuesday, April 11, 2017	Submit Property Tax Report Card to SED and local newspaper Copies of adopted budget available for the public Submission of salary disclosure to SED
Wednesday, April 12, 2017	**Personal Registration - 4:00 - 8:00 PM - BOE Tutoring Center**
Friday, April 14, 2017	Public notice of election budget vote (second notice) **Board of Education Business Meeting - 6:30 PM - BOE Conference Room**
Wednesday, April 26, 2017	*Adopt BOCES Budget* Last day to fle petitions to run for the Board of Education (must be 20 days before the election)
Thursday, April 27, 2017	Drawing for ballot positions - 9 AM office of the Superintendent Mail absentee ballots
Tuesday, May 2, 2017	Public notice of election & budget vote (third notice) Public notice of filing of registers
Tuesday, May 9, 2017	**Budget Hearing - 6:30 PM - Gloversville Middle School Auditorium** **Board of Education Business Meeting - 7:00 PM - BOE Conference Room** Public notice of filing of registers (second notice) Last day to request absentee ballot if ballot to be mailed Public notice of election & budget vote (fourth notice)
Wednesday, May 10, 2017	Mail Budget Newsletter to residents (1 day after public hearing)
Monday, May 15, 2017	Last day to request absentee ballot if ballot to be returned in person
Tuesday, May 16, 2017	***Election Day and Vote on 2016-2017 Budget*** Polls open 11 AM - 8 PM at the Gloversville High School & Bleecker Town Hall Absentee ballots must be received in the Office of the District Clerk by 5 PM