



COMMUNITY BUDGET DEVELOPMENT CALENDAR 2016-2017 School Year

District Mission Statement: *Through collective partnerships develop self-motivated, confident and competent citizens, capable of making life decisions that reflect responsibility and a respectful appreciation of a heritage rich in cultural diversity and supportive of individual and collective opportunities for achievement. (Adopted by the Board of Education August 18, 2008)*

TARGET DATES	FOCUS
October 13, 2015	Present 2016-17 budget calendar and budget development procedures to the BOE for adoption.
November 2, 2015	Rollover Status Quo Budget issued.
November 2, 2015	Debt Service Amortization for Serial Bonds, BANS, Principal and Interest.
November 2-9, 2015	Per pupil allocations and Budget Calendar issued to Cabinet.
November 10, 2015	Secretarial meeting, distribution of Budget Forms and Standard Supply Books.
December 21, 2015	Standard Supply Books returned to Business Office for processing.
December 21, 2015	Budget plans from each building for supplies, furniture, equipment and contractual items returned to Business Office.
January 8, 2016	Health & Dental Insurance programs reviewed for preliminary 2016-17 enrollment and rates.
January 19, 2016	Regular BOE Meeting – Budget Review - Middle School LGI Room – 6:30 p.m.
January 22, 2016	Operations & Maintenance, Transportation and Athletic Department programs reviewed and returned to Business Office.
January 22, 2016	BOCES Occupational Education, Alternative Education and Special Education programs reviewed and verified by Secondary & Elementary Principals, Director of Special Education and CSE/CPSE Chairpersons.
February 12, 2016	Staffing needs reviewed by Assistant Superintendent of Schools for Curriculum & Instruction with Elementary and Secondary Administration. Textbook needs turned in for review.
February 22, 2016	Regular BOE Meeting - Budget Review - SH LGI Room - 6:30 p.m.
February 29, 2016	BOE Budget Workshop – SH LGI Room – 6:30 p.m. - O&M, Transportation, Special Education, Employee Benefits, and Debt Service.
March 1, 2016	Tax Levy Limit Submission due to New York State Comptroller.



SOUTH GLENS FALLS CENTRAL SCHOOL DISTRICT

March 1, 2016	Proposed Budget detailed into three components: Administrative, Program and Capital. Administrative and Contingent Budget Caps calculated.
March 1, 2016	Draft 1 General Fund Operating Budget presented to Administrative Cabinet.
March 1, 2016	Review of Budget, Revenues, State Aid and Tax Cap Threshold.
March 14, 2016	BOE Budget Workshop – SH LGI Room – 6:30 p.m.
March 21, 2016	Regular BOE Meeting – SH LGI Room – 6:30 p.m.
March 28, 2016	BOE Budget Workshop – SH LGI Room, 6:30 p.m.
April 2, 2016	Legal notice of date, time and place of School Budget Hearing and Annual Budget Vote.
April 11, 2016	BOE Regular Meeting - Possible Budget Adoption.
April 18, 2016	Deadline for submission of petitions to the District Clerk for nominations of Board of Education candidates (30 days prior to election) 4:00 p.m.
April 25, 2016	Popular Budget document available to public prior to Annual Budget Hearing.
April 25, 2016	Property Tax Report Card submitted to SED by end of the next business day following budget adoption. Copy of the Property Tax Report Card submitted to official district newspapers.
April 26 - May 3, 2016	Budget Statement and attachments made available to each school building, district office, public library and posted on district website.
May 4-11, 2016	District Budget Newsletter mailed to residents.
Wednesday May 4, 2016	Annual Budget Hearing and Meet the Candidates – Senior High School 6:30 p.m. – 7:30 p.m.
Wednesday May 4, 2016	Voter Registration 8:00 a.m. – 4:00 p.m. – Administrative Center and High School
Tuesday May 17, 2016	Annual Board of Education Election and Budget/Propositions Vote

