

BLIND BROOK-RYE UNION FREE SCHOOL DISTRICT
2017-2018 BUDGET -- ADMINISTRATIVE CALENDAR

October - December		Administration & Staff - preliminary planning & development of the 2017-2018 Budget.
Monday	December 12, 2016	BOE Designates Date of Election (Vote on Budget, Propositions, BOE Members).
Friday	December 16, 2016	Administrators – Final date to submit budget/personnel requests to Interim Superintendent.
Monday	January 9, 2017	Petitions available for School Board Candidates Expiring 6/30/17: Jeffrey B. Diamond and Wendy Z. Adler, 3-year terms.
Monday	February 13, 2017	Superintendent’s Proposed 2017-2018 Budget Presentation
Saturday	March 4, 2017	Comprehensive Saturday Budget Workshop
Monday	March 6, 2017	Community Budget Discussion Submission of Tax Cap Information to OSC, NYSED and NYSDTF Send 1st Legal Notice to Newspapers - Notice of Election to be published on 3/31, 4/7, 4/21, 5/5. Email Paul Caputo and Robin (995-5713) at BOE for voter lists and signature sheets and use of electronic voting machines.
Monday	March 13, 2017	Call Board of Elections to inquire about use of electronic machines. Prepare resolution appointing election inspectors. Board Appoints “extra” Election Inspectors (if needed).
Friday	March 17, 2017	Deadline - Submission of Petitions Relating to the Annual Election (Does not include BOE candidate petitions – these are due April 17 th).
Monday	March 20, 2017	Community Budget Discussion Resolution: BOE approves any propositions to appear on Ballot.
Friday	March 31, 2017	1st publication of Notice Annual Election (must be published four times in 45-day period preceding Annual Election).
Monday	April 3, 2017	Community Budget Discussion Send letters to election inspectors confirming their commitment.
Friday	April 7, 2017	2nd publication of Notice Annual Election
Monday	April 17, 2017	Deadline - Submission of BOE Candidate Petitions Nominating Board Member Petitions Due (must be received by 4:00 pm). Prepare resolutions if necessary 1 st Campaign Expenditure Statements Due
Tuesday	April 18, 2017	Adoption of 2017-2018 Budget & Property Tax Report Card BOCES 2017-2018 Budget & Board Member Vote Prepare proposed budget newsletter (to go to all residents). Prepare “Six-day Budget Notice”. Lot drawing to determine order of candidates on ballot at 10 AM.
Wednesday	April 19, 2017	Prepare absentee ballots/paper ballots.
Friday	April 21, 2017	Absolute Final Date to Adopt Budget (if not adopted on 4/18 – 24 day rule). Submit tax report card to SED by 4/22 and newspapers. Prepare voting ballots. 3 rd publication of Notice Annual Election.

Thursday	April 27, 2017	Voter Registration	2:00 p.m. to 6:00 p.m.
Tuesday	May 2, 2017	Meet the Candidate's Night (if contested election). Budget Document Available to Public	(Must be 14-days prior to vote).
Wednesday	May 3, 2017	Voter Registration – 4:00 p.m. to 8:00 p.m.	
Thursday	May 4, 2017	Mail out School Budget Newsletter and “Six-day Budget Notice”	to “ALL QUALIFIED VOTERS residing at”. 6-13 days prior to vote.
Friday	May 5, 2017	4th publication of Notice Annual Election	Prepare Challenge Forms, Poll Lists, Instruction Sheets.
Monday	May 8, 2017	Public Budget Hearing	<i>Must be 7-14 days prior to vote.</i>
Tuesday	May 9, 2017	Register of Voters available for Inspection	Last day to submit applications for absentee ballot if it is to be mailed (7-days preceding election). School Budget Newsletter arrives at residences (or earlier) 6-day Budget Notice arrives at residences (or earlier)
Thursday	May 11, 2017	2nd Campaign Expenditure Statements Due	List of Absentee Ballot Applications to be available (5-days prior). Prepare “VOTE HERE” and “DISTANCE MARKER” signs.
Monday	May 15, 2017	Last day (4:00 p.m.) to submit applications for absentee ballot	if it is to be <u>delivered personally</u> to the voter by 5 p.m. on 5/19/14.
Tuesday	May 16, 2017	2017-2018 Budget Vote & Board Election	Absentee Ballots must be received by 5:00 p.m. on the day of the election. A list of absentee ballots must be available at the tables. Prepare tally sheets and Voting tickets. Queue up phone number and contacts for newspapers to call with results.
Wednesday	May 17, 2017	Prepare Summary of Annual Election for Board of Education	Prepare formal results of Annual Meeting. Prepare Annual Meeting Results.
Thursday	May 18, 2017	Prepare resolution for the Board to establish a Board of Registration for the 2017-2018 Election	
Monday	June 5, 2017	Final expense statements due from candidates to be filed with the District Clerk	(20 Days after election). Board accepts results and minutes of Annual Meeting Send Legal Notice of Adopted Budget.

Fri.	March 17	60 days before election	Tue.	May 2	14 days before election
Sat.	April 1	45 days before election	Sat.	May 6	10 days before election
Sun.	April 16	30 days before election	Wed.	May 10	6 days before election
Sat.	April 22	24 days before election	Thur.	May 11	5 days before election
Wed.	April 26	20 days before election	Mon.	June 5	20 days after election