

BLIND BROOK-RYE UNION FREE SCHOOL DISTRICT
2019-2020 BUDGET -- ADMINISTRATIVE CALENDAR

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| October - December | | Administration & Staff - preliminary planning & development of the 2019-2020 Budget. |
| Monday | December 10, 2018 | BOE Designates Date of Election (Vote on Budget, Propositions, BOE Members). |
| Friday | December 14, 2018 | Administrators – Final date to submit budget/personnel requests to Superintendent. |
| Monday | January 7, 2019 | Petitions available for School Board Candidates Expiring 6/30/19: Ryan Goldstein, 3-year term. |
| Monday | February 11, 2019 | Superintendent’s Proposed 2019-2020 Budget Presentation |
| Thursday | March 1, 2019 | Submission of Tax Cap Information to OSC, NYSED and NYSDTF Send 1st Legal Notice to Newspapers - Notice of Election to be published on 4/5, 4/12, 4/26, 5/10. Email Paul Caputo and Robin (995-5713) at BOE for voter lists and signature sheets and use of electronic voting machines. |
| Saturday | March 9, 2019 | Comprehensive Saturday Budget Workshop |
| Monday | March 18, 2019 | Community Budget Discussion Call Board of Elections to inquire about use of electronic machines. Prepare resolution appointing election inspectors. Board Appoints “extra” Election Inspectors (if needed). |
| Thursday | March 21, 2019 | Deadline - Submission of Petitions Relating to the Annual Election (Does not include BOE candidate petitions – these are due April 22 nd). |
| Friday | April 5, 2019 | 1st publication of Notice Annual Election (must be published four times in 45-day period preceding Annual Election). |
| Monday | April 8, 2019 | Community Budget Discussion Send letters to election inspectors confirming their commitment. |
| Friday | April 12, 2019 | 2nd publication of Notice Annual Election |
| Monday | April 15, 2019 | Adoption of 2019-2020 Budget & Property Tax Report Card Prepare proposed budget newsletter (to go to all residents). |
| Monday | April 22, 2019 | Deadline - Submission of BOE Candidate Petitions Nominating Board Member Petitions Due (must be received by 5:00 pm). Prepare resolutions if necessary 1 st Campaign Expenditure Statements Due |
| Tuesday | April 23, 2019 | BOCES 2019-2020 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. Prepare absentee ballots/paper ballots. |
| Thursday | April 25, 2019 | Voter Registration 2:00 p.m. to 6:00 p.m. |
| Friday | April 26, 2019 | Absolute Final Date to Adopt Budget (if not adopted on 4/15 – 24 day rule). Submit tax report card to SED and newspapers. 3rd publication of Notice Annual Election. |

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| Tuesday | May 7, 2019 | Meet the Candidate's Night (if contested election). Budget Document Available to Public (no later than 14-days prior to vote) |
| Wednesday | May 8, 2019 | Voter Registration – 4:00 p.m. to 8:00 p.m. |
| Friday | May 10, 2019 | Mail out School Budget Newsletter and “Six-day Budget Notice” to “ALL QUALIFIED VOTERS residing at”. 6-13 days prior to vote. 4th publication of Notice Annual Election Prepare Challenge Forms, Poll Lists, and Instruction Sheets |
| Monday | May 13, 2019 | Public Budget Hearing <i>Must be 7-14 days prior to vote.</i> |
| Tuesday | May 14, 2019 | Register of Voters available for Inspection Last day to submit applications for absentee ballot if it is to be <u>mailed</u> (7-days preceding election). School Budget Newsletter arrives at residences (or earlier) 6-day Budget Notice arrives at residences (or earlier) |
| Thursday | May 16, 2019 | 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 20, 2019 | 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 5/21/19. |
| Tuesday | May 21, 2019 | 2019-2020 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. Queue up phone number and contacts for newspapers to call with results. |
| Wednesday | May 22, 2019 | Prepare Summary of Annual Election for Board of Education Prepare formal results of Annual Meeting. Prepare Annual Meeting Results. |
| Monday | June 10, 2019 | 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. |

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| Thurs. | March 21 | 60 days before election | Tue. | May 7 | 14 days before election |
| Sat. | April 6 | 45 days before election | Sat. | May 11 | 10 days before election |
| Sun. | April 21 | 30 days before election | Wed. | May 15 | 6 days before election |
| Sat. | April 27 | 24 days before election | Thur. | May 16 | 5 days before election |
| Wed. | May 1 | 20 days before election | Mon. | June 10 | 20 days after election |