

**PUTNAM VALLEY CENTRAL SCHOOLS
TIMELINE - BUDGET 2014-2015 SCHOOL YEAR**

The following is a listing of the dates, times, topics, deadlines and a actions for the district's budget development. All meetings will be held in the Putnam Valley High School Cafeteria and begin at 7:00 unless otherwise noted.

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| Nov. 2013 – Feb. 2014 | Admin and Staff help develop the Superintendent’s recommended budget |
| January 16, 2014 | Citizens' Advisory Committee Meeting |
| January 23, 2014 | BOE Work Session: Preliminary Budget Presentation |
| February 13, 2014 | BOE Work Session: Budget Discussion Presentation of Departmental Budgets by Building Administrators |
| February 27, 2014 | Citizens' Advisory Committee Meeting |
| March 6, 2014 | BOE Business Meeting: Budget Discussion Presentation of Dept. Budgets--Facilities & Operations and Athletics Citizens' Advisory Committee Report |
| March 20, 2014 | BOE Work Session Meeting: Budget Discussion Presentation Special Education Dept. Budget & K-12 Budget |
| April 1-5, 2014 | First legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the Annual Budget Vote. Notice should appear in 2 general circulation newspapers. |
| April 10, 2014 | BOE Work Session: Possible Budget Adoption |
| April 24, 2014 | BOE Business Meeting (Budget must be adopted by the BOE no later than April 25, 2014) |
| April 21 - May 13, 2014 | Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day. |
| April 21, 2014 | Submission of petitions for Board of Education candidates and submission of petitions for propositions to be placed on ballot. |
| April 22, 2014 | Drawing for position of candidates on ballot. |
| April 22, 2014 | Special Business Meeting to adopt the Proposed BOCES Budget; Tenure Meeting/Retirement Recognition |
| No later than April 26, 2014* (*Saturday-Best practice-mail 4/25/14) | Property Tax Report Card submitted to SED by the end of the next business day following the budget adoption but no later than 24 days prior to Budget vote (April 26, 2014). Property Tax Report Card must be submitted to local newspaper of general circulation. |
| May 6-20, 2014 | Copies of the Budget must be available to residents upon request (during the 14 days before the vote and on the day of vote). |
| May 8, 2014 | BOE Work Session/Public Budget Hearing (Must be held no earlier than 14 days and no later than 7 days before the vote-between May 6-13) |
| No later than May 14, 2014 | Budget Notice mailed to eligible voters after the budget hearing and at least six days prior to the vote (between May 9-14). |
| April 21 - May 13, 2014 | Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day. |
| May 15-19, 2014 | District Clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection the five days prior to the Budget Vote except Sunday. (Public posting not required.) |
| May 20, 2014 | Budget Vote and Board Election |