



WEBSTER CENTRAL SCHOOL DISTRICT

Carmen Gumina
Superintendent
Carm_Gumina@webstercsd.org
(585) 216-0001
Brian Freeman
Assistant Superintendent for Business
Brian_Freeman@webstercsd.org
(585) 216-0017

Brian M. Neenan
Deputy Superintendent and
Assistant Superintendent for Instruction
Brian_Neenan@webstercsd.org
(585) 216-0024
Shelly Cahoon
Assistant Superintendent for Pupil Services
Shelly_Cahoon@webstercsd.org
(585) 216-0036
David Swinson
Assistant Superintendent for Administration and
Human Resources
David_Swinson@webstercsd.org
(585) 216-0011

Date: 11/2/2017

2018-19 Budget Development Calendar

- November 2, 2017 Present 2018-19 draft budget calendar and budget development procedures to the BOE for review. Present 2018-19 preliminary budget forecast and budget assumptions to the BOE.
December 2017 Meet with Directors to review budget guidelines and timelines.
Nov.-Jan. 2017/18 Meet with individual administrators and directors.
January 2018 Begin Budget Advisory Committee Meetings
January 31, 2018 Building Budgets and BOCES services requests due.
February 8, 2018 Present Draft Tax Levy Limit to Board of Education
March 1, 2018 Tax Levy Limit Calculation due to the Office of the State Comptroller
March 1, 2018 Present the B&G, Transportation, Debt Service, Benefits Budgets Review initial State Aid and Revenue Budgets (Governor's Proposal)
March 22, 2018 Present BOCES, Special Education, and Instructional Budgets Present Draft Budget
March 27-30, 2018 Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote.
April 12, 2018 Budget adoption by the BOE. Budget document available to the public, arrange for the pickup and return of voting machines with the Board of Elections contractor. April 21, 2018 is the last legal day to adopt.

- April 13, 2018** **Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 24, 2018. Also, submit property tax report card to local newspaper within 24 hours of budget adoption.**
- April 16, 2018 Deadline for submission of petitions for propositions to be placed on ballot (30 days preceding budget vote).
- April 16, 2018 Deadline for submission of petitions for nominations of BOE candidates. Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote date. Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine the following day.
- April 24, 2018 Budget statement and required attachments available at least 14 days prior to budget vote.
- May 1, 2018 Mail district newsletter, prepare voting machine inserts and transmit to county Board of Elections. Physically examine voting machines for ballot placement and sign statement at the board of elections.
- May 3, 2018** **Budget Hearing**
- May 4, 2018 Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote.
- May 14, 2018 District clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday (Public posting no longer required).
- May 10-14, 2018 Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the Board of Education and Library Board.
- May 15, 2018** **Budget Vote Day**
- July 1, 2018 Implement 2018-19 Budget.