



WEBSTER CENTRAL SCHOOL DISTRICT

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Date: 10/31/2019

2020-21 Budget Development Calendar

- November 14, 2019 Present 2019-20 draft budget calendar and budget development procedures to the BOE for review. Present 2019-20 preliminary budget forecast and budget assumptions to the BOE.
December 2019 Meet with directors to review budget guidelines and timelines.
Nov.-Jan. 2019/20 Meet with individual administrators and directors.
January 2020 Begin Budget Advisory Committee meetings.
January 31, 2020 Building budgets and BOCES services requests due.
February 6, 2020 Present tax levy limit to Board of Education. Review initial state aid and revenue budgets (governor's proposal) if available.
March 1, 2020 Tax levy limit calculation due to the Office of the State Comptroller.
March 5, 2020 Present the B&G, transportation, debt service, benefits budgets, Review initial state aid and revenue budgets (governor's proposal) if necessary
March 19, 2020 Present BOCES, special education, and instructional budgets. Present draft budget.
March 31-April 3, 2020 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 16, 2020	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 27, 2020, is the last legal day to adopt.
April 17, 2020	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 27, 2020. Also, submit property tax report card to local newspaper within 24 hours of budget adoption.
April 20, 2020	Deadline for submission of petitions for propositions to be placed on ballot (30 days preceding budget vote).
April 20, 2020	Deadline for submission of petitions for nominations of BOE candidates. Inform candidates of legal requirement for all candidates for election to the 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 30 days prior to vote date. Date for drawing by district clerk for determination of order for listing BOE candidates on the ballot or voting machine the following day.
April 28, 2020	Budget statement and required attachments available at least 14 days prior to the budget vote.
May 1, 2020	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 7, 2020	Budget Hearing
May 10, 2020	Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote.
May 18, 2020	District clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection five days prior to the annual meeting except Sunday (public posting no longer required).
May 16-20, 2020	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 24 hours of receipt by candidates for membership on the BOE and library board.
May 19, 2020	Budget vote day
July 1, 2020	Implement 2020-21 budget.