

Marcellus Central School District 2018-2019 Budget Development Calendar

November 13, 2017	BOE adopts budget calendar
November 2017	Distribute budget development documents to principals/directors
December 2017	Principals/directors gather program development input from budget teams Identify areas for cost efficiency Develop list of potential retirees and tentative staffing plan for 2018-2019 school year Develop three year budget projections
January 2018	Review initial budget with budget builders/cabinet Director of Facilities provides information regarding potential lease purchases Transportation Supervisor provides information regarding potential bus purchases Director of Technology provides information regarding potential lease purchases or propositions
January 22, 2018	Initial (roll forward) budget presented to Board of Education. Electronic budget materials available to BOE members.
February 2018	Continue discussions with budget builders/cabinet
February 5, 2018	Board of Education Meeting Petitions for Board of Education candidates available, including relevant legal requirements
March 1, 2018	Submit property tax report card to Office of State Comptroller
March 12, 2018	Board of Education Meeting
March 31, 2018	Date of first legal notice, school budget and propositions
April 2, 2018	Board of Education Meeting
April 16, 2018	Last scheduled Board meeting for approval of 2018-2019 budget Approval of Property Tax Report Card Board of Education appoints clerks and inspector of elections Last day to submit petitions for propositions to be placed on ballot, by 5:00 PM Petitions for Board of Education due to District Clerk, by 5:00 PM
April 17, 2018	Drawing by District Clerk to determine order for listing of Board candidates on ballot
April 20, 2018	Last legal date for Board of Education approval of the 2018-2019 budget Last day to submit property tax report card
April 23, 2018	Absentee ballots available for distribution
April 27, 2018	Budget notice mailed to residents
April 30, 2018	Budget statement and required attachments available in district office and school building offices
May 7, 2018	Annual budget hearing
May 15, 2018	Annual meeting, board election, budget vote
June 1, 2018	Government efficiency plan due to the NYS Director of Budget
June 14, 2018	Sworn statements of campaign expenses due from Board candidates