

ROOSEVELT UNION FREE SCHOOL DISTRICT
2020-2021 Budget Calendar

DATE	TASK	RESPONSIBILITY
October 8, 2019	Budget Calendar to BOE- discuss parameters and direction	BOE, Superintendent, Business Official
October 22, 2019	Board of Education approve 2020-2021 Budget Calendar	BOE
November 1, 2019	Budget workbook and parameters sent to administrators	Business Official
November 15, 2019	Proposal requests to vendors for 2020-21 services	Business Official
November 2019	Site-based Internal Budget Planning (Teacher/Principal Collaboration) Schools and Departments Budget Meetings with Business Office	Administrators Business Official
December 6, 2019	Budgets from administrators due	Administrators
December 13, 2019	Review current year expenditures and encumbrances Run salary projections	Business Official
January 3, 2020	Last day to submit staffing requests	Administrators
January 17, 2020	Business Office provides working copy of Budget to Superintendent	Business Official
January 28, 2020	Full administrative review of and approval of 1st draft of 20-21 Budget	Administrators
February 7, 2020	Revise Budget according to State Aid projections	Business Official
February 12, 2020	Budget working booklets distributed to BOE	Superintendent, Business Official
February 25, 2020	Review BOCES coser; Review enrollment changes with PPS	Business Official
February 26, 2020	Board of Education Budget Workshop #1 Introduction to 20-21 Budget Board of Education petitions available for pickup	BOE
March 1, 2020	Submit Tax Levy Limit Calculations to Office of the State Comptroller, New York State Education Department and Taxation & Finance	Business Official
March 11, 2020	Board of Education Budget Workshop #2 Revenues and Tax Levy Personnel (1040-5510) Fringe Benefits (9000) Special Education (2250) Legal Services (1420)	BOE
March 19, 2020	Meet with Zimmerman & Edelson to plan Budget materials	Superintendent, Business Official, Zimmerman & Edelson
March 25, 2020	Board of Education Budget Workshop #3 Buildings & Grounds (1620, 1621) Athletics (2855) Technology (2630) Transportation (5599)	BOE
April 3, 2020	First Publication of Legal Notice in Newsday, La Noticia	District Clerk
April 8, 2020	Board of Education Budget Workshop #4 Instruction - Elementary schools Secondary schools	BOE

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	Review of Budget in its entirety Discussion and adjustments - BOE Modifications/Public input	
April 9, 2020	Possible revisions made to Budget	Business Official
April 17, 2020	Second Publication of Legal Notice in Newsday, La Noticia	District Clerk
April 20, 2020	Deadline for submission of nominating petitions for Board of Education candidates are due by 5pm to the District Clerk Last day to submit petitions for propositions to be placed on ballot Full administrative review and approval of Budget	District Clerk District Clerk Administrators
April 21, 2020	Candidates meet with District Clerk to draw Ballot Positions Board of Education Budget Workshop #5 Review of Budget in its entirety 2020-2021 Budget & Property Tax Report Card adopted by Board of Education	District Clerk BOE BOE BOE
April 22, 2020	Property Tax Report Card submitted to the State Education Department and made available to public along with Budget and School District Report Card Final Budget numbers to Zimmerman & Edelson; Receive 1st draft of Newsletter	Business Official Business Official
April 23, 2020 - April 30, 2020	Budget Presentation to Community Stakeholders at District and community events	Superintendent, Business Official
April 29, 2020	Third Publication of Legal Notice in Newsday, La Noticia Budget Newsletter mailed out	District Clerk Zimmerman & Edelson
May 6, 2020	Public Hearing of the 2020-2021 Proposed Budget Voter Registration	Superintendent Board of Registration
May 8, 2020	Voter registration for High School students in Social Studies classes	District Clerk, High School Principal
May 9, 2020	Voter registration at the District Office - 9:00 am to 1:00 pm	Board of Registration
May 12, 2020	Deadline for completed applications for absentee ballots to be received if ballots are to be mailed to voter	District Clerk
May 13, 2020	School Budget (Six-day) Notice mailed out Last day of voter registration at the District office	Zimmerman & Edelson Board of Registration
May 17, 2019	Fourth Publication of Legal Notice in Newsday, La Noticia	District Clerk
May 18, 2020	Deadline for completed applications for absentee ballots to be received if ballots are to be personally delivered to voter	District Clerk
May 19, 2020	Budget vote and Board of Education member election - 6:00 am to 9:00 pm Locations: Centennial Ave Elementary - 140 W. Centennial Ave. Roosevelt High School - 1 Wagner Ave. Absentee ballots due by 5:00 pm to the District Clerk in the District Office Budget made available at polling locations Annual Board of Education Budget Meeting at 9:30 pm to accept results Student Vote (in Social Studies classes)	District Clerk High School Principal
June 16, 2020	Budget Revote date (if original budget is defeated and put up for a re-vote)	District Clerk