

## 2020-2021 BUDGET DEVELOPMENT CALENDAR

All data/proposals being submitted will be sent to the Deputy Superintendent and the School Business Administrator unless otherwise noted.

- 10/23/19 Wed. Adoption of budget calendar by the Board of Education.
- 10/24/19 Thurs. The budget process and calendar will be described in the Community Newsletter to be posted on the Sachem District website.
- 11/12/19 Tues. Begin scheduling budget meetings with building principals, department administrators and operational supervisors for input and discussion for their budgets, including equipment requests. The meeting with the Director of Facilities shall also include proposed capital improvements. These meetings shall be coordinated through the Office of the Deputy Superintendent, these meetings will begin the week of November 25, 2019.
- 01/17/20 Fri. Submission of first complete budget draft to the Superintendent of Schools by the Deputy Superintendent and School Business Administrator.
- 01/24/20 Fri. Submission of first complete budget draft to the Board of Education by the Superintendent of Schools.
- 01/29/20 Wed. **Tax Cap Overview and Budget Development Meeting #1** - 7:30 p.m. Samoset Board of Education Annex – Initial discussion of the proposed 2020-21 budget.
- 02/12/20 Wed. **Budget Development Meeting #2** - 7:30 p.m. Samoset Board of Education Annex – Discussion of the proposed 2020-21 budget.
- 02/28/20 Fri. Deadline to OSC for tax levy limit calculation factors.
- 03/04/20 Wed. **Budget Development Meeting #3** - 7:30 p.m. Samoset Board of Education Annex – Discussion of the proposed 2020-21 budget.
- 03/04/20 Wed. Deadline for information for legal ad.
- 03/18/20 Wed. **Budget Development Meeting #4** - 7:30 p.m. Samoset Board of Education Annex – Discussion of the proposed 2020-21 budget.
- 04/01/20 Wed. **Budget Development Meeting #5** - 7:30 p.m. Samoset Board of Education Annex – Discussion of the proposed 2020-21 budget.
- 04/02/20 Thurs. First legal ad appears. First legal ad to appear at least 45 days before budget vote.
- 04/09/20 Thurs. Second legal ad appears.

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- 04/15/20 Wed. **Budget Adoption Meeting** - 7:30 p.m. Samoset Board of Education Annex – Adoption of the 2020-21 Proposed Budget.
- 04/16/20 Thurs. Submission of Property Tax Report Card information to NYSED (24 hours after budget adoption).
- 04/16/20 Thurs. Third legal ad appears.
- 04/20/20 Mon. Deadline for submissions of petitions for propositions to be placed on ballot (due 30 days before the vote, unless it falls on a Sunday, then due next business day).
- 04/20/20 Mon. Deadline for submission of petitions for nominations of Board candidates - 5:00 p.m. (due 30 days before the vote, unless it falls on a Sunday, then due next business day).
- 04/28/20 Tues. Budget available upon request at District Office, all schools and Sachem Public Library, as well as, on the District website.
- 05/06/20 Wed. **Public Hearing** - 7:30 p.m. Samoset Board of Education Annex (at least seven (7) days prior to the annual election, but not more than fourteen (14) days).
- 05/06/20 Wed. **Special Voter Registration** - 7:30 p.m.-9:00 p.m. Samoset Board of Education Annex.
- 05/09/20 Sat. **Saturday Voter Registration** - 9:00 a.m.-1:00 p.m. Samoset Administrative Offices.
- 05/12/20 Tues. Deadline for application for absentee ballots (if they are to be mailed).
- 05/13/20 Wed. Deadline for mailing the School Budget Notice to all qualified voters (6 days prior to budget vote).
- 05/14/20 Thurs. **Last Day of Voter Registration** - until 3:00 p.m. Samoset Administrative Offices.
- 05/15/20 Fri. Fourth legal ad appears.
- 05/18/20 Mon. Deadline for hand-delivered absentee ballot applications – 3:00 p.m. (if ballot is to be delivered).
- 05/19/20 Tues. **Annual District election and budget vote.**

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### **Budget Re-Vote (Only if May school budget vote is defeated.)**

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- 05/27/20 Wed. Budget statement and required attachments to be made available upon request at each school building.
- 05/27/20 Wed. **Special Voter Registration** - 7:30 p.m.-9:00 p.m. Samoset Board of Education Annex.
- 05/28/20 Thurs. First legal ad appears.
- 06/03/20 Wed. **Public Hearing for Optional School Budget Re-Vote** - 7:30 p.m. Samoset Board of Education Annex (at least seven (7) days prior to the re-vote, but not more than fourteen (14) days).
- 06/04/20 Thurs. Second legal ad appears.
- 06/09/20 Tues. **Last Day of Voter Registration** - until 3:00 p.m. Samoset Administrative Offices.
- 06/10/20 Wed. Deadline for mailing the School Budget Re-Vote Notice to all qualified voters (6 days prior to budget re-vote).
- 06/16/20 Tues. **Optional school budget re-vote.** To be held on the third Tuesday in June (mandatory).