

**Schenectady City School District  
2018-19 Budget Development Calendar**

**December**

**6<sup>th</sup>** Budget Calendar Presented to the Board of Education  
Meetings held with Building Principals and Departments Heads

**January**

**8<sup>th</sup>** Administrative Council Meeting  
**10<sup>th</sup>** Presentation of Rollover Budget, BOCES Services & Grants  
**22<sup>nd</sup>** Budget Package Proposals due  
**24<sup>th</sup>** Executive Budget, Revenue Presentation and Reserves & Fund Balance Presentation  
Meetings held with Building Principals and Departments Heads

**February**

**5<sup>th</sup>** Administrative Council Meeting  
**7<sup>th</sup>** Presentation of O&M budget and Food Service Fund  
**28<sup>th</sup>** Presentation of District Support Budget

**March**

**1<sup>st</sup>** Submission of Information on Tax Levy Limit levy report  
**5<sup>th</sup>** Administrative Council Meeting  
**14<sup>th</sup>** Presentation of Fixed Expenses and Debt Service  
**19<sup>th</sup>** Administrative Council Meeting  
**21<sup>th</sup>** Presentation of Curriculum & Instruction Budget  
**27-30<sup>th</sup>** Legal notice of budget hearing and vote must be advertised 4 times within 7 weeks prior to budget vote with first notice at least 45 days prior to budget vote.  
**28<sup>th</sup>** Presentation of Pupil Personnel Services Budget

**April**

**1<sup>st</sup>** Projected State Aid based upon State Budget being approved  
**11<sup>th</sup>** Presentation of Draft Budget  
**16<sup>th</sup>** Administrative Council Meeting  
**18<sup>th</sup>** Presentation of Final Budget – BOE approval anticipated  
**19<sup>th</sup>** Submission of Property Tax Report Card to SED, or within 1 day of BOE approval of Budget  
**25<sup>th</sup>** Petitions for Board of Education candidates  
Budget Statement and Required Documents available at each school building, the District Office, any public library and on the website. (must be at least 7 days before the Hearing)  
Property Tax Report card transmitted to local newspaper

**May**

**2<sup>nd</sup>** Public Hearing  
**3<sup>rd</sup>-9<sup>th</sup>** Budget Newsletter including the Budget Notice mailed  
**15<sup>th</sup>** Budget vote