

**NEW LEBANON CENTRAL SCHOOL DISTRICT
2013-2014 BUDGET DEVELOPMENT CALENDAR**

- November 5/14, 2012 Meet with faculty and distribute budget documents
- November 14, 2012 Present 2013-14 budget calendar to the Board of Education for Adoption
- December 12, 2012 **Board of Education Meeting**
Budget Goals Discussed with Board of Education
- January 3, 2013 Budget materials submitted to Principals and Supervisors by Teachers and Staff
- January 4, 2013 Budget materials submitted to Business Office by Facilities and Transportation Supervisors and IT Department
- January 17, 2013 Budget materials submitted to Business Office by Principals, Director of Special Ed, and Athletic Director
- January 23, 2013 **Board of Education Meeting**
Presentation of 2013-14 Baseline Budget

Presentation of Program Changes

Bus Replacement Schedule/Proposed Bus Purchases
- January 31, 2013 Teacher supply requisitions due to DCMO BOCES
- February 27, 2013 **Board of Education Meeting**
First discussion of proposed 2013-14 budget
- March 1, 2013 Petitions for Board Of Education Candidates available in District Offices

Tax Levy Limit submitted to NYS Comptroller's Office
- March 20, 2013 **Board of Education Meeting**
Second discussion of proposed 2013-14 budget

Board adopts Notice of Hearing and Elections
- April 16, 2013 Nominating Petitions for School Board Candidates due in District Office by 5:00 pm

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- Submission of petitions for propositions to be place on the ballot due in District Office by 5:00 p.m.
- April 17, 2013 Drawing by District Clerk for BOE candidates' position on ballots or voting machines.
- April 17, 2013 **Board of Education Meeting**
Final discussion and adoption of proposed 2013-14 budget
Adoption of Board Resolution for 2013-14 Bus Purchases
- April 18, 2013 Property Tax Report Card due to SED (day after budget adoption)
Complete 2013-14 Budget Newsletter
- April 22, 2013 **Budget Distribution**
Copies of proposed budget and required attachments available in all district offices, on district website, and local library
Absentee ballots available for distribution
- April 26, 2013 Mail budget newsletter to district residents
- May 8, 2013 **Public Hearing on Proposed Budget**
7:00 p.m., Walter B. Howard Elementary School
- May 9, 2013 Mail budget notice to district residents
Include Date, Time, and Location of Annual Meeting (Budget Vote). Make comparison of budget and tax levy to current year and CPI, compare proposed budget to a contingency budget, include STAR and tax disclosures, and include tax levy limit.

Voter Registration
Location: District Office
Hours: 2 p.m.-6 p.m.
- May 14, 2013 Last date for application for absentee ballot to be submitted to District Clerk if ballot is to be mailed
- May 20, 2013 Last date for application for absentee ballot to be submitted to District Clerk if ballot is to be delivered in person

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May 21, 2013 **2013/14 Budget Vote and Board of Education Election**
Location: Walter B. Howard Elementary School Gym
Voting Hours: 12 Noon- 9 p.m.

May 30 & 31, 2013 Legal notice of adopted budget published by District Clerk

June 18, 2013 Budget Revote Day

July 1, 2013 Implement 2013-14 budget

Dates for publication of official notices of public hearing and annual election are as follows:

The Chatham Courier 4/4, 4/11, 4/18, 4/25
Register Star 4/5, 4/12, 4/19, 4/26