

<p>The following is a listing of the dates, times, topics, deadlines and a actions for the district's budget development. All Board meetings will be held in the Putnam Valley High School Cafeteria and begin at 7:00pm unless otherwise noted. Citizens' Advisory Committee Meetings begin at 6pm in the HS library.</p>	
Nov. 2015 – Feb. 2016	Admin and staff help develop the Superintendent's recommended budget.
Nov. 17, Dec. 15, Jan. 19, Feb. 23, March 8, April 12	Citizens' Advisory Committee Meetings
Jan. 21, 2016	BOE Work Session: Preliminary Budget Presentation
Feb. 11, 2016	BOE Meeting: Budget Discussion Presentation of Departmental Budgets by Building Administrators & Athletic Department
Feb. 23, 2016	Citizens' Advisory Committee Meeting
March 3, 2016	BOE Business Meeting: Budget Discussion Presentation of Dept. Budgets--Special Education, Facilities & Operations, Technology and Citizens' Advisory Committee Report
March 17, 2016	BOE Work Session Meeting: Budget Discussion Presentation of 2016-17 K-12 Budget
March 29, 2016-May 11, 2016	First legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the Annual Budget Vote. Notice should appear in 2 general circulation newspapers.
April 7, 2016	BOE Work Session: Possible Budget Adoption
April 19, 2016	BOE Business Meeting (Budget must be adopted by the BOE no later than April 22, 2016).
April 18 - May 10, 2016	Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot cannot be mailed earlier than 30 days or later than 7 days prior to the election day. Absentee ballots can be picked up no later than the day before the election.
April 18, 2016	Submission of petitions for Board of Education candidates and submission of petitions for propositions to be placed on ballot.
April 19, 2016	Drawing for position of candidates on ballot.
April 19, 2016	Special Business Meeting to adopt the Proposed BOCES Budget; Tenure Meeting/Retirement Recognition
No later than April 25, 2016 (Best practice--by April 22, 2016)	Property Tax Report Card submitted to SED by the end of the next business day following the budget adoption but no later than 24 days prior to Budget vote (April 25, 2016). Property Tax Report Card must be submitted to local newspaper of general circulation.
April 28-May 17, 2016	Copies of the Budget must be available to residents upon request during the 7 days (beginning April 28, 2016) before the Budget Hearing (May 5, 2016) and on the day of vote. Copies of the Budget must be available in the school buildings, in free association and public libraries in the District and on the District website during the 14 days before the vote (May 3, 2016).
May 5, 2016	BOE Work Session/Public Budget Hearing (Must be held no earlier than 14 days and no later than 7 days before the vote-between May 3-10, 2016)
No later than May 11, 2016	Budget Notice mailed to eligible voters the day after the budget hearing (May 5) and at least six days prior to the vote (between May 5-11, 2016).
April 18 - May 10, 2016	Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day.
May 12-16, 2016	District Clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection the five days prior to the annual meeting (except Sunday).
May 12, 2016	Last day for community members to register to vote for the May 2016 election.
May 17, 2016	Budget Vote and Board Election