

**BLIND BROOK-RYE UNION FREE SCHOOL DISTRICT**  
**2020-2021 BUDGET -- ADMINISTRATIVE CALENDAR**

October - December		<b>Administration &amp; Staff</b> - preliminary planning & development of the 2020-2021 Budget.
Tuesday	December 17, 2019	<b>BOE Designates Date of Election</b> (Vote on Budget, Propositions, BOE Members).
Thursday	December 19, 2019	<b>Administrators</b> – Final date to submit budget/personnel requests to Superintendent.
Tuesday	January 21, 2020	<b>Petitions available for School Board Candidates</b> Expiring 6/30/20: Jeffrey Diamond and Jennifer Schlactus, 3-year terms.
Tuesday	February 11, 2020	<b>Superintendent’s Proposed 2020-2021 Budget Presentation</b>
Monday	March 2, 2020	<b>Submission of Tax Cap Information to OSC, NYSED and NYSDTF</b> <b>Send 1<sup>st</sup> Legal Notice to Newspapers</b> - Notice of Election to be published on 4/3, 4/17, 4/24, 5/8. Email Paul Caputo and Robin (995-5713) at BOE for voter lists and signature sheets and use of electronic voting machines.
Saturday	March 7, 2020	<b>Comprehensive Saturday Budget Workshop</b>
Tuesday	March 17, 2020	<b>Community Budget Discussion</b> Call Board of Elections to inquire about use of electronic machines. Prepare resolution appointing election inspectors. Board Appoints “extra” Election Inspectors (if needed).
Thursday	March 19, 2020	<b>Deadline - Submission of Petitions Relating to the Annual Election</b> (Does not include BOE candidate petitions – these are due April 20).
Friday	April 3, 2020	<b>1<sup>st</sup> publication of Notice Annual Election</b> (must be published four times in 45-day period preceding Annual Election).
Tuesday	April 14, 2020	<b>Community Budget Discussion</b> Send letters to election inspectors confirming their commitment.
Friday	April 17, 2020	<b>2<sup>nd</sup> publication of Notice Annual Election</b>
Monday	April 20, 2020	<b>Deadline - Submission of BOE Candidate Petitions</b> Nominating Board Member Petitions Due (must be received by 5:00 pm). Prepare resolutions if necessary 1 <sup>st</sup> Campaign Expenditure Statements Due
Tuesday	April 21, 2020	<b>Adoption of 2020-2021 Budget &amp; Property Tax Report Card</b> <b>BOCES 2020-2021 Budget &amp; Board Member Vote</b> Prepare proposed budget newsletter (to go to all residents). Prepare “Six-day Budget Notice”. Lot drawing to determine order of candidates on ballot at 10 AM. Prepare absentee ballots/paper ballots.
Thursday	April 23, 2020	<b>Voter Registration</b> 2:00 p.m. to 6:00 p.m.
Friday	April 24, 2020	<b>Absolute Final Date to Adopt Budget</b> (if not adopted on 4/15 – 24 day rule). Submit tax report card to SED and newspapers. <b>3<sup>rd</sup> publication of Notice Annual Election.</b>

Wednesday	May 6, 2020	<b>Meet the Candidate's Night (if contested election). Budget Document Available to Public</b> (no later than 14-days prior to vote)
Thursday	May 7, 2020	<b>Voter Registration – 4:00 p.m. to 8:00 p.m.</b>
Friday	May 8, 2020	<b>Mail out School Budget Newsletter and “Six-day Budget Notice”</b> to “ALL QUALIFIED VOTERS residing at”. 6-13 days prior to vote. <b>4<sup>th</sup> publication of Notice Annual Election</b> Prepare Challenge Forms, Poll Lists, and Instruction Sheets
Tuesday	May 12, 2020	<b>Public Budget Hearing</b> <i>Must be 7-14 days prior to vote.</i>
Wednesday	May 13, 2020	<b>Register of Voters available for Inspection</b> Last day to submit applications for absentee ballot if it is to be <u>mailed</u> (7-days preceding election). School Budget Newsletter arrives at residences (or earlier) 6-day Budget Notice arrives at residences (or earlier)
Thursday	May 14, 2020	<b>2<sup>nd</sup> Campaign Expenditure Statements Due</b> List of Absentee Ballot Applications to be available (5-days prior). Prepare “VOTE HERE” and “DISTANCE MARKER” signs.
Monday	May 18, 2020	<b>Last day (4:00 p.m.) to submit applications for absentee ballot</b> if it is to be <u>delivered personally</u> to the voter by 5 p.m. on 5/18/20.
Tuesday	May 19, 2020	<b>2020-2021 Budget Vote &amp; Board Election</b> Absentee Ballots must be received by 5:00 p.m. on the day of the election. A list of absentee ballots must be available at the tables. Prepare tally sheets. Queue up phone number and contacts for newspapers to call with results.
Wednesday	May 20, 2020	<b>Prepare Summary of Annual Election for Board of Education</b> Prepare formal results of Annual Meeting. Prepare Annual Meeting Results.
Monday	June 8, 2020	<b>Final expense statements due from candidates to be filed with the District Clerk</b> (20 Days after election). Board accepts results and minutes of Annual Meeting Send Legal Notice of Adopted Budget.

Thurs.	March 19	60 days before election	Tue.	May 5	14 days before election
Sat.	April 4	45 days before election	Sat.	May 9	10 days before election
Sun.	April 19	30 days before election	Wed.	May 13	6 days before election
Sat.	April 25	24 days before election	Thur.	May 14	5 days before election
Wed.	April 29	20 days before election	Mon.	June 8	20 days after election