

LAKE SHORE CENTRAL SCHOOLS
2018-19 Board Meeting and 2019-20 School Budget Development Calendar

<u>Date</u>	<u>Weekday</u>	<u>Action Item</u>
<u>2018</u>		
July 1, 2018	(Sa)	Start of 2018-19 school fiscal year.
July 10, 2018	(T)	<u>Annual Reorganization/Regular Meeting</u> of the Board of Education 4:00 p.m. A) Establish date, time and place of the annual District budget vote, election of board members, and new bus purchases; May 14, 2019 from 9:00 a.m. to 9:00 p.m. in the High School Lobby (Supt).
August 14, 2018	(T)	<u>Regular Meeting</u> of the Board of Education 4:00 p.m. A) Adopt tax warrant for the 2018-19 school year (ASAF). <u>Board of Education Retreat</u> 5:00 p.m. -District Conference Room
Sept. 4, 2018	(T)	<u>Building Tour - WT Hoag Ed Center</u> 6:30 p.m. <u>Work Session</u> of the Board of Education 7:00 p.m. (Hoag Annex Conf. Room)
Sept. 18, 2018	(T)	<u>Regular Meeting</u> of the Board of Education 7:00 p.m.
Oct. 2, 2018	(T)	<u>Work Session</u> of the Board of Education 7:00 p.m. - District Conference Room
Oct. 16, 2018	(T)	<u>Regular Meeting</u> of the Board of Education 7:00 p.m.
Nov. 6, 2018	(T)	<u>Building Tour - John T. Waugh Elementary School</u> 6:30 p.m. <u>Work Session</u> of the Board of Education 7:00 p.m. (John T. Waugh Elementary)
Nov. 13, 2018	(T)	Building Level Budget Allocations & Information provided to Principals and Supervisors (ASAF).
Nov. 20, 2018	(T)	<u>Regular Meeting</u> of the Board of Education 7:00 p.m.
Dec. 4, 2018	(T)	<u>Building Tour - AJ Schmidt Elementary School</u> 6:30 p.m. <u>Work Session</u> of the Board of Education 7:00 p.m. (AJ Schmidt Elementary)
Dec. 18, 2018	(T)	<u>Regular Meeting</u> of the Board of Education 7:00 p.m.

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<u>2019</u>		
Jan. 4, 2019	(F)	A) Teacher budget requisitions due to be entered into WinCap web program (BP). B) Mail invitations to parents of all students, and Seneca Nation officials, to provide input on District’s Impact Aid application and policy for “Children Living on Indian Lands” (ASAF) C) Post District’s Impact Aid application on District Website (ASAF)
Jan. 15, 2019	(T)	A) Public Hearing on Impact Aid application and proposed policy for “Children Living on Indian Lands” 6:30 p.m. B) <u>Regular Meeting</u> of the Board of Education 7:00 p.m.
Jan. 25, 2019	(F)	Due date for Building Principals and Supervisors to review, revise & approve budget requisitions on WinCap, for inclusion in the final budget and bids. (BP)
Jan. 28 through Feb. 8, 2019	(M) (F)	Superintendent and Assist. Superintendents hold budget conferences with Building Principals as necessary (Supt).
Feb. 5, 2019	(T)	<u>Building Tour - Lake Shore Middle School</u> 6:30 p.m. <u>Work Session</u> of the Board of Education 7:00 p.m. (Middle School) A) Review of the Proposed 2019-20 Budget along with current estimated Revenue Budget (ASAF).
Feb. 26, 2019	(T)	<u>Regular Meeting</u> of the Board of Education 7:00 p.m. 1) Approve proposal for purchase of new buses for inclusion in the annual District budget vote and election of board members (ASAF)
March 1, 2019	(F)	Deadline for posting Maximum Allowable increase in District’s School Tax Levy for 2019-20 budget on NYS Comptroller’s website. (ASAF)
March 5, 2019	(T)	<u>Building Tour - Highland Elementary School</u> 6:30 p.m. <u>Work Session</u> of the Board of Education 7:00 p.m. (Highland Elementary) A) Review of the Proposed 2019-20 Budget along with current estimated Revenue Budget (ASAF).
March 14, 2019	(Th)	Bid bus BANs (New BAN & prior renewals) -Due 4/10/18 (ASAF).

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March 19, 2019	(T)	<p>1) Superintendent and Assist. Supt. For Admin & Finance review current year Fund Balance projection (ASAF).</p> <p>2) <u>Regular Meeting</u> of the Board of Education 7:00 p.m.</p> <p style="padding-left: 40px;">A) Review updated proposed 2019-20 budget (ASAF).</p> <p style="padding-left: 40px;">B) Review of the current 2018-19 BOCES Services Contract (ASAF).</p> <p style="padding-left: 40px;">C) Discussion of BOCES Services and 2019-20 BOCES Budget (ASAF).</p> <p style="padding-left: 40px;">D) Approve voter referendum for purchase of new school buses (Supt, ASAF)</p> <p style="padding-left: 40px;">E) Board adoption of the legal notice for the annual District budget vote, election of board members, new bus purchases and capital project referendum to appear in the newspaper (DC).</p>
March 20, 2019	(W)	<p>A) Send Legal notice of the annual District budget vote and election of board members and dates of publication to <u>Pennysaver</u>, and <u>Dunkirk Observer</u> (DC).</p> <p>B) District Clerk sends letter to prospective assistant clerks and election inspectors, and makes arrangements for voting machines (DC).</p>
March 30, 2019	(Sa)	First public notice of annual District budget vote, election of board members, bus purchase & capital project referendum published in <u>Dunkirk Observer</u> . (DC)
March 31, 2019	(Su)	First public notice of annual district budget vote, election of board members, bus purchase and capital project referendum published in <u>Pennysaver</u> . (DC)
April 1, 2019	(M)	Absentee Ballot applications become available in the District Clerk's Office (or by mail). Applications are mailed to all disabled residents appearing on listing from Erie County Board of Elections. (DC)
April 13, 2019	(Sa)	2nd public notice of annual District budget vote, election of board members, bus purchase & capital project referendum published in <u>Dunkirk Observer</u> . (DC)
April 14, 2019	(Su)	2nd Public notice of annual District budget vote, election of board members, bus purchase and capital project referendum published in <u>Pennysaver</u> . (DC)
April 15, 2019	(M)	Last day for Board of Education candidates to file petitions with the District Clerk (Due 30 days prior to the Annual District Budget Vote and Board Member Election date, by 5:00 p.m.) (DC).

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<u>Date</u>	<u>Weekday</u>	<u>Action Item</u>
April 16, 2019	(T)	<ol style="list-style-type: none"> 1. Draw for Board of Education candidates' ballot position at 9:00 a.m. (DC) 2. <u>Regular Meeting</u> of the Board of Education 7:00 p.m. <ol style="list-style-type: none"> a) Review of the Final Draft of the 2019-20 Revenue & Expenditure Budgets (ASAF). b) Discussion of any adjustments and/or changes to the proposed 2019-20 Budget (Supt). c) Adoption of the 2019-20 Erie 2 BOCES contract (ASAF). d) Formal adoption of the Final Proposed 2019-20 Budget (at least 24 days prior to the vote date) (Supt). e) Review of information from the Board of Education to accompany the popular budget document to district voters (Supt). f) Reminder of the Annual Public Budget Hearing on Tuesday May 7, 2019 (Supt). g) Approve Bus BAN (combined) dated 4/16/19 - 4/15/20 (ASAF). h) Approve 2019-20 Property Tax Report Card (ASAF) i) Approve proposed Erie 2 BOCES Administrative Budget (Supt). j) Cast vote for BOCES Board member(s) (Supt). 3. Ballot information sent to Board of Elections for preparation of the ballot proof for voting machine use, for the annual District budget vote, election of Board Members and bus purchase referendum (DC).
April 17, 2019	(W)	<ol style="list-style-type: none"> 1. Information of Final Adopted 2019-20 Proposed Budget sent to Editor of the <u>Eagle Express</u> (ASAF). 2. The District Tax Report Card is submitted to SED, and forwarded to <u>Buffalo News, & Dunkirk Observer</u> and is appended to the District's Popular Budget Document. (ASAF) 3. Salary Disclosure Statement for administrators is submitted electronically to SED, and information is appended to the District's Popular Budget Document. (ASAF)

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<u>Date</u>	<u>Weekday</u>	<u>Action Item</u>
April 17, 2019 (Continued)	(W)	4. The 2019-20 Popular Budget Document (including the proposed budget presented in the required 3-part format, the School District Report Card, the District Tax Report Card and the required administrative salary disclosure statement) is posted in the District's school buildings and available to the general public (7 days before the Budget Hearing and 14 days prior to the vote). (ASAF) 5. Annual District Budget Notice mailer sent to Central Printing, for printing of approx. 9,000 copies (ASAF).
April 24, 2019	(W)	Ballot formats are finalized for voting on the Annual District Budget Vote, Election of Board of Education Members and new bus purchases (DC).
April 25, 2019	(Th)	2019-20 Bids Opened 2:30 pm - Business Office (ASAF)
April 27, 2019	(Sa)	3rd public notice of annual District budget vote, election of board members, bus purchase & capital project referendum published in <u>Dunkirk Observer</u> . (DC)
April 28, 2019	(Su)	3rd Public notice of annual District budget vote, election of board members, bus purchase and capital project referendum published in <u>Pennysaver</u> . (DC)
May 3, 2019	(F)	Ten-Day pre-election financial statements of election expenditures by Board candidates due to the District Clerk (DC).
May 5, 2019	(Su)	Special notice for vote location at the Sr. High School Lobby and absentee ballots provided to the <u>Dunkirk Observer</u> and <u>Angola Pennysaver</u> (DC).
May 6, 2019	(M)	Information of the Adopted Final Proposed 2019-20 Budget, including the vote location in the Sr. High School Lobby and the absentee ballot procedure are published in the <u>Eagle Express</u> (Supt).
May 7, 2019	(T)	1. <u>Meet the Candidates Night</u> - 6:00 pm (Sr. High Library/Media Center) 2. Annual District Budget Hearing on proposed 2019-20 Budget, 7:00 p.m. in the Senior High Library/Media Center (7-14 days prior to the annual District vote date) (Supt. & ASAF). 3. <u>Work Session</u> of the Board of Education following Budget Hearing 4. Last day for District Clerk to accept applications for mailed absentee ballots (DC).
May 8, 2019	(W)	Bulk mailing of Annual District Budget Notice to all district residents (After budget hearing, no later than 6 days prior to the annual vote date) (ASAF).

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<u>Date</u>	<u>Weekday</u>	<u>Action Item</u>
May 11, 2019	(Sa)	4th (Final) Public notice of Annual District Budget Vote, Election of Board Members and Bus Purchase Referendum published in <u>Dunkirk Observer</u> . (DC)
May 12, 2019	(Su)	1. 4th (Final) Public notice of annual District budget vote, election of board members, bus purchase and capital project referendum published in <u>Pennysaver</u> . (DC)
May 21, 2019	(T)	1. <u>Annual District Budget Vote and Election of Board Members</u> Polls open from 9:00 a.m - 9:00 p.m. in the Sr. High School Lobby. 2. Deadline for the acceptance of absentee ballots for the annual District budget vote, election of board members, bus purchases and capital project referendum 5:00 p.m. (DC). 3. Notification of election results to BOCES District Superintendent, Erie County School Boards Association, Town of Evans Clerk and media (DC).
May 28, 2019	(T)	1. Regular Meeting of the Board of Education, 7:00 p.m. a) Adoption of voter approved 2019-20 budget. b) Adoption of Bond Resolution for new vehicle purchase (DC) c) Appoint the 8 member Board of Registration to serve from June 15, 2019 through June 14, 2020 (DC).
June 3, 2019	(M)	1. Business Office begins initiating purchase requisitions for 2019-20 year (ASAF). 2. TWENTY-DAY post-election financial statements of Board candidate expenditures due to the District Clerk (DC).
June 11, 2019	(T)	<u>Regular Meeting</u> of the Board of Education, 7:00 p.m.
June 30, 2019	(Su)	End of the 2018-19 School Year (fiscal year).
July 1, 2019	(M)	Start of the 2019-20 School Year (fiscal year).

LEGEND

<u>Name</u>	<u>Abbreviation</u>
Superintendent	Supt
Assistant Superintendent for Administration & Finance	ASAF
Building Principals	BP
District Clerk	DC