

**BATAVIA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
CALENDAR
PREPARATION OF THE 2017-2018 BUDGET**

Tuesday	October 18 Board Meeting	Board of Education adopts 2017-18 budget calendar
Tuesday	October 18 Board Meeting	Board of Education establishes 2017-18 budget parameters
Wednesday	October 19	Advertise for Budget Ambassadors (Newsletter, Daily News, WBTA, FB, Website)
Friday	October 21	Preliminary Budget information distributed; direct entry into nVision to Building Principals, Directors, Department Chairpersons
Monday	December 5	Preliminary Budget requests due
Thursday	January 5	Budget Ambassador applications due
Tuesday	January 10 Board Meeting	Board of Education appoints Budget Ambassadors
Friday	January 20	Administrative Budget completed
Wednesday	February 1 Ambassadors Mtg.	Budget Ambassadors review proposed Administrative Budget
Tuesday	February 7 Board Meeting	Board of Education review of Administrative Budget (Appropriations; Revenues; all other)/ Propositions (if any)
Wednesday	February 8 Ambassadors Mtg.	Budget Ambassadors continue review proposed Administrative Budget
Wednesday	February 15 Ambassadors Mtg.	Budget Ambassadors complete their review of proposed Administrative Budget and submit to the Board of Education their recommendations
Tuesday	February 28	Board of Education continues review of Administrative Budget/Propositions (if any) and solicits comments from the public

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Wednesday	March 1	Budget Ambassadors alternate/snow date
Tuesday	March 14 Board Meeting	Board of Education continues review of Administrative Budget/Propositions (if any) and solicits comments from the public
Saturday	April 1	Legal Publication
Saturday	April 8	Legal Publication
Saturday	April 15	Legal Publication
Tuesday	April 18 Board Meeting	Board of Education completes review of Administrative Budget/Propositions Board of Education establishes tentative 2017-18 Budget and Propositions (if any)
Wednesday	April 19	Voter Registration Day
Saturday	April 22	Legal Publication
Wednesday	April 26	BOE petitions due (20 days before election)
Monday	May 1	Popular Budget available for public review
Tuesday	May 9	Presentation of Budget/Propositions and questions from the public Time: 7:00 p.m. Place: Batavia High School - Library
Tuesday	May 16	Budget, Board of Education and Propositions (if any) Vote 7:00 a.m. through 9:00 p.m.

Board Approval: 10/18/16

BATAVIA CITY SCHOOL DISTRICT

BUDGET GUIDELINES

2017-2018

- ⇒ Meet all applicable mandates, health, safety, and legal requirements.
- ⇒ Fulfill all contractual obligations.
- ⇒ Support educational programs and services vital to successful implementation of the district mission and vision.
- ⇒ Identify alternative funding sources.
- ⇒ Optimally prepare the first draft of the 2017-18 budget with a tax levy increase of no more than 0.00% over the allowed tax cap.

Adopted 10/18/2016