



**City School District of Albany**  
2020-2021 Budget Development Calendar  
REVISED December 2, 2019

To ensure transparency and provide ample opportunities for Board, public, and staff engagement, the City School District of Albany is providing the Budget Development Calendar for the 2020-2021 school year. It contains 11 scheduled opportunities for input and feedback at Board meetings and workshops to ensure an open process.

Upon adoption of the Budget by the Board of Education in April, there will be a Budget Hearing and community forums scheduled (dates TBD) throughout the City with PTA's, neighborhood associations, and other interested groups prior to the public vote on the Budget in May.

Over a six-month period, members of the Board, public, and staff are provided numerous opportunities to provide input and engage in the budget development process. The [Budget Development Calendar](#) and updated information will be shared throughout the budget process.

## **Board and Public Activities Relating to the Development of the 2020-2021 Budget**

### **Phase 01: Establishing the Process; Setting the Expectations, Research and Development**

- 11/7/19 (Thurs)**      **Board Meeting**  
The Board will be presented with a draft of the proposed [Budget Development Calendar](#) for the 2020-2021 budget development process.
- 11/14/19 (Thurs)**      The Office of Superintendent, Principals, Directors, and Supervisors will meet to discuss the [2020-2021 Budget Development Process](#). The expected roles and responsibilities of staff will be discussed in aligning budget allocations to district priorities. The budget packet (work papers) will be disseminated to staff.
- 11/19/19 (Tues)**      The Office of the Superintendent will begin planning budget development activities such as: identifying programing and staffing areas to review in-depth; identifying areas in need of additional resources; updating the Academic Plan; and examining potential new initiatives.
- 11/21/19 (Thurs)**      **Board Meeting**  
The Board will be presented the [Budget Development Calendar](#).

- 12/5/19** The Board of Education will be asked to approve the *2020-21 Budget Development Calendar*.
- 12/10-12/13/19** Publicize the legislative priorities the Governmental Relations Committee will be advocating for on behalf of the District for the 2020-2021 State-aid year.
- 12/13/19 (Fri)** Building and departmental budgetary forms and requests are due from administrators to the Business Office.
- 12/16/19–1/17/20** Office of Superintendent will review staff input from the budget packets (work papers) and conduct budget meetings with principals, directors and supervisors. Packets are due to the Business Office by December 13th.

## **Phase 02: Designing Budget Options with Guidance from the Public and the Board**

- 1/7/20 (Tues)** **Public Budget Workshop I – 5:30-7:00** **Public input encouraged**  
**(Subject to Change)** This workshop will provide some basic information on Public School Finance 101 and allow for interactive group discussions where all people in attendance have an opportunity to voice their ideas and perspectives on the District’s budget. To help guide the conversation in the best way possible, the District will invite community residents to submit a topic they would like discussed.
- 1/9/20 (Thurs)** **Board Meeting** **Public input encouraged**  
The Superintendent will provide an overview of the budget process and academic targets.
- 1/14/20 (Tues)** **Public Budget Workshop II – 5:30-7:00** **Public input encouraged**  
**(Subject to Change)** The second workshop of the two-part series will also provide general information on Public School Finance 101 and follow-up on discussions from the first Workshop. New topics for discussion will also be welcome. The Workshop will allow for interactive group discussions where all people in attendance have an opportunity to voice their ideas and perspectives on the District’s budget.
- 1/23/20 (Thurs)** **Board Meeting** **Public input encouraged**  
The Office of Superintendent will present the ***Rollover Budget*** including objectives and program strategies to support 2020-2021 budget development. Information will also be provided to explain some of the significant changes in the budget.
- 1/24/20– 3/5/20** **Administrator’s feedback to Office of Superintendent**  
The Office of Superintendent will brief administrators on the *Rollover Budget* including its objectives, strategies and the school-based impact of programming,

staffing, investment and change. The opportunity for feedback will be incorporated as part of the process.

- 2/13/20 (Thurs)**      **Board Meeting**      **Public input encouraged**  
The Board will further discuss program strategies and initiatives along with associated budget implications. The Board will submit requests to Office of Superintendent for any additional information or analysis. The Governor’s State-aid proposal for public schools will be reviewed.
- 2/27/20 (Thurs)**      **Special Meeting of the Board for the purpose of adopting the property tax cap. Please note this meeting will be at 5:30 p.m.**
- 3/1/20 (Sun)**      **Property Tax Cap Calculation Deadline** to the Office of the State Comptroller.
- 3/5/20 (Thurs)**      **Board Meeting**      **Public input encouraged**  
The Office of Superintendent will present ***Budget Update*** outlining the updates on anticipated revenue and budget adjustments. The Board will discuss this information and Superintendent’s recommendations. The Board will submit requests to Office of Superintendent for any additional information or analysis.
- 3/6/20 – 3/19/20**      **Administrator’s feedback to Office of Superintendent**  
The Office of Superintendent will brief administrators on the *Budget Update* including its objectives, strategies and the school-based impact of programming, staffing, investment and change. The opportunity for feedback will be incorporated as part of the process.
- 3/9/20 – 3/12/20**      **Principal-led Community Budget Meetings**      **Public input encouraged**  
Principals will present four regional budget meetings. Three of the meetings will be held at each middle school and a fourth meeting will be held at an elementary school.
- 3/19/20 (Thurs)**      **Board Meeting**      **Public input encouraged**  
The Office of Superintendent will provide updates on the budget. The Board will submit requests to Office of Superintendent for any additional information or analysis.
- 3/20/20 – 4/2/20**      **Administrator’s feedback to Office of Superintendent**  
The Office of Superintendent will continue refining the budget proposal and working with administrators on its: objectives, strategies and the school-based impact of programming. The opportunity for feedback will be incorporated as part of the process.

## Phase 03: Finalization and Choice Making on Preferred Budget Options

- 4/2/20 (Thurs)**      **Board Meeting**      **Final Budget Update; Public input encouraged**  
The Office of Superintendent will present and the Board will discuss the ***Superintendent’s Proposed Budget***. The Board will submit requests to Office of Superintendent for any additional information or analysis.
- 4/3/20 (Fri)**      **1<sup>st</sup> Legal Notice Published**
- 4/7/20 (Tues)**      **Special Budget Forum & Meeting**      **Public input encouraged**  
The Office of Superintendent will present the ***Proposed Budget***. The Board will provide input and discuss final adjustments to the budget. This is the last date that public comment can impact the budget if it is adopted. The Board may adopt the 2020-2021 Budget at this meeting.
- 4/15/20 (Wed)**      **Special Budget Meeting (if needed)**  
The Board of Education may act upon the Superintendent’s proposed budget for 2020-21.
- 4/20/20 (Mon)**      **2<sup>nd</sup> Legal Notice Published**
- 4/23/20 (Thurs)**      **Board Meeting**      **Public input encouraged**  
The Office of Superintendent will present the ***Proposed Budget for ADOPTION***. The Board of Education will act upon the proposed budget.
- 4/24/20 (Fri)**      The “**Property Tax Report Card**” will be submitted to SED and local newspapers of general circulation the day following the budget adoption; but no later than April 27<sup>th</sup>.
- 4/24/20 -5/7/20**      **Dates are contingent upon Budget adoption**  
After the budget is adopted by the Board of Education, the Office of the Superintendent will brief administrators on the Budget including its objectives, strategies and the school-based impact of programming, staffing, and investment.
- 4/24/20 - 5/18/20**      **Community Forums**      **Dates are contingent upon Budget adoption**  
Community forums will be scheduled throughout the City with PTA’s, neighborhood associations, and other interested groups prior to the public vote on the Budget in May. This is to inform and clarify the intent, strategies and specifics of the adopted BUDGET. Public comment at these meetings cannot impact or change the approved adopted Budget.
- 4/30/20 (Thurs)**      **3<sup>rd</sup> Legal Notice Published**

- 4/30/20 (Thurs)** Copies of the Budget Statements (the binder) will be available at the District Office and school office buildings (7 calendar days before the Budget Hearing). The *Budget Newsletter* will be mailed to the community (one week prior to Budget Hearing).
- 5/7/20 (Thurs)** **4<sup>th</sup> (final) Legal Notice Published**
- 5/7/20 (Thurs)** **Budget Hearing – (must be between May 5-12, 2020)**  
The Board will conduct a “**Budget Hearing**” to present the previously finalized budget. The budget cannot be changed based on public comment on this date.
- 5/8/20 (Fri)** A “**School Budget Notice**” will be mailed to the community (one day after Budget Hearing) to remind the public of the vote date and provide required financial information.
- 5/19/20 (Tues)** **Community Vote on Budget**
- 5/20/20 (Wed)** Upon approval of the budget by the voters, the Superintendent files the tax cap compliance data certification with the NYS Office of the State Comptroller.