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SHENENDEHOWA CENTRAL SCHOOL DISTRICT
5 MAXWELL DRIVE PROPOSED CAPITAL PROJECT TIMETABLE FOR
VOTER REFERENDUM

DATE : 1/03/23

December 20, 2022	Board of Ed. Supt.	1. Board Action: a) Adoption of Resolution to Accept Donation
Jan. 6, 2023	Supt. Architect Project Manager Director of Facilities	2. Review and Discussion: a) Needs Assessment b) Preliminary Report Submission c) Project Timeline
Jan. 10, 2023	Board of Ed. Business Meeting Supt. Asst. Supt Architect Project Manager	3. Review and Discussion a) Preliminary discussion on scope of project. b) Voter Referendum timeline
Week of January 16, 2023	Supt. Architect Asst. Supt. Project Mang	4. If new Educational space, then submit a Comprehensive FACILITIES NEEDS ASSESSMENT SUMMARY as part of the documentation in order to receive approval of a capital project and receive NEW RATED CAPACITY.
Week of January 30, 2023	Asst. Supt. Architect Bond Counsel &/or Local Attorney	5. SET UP AND EXECUTE SEQRA (State Environmental Quality Review Act) PROCESS – Architect and Superintendent to set up timing and action details with School’s Local Attorney and/or Bond Counsel. The Architect will be responsible to provide a written recommendation; including any forms or studies conducted, as to the type of SEQRA process to be utilized by the Board of Education in its determination. THIS MUST BE COMPLETED PRIOR TO THE ADOPTION OF THE WORDING OF THE PROPOSITION CALLING FOR SPECIAL ELECTION TO VOTE ON THE CAPITAL PROJECT.
Week of Feb. 6, 2023	Asst. Supt Supt. Architect Project Manager	6. Discussion of possible revenues sources to help offset the District’s local share. - Capital Reserve or Repair Reserve - Cash contribution (lease) - Debt Service Fund - Sale of Property (DO)
Week of Feb. 6, 2023	Ass. Supt. BPD, Inc.	7. Initial contact of Bond Counsel.
Week of Feb 13, 2023	Asst. Supt. Business Office	8. School District to provide variable information to BPD, Inc. for completion of Tax Rate Impact Report and Debt Service Planning
Week of Feb 20, 2023	Architect Project Manager Director of Facilities Supt Asst. Supt.	9. Prepare a construction cost estimate for each project number broken down between alteration/reconstruction and addition. a) Cost estimates need to be defined for both construction and site work (Incidental Cost Allowances). b) Provide Building Aid Unit (B.A.U's) estimates for each building addition c) Provide a preliminary month-by-month cash flow for each construction phase

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Week of Feb 20, 2023	Clerk Asst. Supt.	10. Forward certified copies of the SEQRA DETERMINATION to Local Attorney and Bond Counsel with a photocopy to BPD, Inc.
Week of February 27, 2023	Asst. Supt. BPD, Inc.	11. Meeting to review draft of the Tax Rate Impact Report (TRIR).
By 03/13/23	Bond Counsel	12. Bond Counsel to draft the Proceeding Calling for a Special Election to Vote on a Capital Project. SEQRA DETERMINATION MAY BE LEGALLY REQUIRED BEFORE CALLING FOR A VOTER REFERENDUM. CAUTION: If the SEQRA findings have not been determined, then the voting timetable needs to be discussed with the District and Bond Counsel prior to proceeding.
03/21/23	Board of Ed. Supt. Asst. Supt/Clerk	13. BOE Action a) Adopt SEQRA Resolution b) Adopt the wording of the proposition(s) and special election Public Information Session a) Location: <u>HSE Library</u> b) Time: <u>6:00PM</u>
03/21/23	Board of Ed. Business Meeting Asst. Supt.	14. Board Action- Execute Professional Service Agreements (as applicable/necessary): a) Architect b) Bond Counsel c) Municipal Advisor d) Other (Legal)
03/22/23	Clerk	15. Submissions a) Mail certified copies of 12a, b, and c to Bond Counsel b) Mail copies of 12a, b, and c to BPD, Inc.

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03/22/23	Clerk	<p>16. Submit the text of the Legal Notice calling for a Special Election Voter Referendum to <u>2 (two) paid newspapers</u> having general circulation within the District. First publication of four Legal Notices of Special Election must be not more than 49 nor less than 45 days prior to the Referendum date.</p> <p>THE CLERK SHOULD DOUBLE CHECK EACH NEWSPAPER FOR EACH PUBLICATION.</p> <p>Newspapers -</p> <p style="padding-left: 40px;">Daily: Schenectady Gazette & Albany Times Union</p> <p>a) 1st publication date: 03/29/23 b) 2nd publication date: 04/13/23 c) 3rd publication date: 04/21/23 d) 4th publication date: 05/02/23</p> <p>CAUTION: Publication should be 2 weeks prior to vote date to allow any republication, if necessary.</p>
April 4, 2023	Board of Ed. Business Meeting Supt & Asst. Supt	<p>17. Adoption of Capital Project Resolution.</p>
April 25, 23	Board of Ed. Study Session Supt.	<p>18. Public Information Session</p> <p>a) Location: <u>HSE Library</u></p> <p>b) Time: <u>6:00PM</u></p>
May 9, 23	Board of Ed. Business Meeting Asst. Supt. for Finance	<p>19. Public Information Session</p> <p>c) Location: <u>HSE Library</u></p> <p>d) Time: <u>6:00PM</u></p>
05/09/23	Clerk	<p>20. Send newspapers' Affidavits of Publication calling for the voter referendum to Bond Counsel (certified copies) and BPD, Inc.</p>
05/16/23	Clerk	<p>21. VOTER REFERENDUM</p> <p>a) Polling Hours: _____</p> <p>b) Location: _____</p> <p>c) Type of Ballot: _____</p> <p>d) Voter Reg. (Y/N): _____</p> <p>e) Absentee Ballots: <u>Yes</u> _____</p>

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05/17/23	Supt. Architect	22. If a positive vote, send LETTER OF INTENT FORM/S - FP-LOI (http://www.emsc.nysed.gov/facplan/forms/letter_of_intent_forms.html) to Facilities Planning requesting assignment of: a) SED Project Manager b) Facilities Planning Project Number(s)
N/A	Supt. Architect	23. If applicable, send a letter or file Application for Apportionment of Building Aid to your Facilities Planning Project Manager. School Districts which have been targeted for reorganization may be denied aid without the Certificate of Apportionment.
05/17/23	Clerk Supt. BPD, Inc.	24. If a positive vote, coordinate returning Voter Referendum documentation to Bond Counsel (certified copies) and BPD, Inc.
Prior to 05/30/23	Bond Counsel	25. Prepare and transmit Bond Resolution and Notice of Estoppel to the School District for inclusion in the Board of Education Agenda packet.
05/30/23	Supt.	26. Board Agenda packet sent to School Board Members.
06/06/23	Board of Ed.	27. Board meeting to adopt Bond Resolution (MUST BE ADOPTED BY AT LEAST 2/3 OF THE VOTING STRENGTH OF THE FINANCE BOARD except 1) where a Bond Resolution is subject to mandatory referendum before it becomes effective or 2) where a Bond Resolution provides that it shall be submitted to a referendum - a 3/5ths vote is sufficient LFL § 33).
06/07/23	Clerk	28. Deliver text of the Notice of Estoppel to the official newspaper(s).
06/07/23	Clerk	29. Mail adopted Bond Resolution to Bond Counsel (certified copies) and a copy to BPD, Inc. (electronic or photocopy).
06/12/23	Clerk Newspaper	30. Publication of legal "Notice of Estoppel" in official newspaper(s). CLERK TO VERIFY PUBLICATION.

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06/19/23	Clerk	31. Mail Affidavit of Publication of Notice of Estoppel to Bond Counsel (certified copies) and a copy to BPD, Inc. (electronic or photocopy).
07/03/23		32. Notice of Estoppel publication period expires. (21st DAY AFTER DATE OF PUBLICATION.)