

**BUDGET CALENDAR  
FOR PREPARATION OF THE 2010-2011  
SCHOOL BUDGET**

(Activities to be completed during the 2009-2010 school year.)

<b>November 16, 2009</b>	<b>Regular Board Meeting</b> Adopt Budget Calendar for 2010-2011.
December 3, 2009	Review Budget Calendar and Guidelines for 2010-2011 with Cabinet.
December 7, 2009	Building Budget printouts and parameters to Building Administrators and Supervisors.
January 11, 2010	Salary estimates for 2010-2011 completed by Business Administrator.
January 11-15, 2010	Superintendent and Business Administrator to meet with Building Administrators to review possible staff and program changes for 2010-2011.
January 22, 2010	Building Administrators' and Supervisors' 2010-2011 Budgets to Business Administrator. Prioritized list of equipment items and costs submitted to Business Administrator.
<b>January 11, 2010</b>	<b>Regular Board Meeting</b> 1 <sup>st</sup> Budget Review: Review of <u>Budget Guidelines</u> and <u>Debt Service</u> .
February 4, 2010	Presentation of the first draft of Preliminary Budget to the Superintendent. Review budget revisions and possible enhancements with Administrative Council.
February 8, 2010	<b>Regular Board Meeting</b> 2 <sup>nd</sup> Budget Review: Review of <u>Elementary, Special Education, Technology, Secondary, Interscholastic Athletics</u> and <u>Extracurricular Activities</u> Budgets.
Feb. 15-19, 2010	School Closed - Winter Break
March 12, 2010	BOCES service requests due to Business Administrator.
<b>March 15, 2010</b>	<b>Regular Board Meeting</b> 3 <sup>rd</sup> Budget Review: Review of the <u>Operations and Maintenance, Transportation, Employee Benefits</u> , and the <u>BOCES Services Budget, and Estimated Revenues</u>
April 1, 2010	First publication of Legal Notice of School Budget Hearing and Annual Meeting (vote) dates.
<b>April 5, 2010</b>	<b>Budget Work Session</b>  <b>Board conducts a Community Dialogue on Budget at the High School Media Center from 7:00 - 9:00 p.m.</b>  <u>Review and/or Adoption of Proposed Budget</u>

- April 8, 2010                      Second Publication of legal Notice of School Budget Hearing and Annual Meeting (vote) dates.
  
- April 2-9, 2010                    School Closed - Spring Break
  
- April 19, 2010**                    **Budget Work Session** (if needed)  
Review and Adoption of Proposed Budget
  
- April 19, 2010                    Deadline for submission of petitions for nominations of Board candidate(s), until 5:00 p.m.
  
- April 21, 2010                    Drawing by District Clerk for determination of order for listing Board candidate(s) on voting machine.
  
- April 20, 2010**                    **Regular Board Meeting** – (Tuesday meeting to correspond with the BOCES vote.)  
Appointment of Clerks and Inspectors of Elections.
  
- April 23, 2010                    Last date for districts to adopt proposed budgets
  
- April 24, 2010                    Deadline for submitting Property Tax Report Card to the State Education Department.
  
  
- April 29, 2010                    Third publication of Legal Notice of School Budget Hearing and Annual Meeting (vote) dates.
  
- May 4, 2010                        Budget Document available to public: detailed explanation of contents of Board's adopted budget; invitation to public hearing and budget vote.
  
- May 6, 2010                        Fourth publication of Legal Notice of School budget Hearing and Annual Meeting (vote) dates.
  
- May 10, 2010**                    **Budget Hearing - High School Media Center, 7:00 p.m.**
  
- May 11, 2010                        Budget Newsletter/Budget Notice mailed.
  
- May 18, 2010**                    **Annual Meeting** - Budget Vote and election of school board member(s) – Primary Grade Cafeteria

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Note:                      The school District Clerk is required to give notice of the Annual Meeting at least four times within the seven weeks preceding the meeting. The first notice is to be at least forty-five (45) days prior to the meeting.

According to Chapter 64 of Education Law, school districts must provide notification of availability of the school budget 7 days prior to the Budget Hearing date.

Suggested Legal Notice Dates:

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|-------------------------------|-------------------------------|
| First Notice - April 1, 2010  | Second Notice - April 8, 2010 |
| Third Notice – April 29, 2010 | Fourth Notice – May 6, 2010   |