

MEMORANDUM

TO: Building Principals
Operational Supervisors

FROM: Bruce H. Singer
Assistant Superintendent for Business

DATE: September 24, 2008

RE: **2009-2010 BUDGET DEVELOPMENT CALENDAR**

At the September 17, 2008 Board of Education meeting, the Board of Education adopted the attached Budget Development Calendar.

In the event you have any questions or concerns, please do not hesitate to contact me.

BHS:cmc

Attach.

Cc: Charles J. Murphy, Ed.D.

Cabinet

Clerical Staff

Mary Anne Van Duyne

Ernie Smith

Audit Committee

Budget Committee

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All data/proposals being submitted will be sent to the Superintendent of Schools, Assistant Superintendent for Business and School Business Administrator unless otherwise noted.

- 09/17/08 Wed. Adoption of budget calendar by the Board of Education.
- 10/31/08 Fri. Student enrollment projections submitted to the Superintendent of Schools, Assistant Superintendent for Business, and School Business Administrator by the Assistant Superintendent for Curriculum and Instruction and Assistant Superintendent for Curriculum, Instruction, Staff Development, and Assessment.
- 11/3-11/14/08 Meeting with building principals, department heads, and directors for input and discussion on their budgets with the Cabinet. These appointments should be coordinated through the Office of the Superintendent of Schools.
- 11/3-11/14/08 Initial budget requests including per pupil expenditure amounts completed by building principals, department heads, directors, etc. submitted to the Assistant Superintendent for Business and School Business Administrator.
- 11/3-11/14/08 A plan for the purchase of academic supplies, books and equipment submitted by the Assistant Superintendent for Curriculum & Instruction and Assistant Superintendent for Curriculum, Instruction, Staff Development, and Assessment to the Assistant Superintendent for Business and School Business Administrator. **(Per Pupil Allocation)**.
- 11/14/08 Fri. BOCES or other district shared services proposals submitted to the Superintendent of Schools, Assistant Superintendent for Business, and School Business Administrator by the Assistant Superintendent for Curriculum & Instruction and Assistant Superintendent for Curriculum, Instruction, Staff Development, and Assessment.
- 11/14/08 Fri. After discussions and consultations with building administrators, academic directors, and operational supervisors, the Plant Facilities Administrator will submit buildings and grounds proposals including capital improvements to the Superintendent of Schools, Assistant Superintendent for Business, and School Business Administrator.
- 11/19/08 Wed. **Regular Board of Education** - Budget Development Discussion - 8:00 p .m. – Board of Education Annex. Budget direction and parameters given to District Administrators, (specifically class sizes).

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- 11/21/08 Fri. Program proposals for extracurricular activities, chaperones, lengthy field trips, athletics, summer school, etc., submitted to the Superintendent of Schools, Assistant Superintendent for Business, and School Business Administrator by the Assistant Superintendent for Curriculum and Instruction, Assistant Superintendent for Curriculum, Instruction, Staff Development, and Assessment, and the Assistant Superintendent for Personnel.
- 11/21/08 Fri. All special programs (gifted and talented, summer school, special education, child care, pilot programs of all types, etc.) submitted to the Superintendent of Schools, Assistant Superintendent for Business, and School Business Administrator by the Assistant Superintendent for Curriculum and Instruction and Assistant Superintendent for Curriculum, Instruction, Staff Development, and Assessment.
- 11/26/08 Wed. Transportation needs, including summer programs and all special programs, submitted to the Assistant Superintendent for Business and School Business Administrator by the Assistant Superintendent for Curriculum & Instruction and Assistant Superintendent for Curriculum, Instruction, Staff Development, and Assessment.
- 12/18/08 Thurs. Meeting with Personnel, Information Systems, and Payroll with the Assistant Superintendent for business and the School Business Administrator to discuss **Salary Budget for 2009/10.**
- 12/23/08 Tues. Submission of **Equipment Requests** by building principals, department heads, supervisors and directors to the Assistant Superintendent for Business and School Business Administrator.
- 12/23/08 Tues. Additional staffing proposals submitted to the Assistant Superintendent for Personnel by operational administrators, principals, academic directors, and district administrators.
- 01/09/09 Fri. Preliminary budget discussions with the Superintendent of Schools with the Assistant Superintendent for Business and School Business Administrator (submission of budget drafts by codes).
- 01/09/09 Fri. Review of **Equipment Requests** by the Superintendent of Schools Assistant Superintendent for Business and School Business Administrator.
- 01/09/09 Fri. Preliminary information and reports that will be used for the Budget Appendices submitted to the Assistant Superintendent for Business and School Business Administrator e.g.: Elementary Class Sizes, Secondary Course Offerings, Student Enrollment Projections, 2008-2009

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Expenditures per Student, District Finances, Debt Service and Capital Improvements.

- 01/15/09 Thurs. Budget mailing to district residents. The budget process will be described in the Community Newsletter.
- 01/26/09 Mon. Submission of complete budget draft to the Superintendent of Schools by the Assistant Superintendent for Business and School Business Administrator.
- 01/30/09 Friday **Submission of complete budget draft to the Board of Education by the Superintendent of Schools.**
- 02/04/09 Wed. **Budget Development Meeting #1** (Work Session)-8:00 p.m.-10:00 p.m. Samoset Board of Education Annex- Presentation of first draft by the Superintendent.
- 02/25/09 Wed. **Budget Development Meeting #2** (Regular Board of Education Meeting) 8:00 p.m.-10:00 p.m. Board of Education Annex – Discussions of proposed equipment purchases for the 2007-08 school year.
- 03/04/09 Wed. **Budget Development Meeting #3** (Work Session)-8:00 p.m.-10:00 p.m. Board of Education Annex – Discussions to include Staffing, Facilities, Equipment, Transportation, Fund Balance, Reserves & Liabilities, Contingency Budget, Community Input and Feedback (Budget Committee).
- 03/18/09 Wed. **Budget Development Meeting #4** -8:00 p.m. (**Special Budget Business Meeting**)- Board of Education Annex **Preliminary Public Hearing & Town Meeting**
- 03/18/09 Wed. Deadline for information for legal ad (Newsday, Ronkonkoma Review).
- 04/01/09 Wed. **Budget Development Meeting #5** 8:00 p.m.-10:00 p.m. Board of Education Annex. Adoption of 2009-2010 Proposed Budget and Community put.
- 04/02/09 Thurs. First legal ad appears (Newsday, Ronkonkoma Review). First legal ad to appear 45 day before budget vote.
- 04/02/09 Thurs. Submission of Property Tax Report Card Information to SED. (24 hours after budget adoption)
- 04/15/09 Wed. Printing of the budget.

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- 04/16/09 Thurs. Second legal ad appears (Newsday, Ronkonkoma Review).
- 04/20/09 Mon. Deadline for submissions of petitions for proposition(s) to be placed on ballot 30 day's before the vote.
- 04/20/09 Mon. Deadline for submission of petitions for nominations of Board candidates - 5:00 p.m. (30 Day's before the election)
- 04/21/09 Tues. Mailing of second Budget Newsletter to all residents.
- 04/29/09 Wed. Budget available upon request at each polling place, seven (7) days before Budget Hearing date of 05/06/09
- 04/30/09 Thurs. Third legal ad appears (Newsday, Ronkonkoma Review).
- 05/01/09 Fri. Mailing of third Budget Newsletter to all residents.
- 05/06/09 Wed. Public Hearing (Regular BOE Meeting and Public Hearing on the Budget) 8:00 p.m. Board of Education Annex (at least seven (7) days prior to the annual election but not more than fourteen (14) days).
- 5/06/09 Wed. Special voter registration 8:00 p.m. - 10:00 p.m. at the Board of Education Administrative Annex.
- 05/09/09 Sat. Saturday Registration - 9:00 a.m.-1:00 p.m. - District Office.
- 5/13/09 Wed. Deadline for mailing the School Budget Notice to all qualified voters. (6 day's prior to budget vote)
- 05/14/09 Thurs. Last day of Voter Registration - until 3:00 p.m. - District Office.
- 05/14/09 Thurs. Fourth legal ad appears (Newsday, Ronkonkoma Review).
- 05/18/09 Mon. Deadline for hand-delivered absentee ballot applications (if ballot is to be delivered) by 3:00 p.m.
- 05/19/09 Tues. School Budget Vote and Annual Election.

Budget Re-Vote

- 06/02/09 Tues. Budget Statement and required attachments to be made available upon request at each school building.

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- 06/02/09 Tues. First legal ad to appear (Newsday).
- 06/04/09 Thurs. First legal ad to appear (Ronkonkoma Review).
- 06/09/09 Tues. **Public Hearing for optional School Budget Re-Vote** (Public information meeting on the budget) 8:00 p.m. Board of Education Annex (at least seven (7) days prior to the re-vote but not more than fourteen (14) days).
- 06/10/09 Wed. Deadline for mailing the School Budget Re-Vote Notice to all qualified voters. (6 day's prior to budget re-vote).
- 06/10/09 Wed. Day Time Registration - 8:00 a.m.-3:00 p.m. District Office.
- 06/11/09 Thurs. Second legal ad (Newsday, Ronkonkoma Review).
- 06/16/10 Tues. Optional School Budget Re-Vote (only if 05/19/10 School Budget Vote is defeated) to be held on the third Tuesday in June (mandatory).