

## 2012-2013 BUDGET DEVELOPMENT CALENDAR

All data/proposals being submitted will be sent to the Associate Superintendent and the School Business Administrator unless otherwise noted.

- 10/19/11 Wed. Adoption of budget calendar by the Board of Education.
- 11/01/11 Tues. Student enrollment projections submitted to the Superintendent of Schools, Associate Superintendent and School Business Administrator by the Assistant Superintendent for Curriculum and Instruction (Elementary) and Assistant Superintendent for Curriculum and Instruction (Secondary).
- 11/7-11/10/11 Per Pupil Allocations developed by the School Business Administrator for the purchase of academic supplies, textbooks, office supplies and other items based on enrollment projections.
- 11/15/11 Tues. BOCES and other district shared services proposals submitted to the Associate Superintendent and School Business Administrator by the Assistant Superintendent for Curriculum & Instruction (Elementary) and Assistant Superintendent for Curriculum and Instruction (Secondary).
- 11/15/11 Tues. 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 Associate Superintendent and School Business Administrator.
- 11/17/11 Thurs. Budget meetings to be scheduled with Building Principals, Department Administrators and Operational Supervisors for input and discussion for their budgets with the cabinet. These meetings shall be coordinated through the Office of the Associate Superintendent.
- 11/18/11 Fri. Program proposals for extracurricular activities, chaperones, lengthy field trips, athletics, summer school, etc., submitted to the Associate Superintendent and School Business Administrator by the Assistant Superintendent for Curriculum and Instruction (Elementary) and Assistant Superintendent for Curriculum and Instruction (Secondary).
- 11/18/11 Fri. All special programs (gifted and talented, summer school, special education, child care, pilot programs of all types, etc.,) submitted to the Associate Superintendent and School Business Administrator by the Assistant Superintendent for Curriculum and Instruction (Elementary) and Assistant Superintendent for Curriculum and Instruction (Secondary).
- 11/23/11 Wed. Transportation needs, including summer programs and all special programs, submitted to the Associate Superintendent and School Business Administrator by the **Transportation Supervisor**.

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- 12/15/11 Thurs. Meeting with Assistant Superintendent for Personnel, Personnel Administrator and Director of Information Systems with the Associate Superintendent and the School Business Administrator to discuss the **Salary Budget for 2012-13.**
- 12/16/11 Fri. Additional staffing proposals submitted to the Assistant Superintendent for Personnel from the Assistant Superintendents for Curriculum and Instruction, Academic Administrators, Principals and Operational Supervisors. Cabinet meeting to discuss additional staffing requests.
- 12/20/11 Tues. Submission of **Equipment Requests** by building principals, department heads, supervisors and directors to the Associate Superintendent and School Business Administrator.
- 12/21/11 Wed. Review of **Equipment Requests** by the Associate Superintendent and School Business Administrator.
- 01/06/12 Fri. Preliminary budget discussions with the Superintendent of Schools with the Associate Superintendent and School Business Administrator (submission of budget drafts by codes).
- 01/06/12 Fri. Preliminary information and reports that will be used for the Budget Appendices submitted to the Associate Superintendent and the School Business Administrator e.g.: Elementary Class Sizes, Secondary Course Offerings, Student Enrollment Projections, District Finances, Debt Service and Capital Improvements.
- 01/12/12 Thurs. The budget process will be described in the Community Newsletter to be posted on the Sachem Schools Website.
- 01/23/12 Mon. Submission of complete budget draft to the Superintendent of Schools by the Associate Superintendent and School Business Administrator.
- 01/27/12 Friday **Submission of complete budget draft to the Board of Education by the Superintendent of Schools.**
- 02/01/12 Wed. **Budget Development Meeting #1** (Work Session)-7:30 p.m.-9:30 p.m. Samoset Board of Education Annex- Presentation of 2012-13 first draft by the Superintendent of Schools.
- 02/15/12 Wed. **Budget Development Meeting #2** (Regular Board of Education Meeting) 7:30 p.m.-9:30 p.m. Samoset Board of Education Annex – Discussion of the proposed 2012-13 budget.
- 03/01/12 Thurs. Deadline to SED/State for tax levy limit calculation factors (NEW).

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- 03/07/12 Wed. **Budget Development Meeting #3** (Work Session)-7:30 p.m.-9:30 p.m. Samoset Board of Education Annex – Discussion of the proposed 2012-13 budget. Community Input and Feedback (Budget Committee).
- 03/14/12 Wed. Deadline for information for legal ad (Newsday, Ronkonkoma Review).
- 03/21/12 Wed. **Budget Development Meeting #4** - (Regular Board of Education Meeting) 7:30 p.m.-9:30 p.m. Samoset Board of Education Annex – Discussion of the proposed 2012-13 budget.
- 03/29/12 Thurs. First legal ad appears (Newsday, Ronkonkoma Review). First legal ad to appear 45 day before budget vote.
- 04/04/12 Wed. **Budget Development Meeting #5** (Work Session) - 7:30 p.m.-9:30 p.m. Board of Education Annex. Discussion of the proposed 2012-13 proposed budget, Preliminary Public Hearing & Town Meeting.
- 04/12/12 Thurs. Second legal ad appears (Newsday, Ronkonkoma Review).
- 04/16/12 Mon. Deadline for submissions of petitions for proposition(s) to be placed on ballot 30 day's before the vote.
- 04/16/12 Mon. Deadline for submission of petitions for nominations of Board candidates - 5:00 p.m. (30 Day's before the election)
- 04/18/12 Wed. **Budget Development Meeting #6** - (Regular Board of Education Meeting) 7:30 p.m.-9:30 p.m. Samoset Board of Education Annex – Adoption of the 2012-13 Proposed Budget and Community Input.
- 04/19/12 Thurs. Submission of Property Tax Report Card Information to SED (24 hours after budget adoption).
- 04/19/12 Thurs. Printing of the Budget.
- 04/25/12 Wed. Budget available upon request at District Office, all schools and Sachem Public Library as well as on the District Website (7) days before Budget Hearing date of 05-02-12
- 04/26/12 Thurs. Third legal ad appears (Newsday, Ronkonkoma Review).
- 05/02/12 Wed. Public Hearing (Work Session and Public Hearing on the Budget) 7:30 p.m. Board of Education Annex (at least seven (7) days prior to the annual election but not more than fourteen (14) days).

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5/02/12 Wed.	Special voter registration 7:30 p.m. – 9:00 p.m. at the Board of Education Administrative Annex.
05/05/12 Sat.	Saturday Registration - 9:00 a.m.-1:00 p.m. – Samoset Administrative Offices.
05/08/12 Tues.	Last day of Voter Registration - until 3:00 p.m. – Samoset Administrative Offices.
5/09/12 Wed.	Deadline for mailing the School Budget Notice to all qualified voters. (6 day's prior to budget vote)
05/10/12 Thurs.	<u>Fourth legal ad appears</u> (Newsday, Ronkonkoma Review).
05/14/12 Mon.	Deadline for hand-delivered absentee ballot applications (if ballot is to be delivered) by 3:00 p.m.
05/15/12 Tues.	Annual District Election and Budget Vote

### **Budget Re-Vote**

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05/30/12 Wed.	Budget Statement and required attachments to be made available upon request at each school building.
05/31/12 Thurs.	First legal ad to appear (Newsday, Ronkonkoma Review).
06/06/12 Wed.	<b><u>Public Hearing for optional School Budget Re-Vote</u></b> (Public information meeting on the budget) 7:30 p.m. Samoset Board of Education Annex (at least seven (7) days prior to the re-vote but not more than fourteen (14) days).
06/06/12 Wed.	Day Time Registration - 8:00 a.m.-3:00 p.m. District Office.
06/07/12 Thurs.	Second legal ad (Newsday, Ronkonkoma Review).
06/13/12 Wed.	Deadline for mailing the School Budget Re-Vote Notice to all qualified voters. (6 day's prior to budget re-vote).
06/19/12 Tues.	Optional School Budget Re-Vote (only if 05-15-12 School Budget Vote is defeated) to be held on the third Tuesday in June (mandatory).