

Deer Park Union Free School District
OFFICE OF THE SUPERINTENDENT
2012-2013 BUDGET DEVELOPMENT CALENDAR

DATE	BUDGET TASK	RESPONSIBILITY
11/4/11	Budget meeting to discuss with administrators and principals	Individual Admins
11/8/11	Calendar to BOE for approval – discuss direction and parameters. Include building utilization discussion	Business Office
11/10/11	Proposal requests to vendors for 2012/13 services	Individual Admins
Nov	Administrator budgets entered by business office, budget reports prepared	
11/28/11	Budgets and staffing projection forms from administrators due	Individual Admins
*11/29/11	BOE presentation of budget projections	Jimenez
12/5-9/11	DO meetings with budget administrators to review	DO, Admins
*12/6/11	Additional meeting for budget planning	BOE, DO
12/19/11	Review current year expenditures	Jimenez
1/9/12	Input salary and personnel projections	
1/13/12	Business office provides working budget to Superintendent	
1/17/12	Schedule student activities for day of vote	Principals
1/27/12	Full administrative review and approval of 1 st draft	All Admin
2/1/12	Revise budget according to State Aid projections	DO
Early Feb	Review BOCES cosers / project next year's BOCES expenses	DO(Consult Admin)
Feb	Student registration in PIG / Eco	Cummings/Skillen
2/4/12	Fixed contractual expenses calculated and entered	Jimenez/Demyen/ Reynolds
	Calculate/enter revenue, project State aid	Jimenez
2/10/12	Budget sent home in packet	Superintendent
*2/28/12	Budget presented to BOE - introduction	DO/ BOE
March	Publish budget notice in district newsletter	Syntax
3/1/12	BOE petitions available for pickup	District Clerk
3/1/12	Calculation of tax levy limit sent to State Comptroller, Commissioner of Education, and Commissioner of Taxation and Finance	Jimenez
*3/6/12	BOE review specified codes	BOE / DO
*3/13/12	BOE review specified codes	
3/16/12	Last day voter propositions (60 days prior to vote)	District Clerk
*3/20/12	BOE review specified codes	BOE/DO
*3/24/12 (Saturday)	BOE discuss questions raised at workshops(post as BOE meeting) if needed	
*3/27/12	BOE review specified codes – conclude BOE modifications/Public input meeting	BOE
End March	Possible revisions entered	Business office
3/27-31/12	Public notice at least 45 days prior, 4x before vote	District Clerk
*4/3/12	Full administrative review and approval	DO/Admin
	Official adoption of budget	BOE
4/4/12	Meet with Syntax to prepare public presentation/materials	Superintendent/Syntax
4/4/12	Budget booklet sent to printer	DeDe/ Sue Ermish
4/16/12	Last day for petition to run for BOE -5:00 PM	District Clerk
4/19/12	Tax report card	Jimenez
	Budget available to public at least 7 days prior to public hearing	District Clerk
4/27/12	Budget booklet available / mailed	
*5/8/12	Public Hearing / 7-14 days prior to vote	BOE
5/9/12	Budget comparison cards mailed 6 days prior to vote (Check carefully) (Budget Notice)	District Clerk
5/15/12	Absentee ballots received by District Clerk no later than 5PM, day of vote	
	Budget vote Students vote	
		Principals

****** indicates BOE meeting

BOE approved 11/29/11

2012 – 2013 BUDGET
Planning Calendar

DATE	Budget Activity / Category (Budget Code)
February 10, 2012	Budget working booklets distributed
February 28, 2012*	Introduce Budget to Public
March 6, 2012	Fringe Benefits, Capital, Debt Service (9000) Revenues and Tax Levy.
March 13, 2012	Central Services / Buildings and Grounds (1010-1989) Supervision / Instructional (2010-2020)
March 20, 2012	Instruction (2110 – 2170) Special Education (2250-2259) Special Schools, PPS (2280,2320-2350, 2805-2832)
March 24, 2012 (Saturday) if needed	Discussion of questions raised at previous budget workshops
March 27, 2012	Athletics, Pool, Co-Curricular (2850, 2851-2855, 2856) Transportation (5500) Instructional Media (2610-2612) Technology (2630) Public Input/BOE Modifications
April 3, 2012	Official Adoption of Budget
April 27, 2012	Budget Available to Public
May 8, 2012	Public Hearing
May 15, 2012	Budget / Board of Education Trustees Vote (7:00 A.M. to 9:00 P.M.)

The Deer Park Board of Education and district administration will review budget areas as outlined in the planning calendar above. All meetings will be held in the administration building at 7:30 P.M. or at the location and time advertised if on the date of a regular open meeting. The 2012-2013 Budget may be discussed at regularly scheduled Board of Education meetings as well as these budget work sessions.

Community members are encouraged to attend these meetings.

*Consider discussing non-contractual salary increases in Executive Session for following year so the actual amount can be included in budget.