

Deer Park Union Free School District  
OFFICE OF THE SUPERINTENDENT

**2010-2011 BUDGET DEVELOPMENT CALENDAR**

Approved by  
BOE: 11/24/09

DATE	BUDGET TASK	RESPONSIBILITY
Oct/09	Plan strategic direction of budget	BOE/DO
	Planning team meetings to discuss program need, budget parameters	Admin/DO/BOE
10/16/09	Proposal requests to vendors for 2009/10 services	Business office
11/6/09	Budget meeting to discuss with administrators and principals	Individual Admins
<b>*10/27/09</b>	<b>Calendar to BOE for approval</b> – discuss direction and parameters	Business office
Nov	Administrator budgets entered by business office, budget reports prepared	
<b>11/21/09</b> <b>(Saturday)</b>	Building tours to discuss capital needs	BOE/DO
11/25/09	Budgets and staffing projection forms from administrators due	Individual Admins
12/7-11/09	DO meetings with budget administrators to review	DO, Admins
12/22/09	Review current year expenditures	Jimenez
Early Feb	Review BOCES cosers / project next year's BOCES expenses	DO(Consult Admin)
1/8/10	Input salary and personnel projections	Jimenez
1/15/10	Business office provides working budget to Superintendent	
Mid Jan	BOE petitions available for pickup	District Clerk
1/15/10	Schedule student activities for day of vote	Principals
1/29/10	Full administrative review and approval of 1 <sup>st</sup> draft	All Admin
2/1/10	Revise budget according to State Aid projections	DO
Feb	Student registration in PIG / Eco	Cummings/Johnston
2/5/10	Fixed contractual expenses calculated and entered	Jimenez/Demyen
	Calculate/enter revenue, project State aid	Jimenez
2/12/10	Budget sent home in packet	Superintendent
<b>*2/23/10</b>	<b>Budget presented to BOE-</b> introduction	DO/ BOE
March	Publish budget notice in district newsletter	SYNTAX
<b>*3/2/10</b>	<b>BOE review specified codes</b>	BOE / DO
<b>*3/9/10</b>	<b>BOE review specified codes</b>	
<b>*3/16/10</b>	<b>BOE review specified codes</b>	BOE/ DO
3/19/10	Last day voter propositions (60 days prior to vote)	District Clerk
<b>3/20/10</b> <b>(Saturday)</b>	<b>BOE discuss questions raised at workshops(If needed)</b>	BOE/DO
<b>*3/23/10</b>	<b>BOE review specified codes and discuss revenue</b> – conclude BOE modifications/Public input meeting	BOE
End March	Possible revisions entered	Business office
3/26/10	Public notice at least 45 days prior, 4x before vote	District Clerk
<b>*4/13/10</b>	Full administrative review and approval	DO/Admin
	Official adoption of budget	BOE
4/14/10	Budget booklet sent to printer	Marie/ Sue Ermish
4/14/10	Tax report card	Jimenez
4/15/10	Meet with Syntax to prepare public presentation/materials	Superintendent/Syntax
4/19/10	Last day for petition to run for BOE -5:00 PM	
4/30/10	Budget available to public at least 7 days prior to public hearing	District Clerk
	Budget booklet available / mailed	
5/10/10	Budget comparison cards mailed 6 days prior to vote (Check carefully) (Budget Notice)	
<b>*5/11/10</b>	<b>Public Hearing / 7-14 days prior to vote</b>	BOE
5/18/10	Absentee ballots received by District Clerk no later than 5PM, day of vote	District Clerk
	Budget vote	
	Students vote	Principals

**\*\* indicates BOE meeting**

**2010 – 2011 BUDGET**  
***Planning Calendar***

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DATE	Budget Activity / Category (Budget Code)
February 12, 2010	Budget working booklets distributed
March 2, 2010	Central Services / Buildings and Grounds (1010-1989) Supervision / Instructional (2010-2170)
March 9, 2010	Special Education (2250-2259) Special Schools, PPS, Athletics , Pool (2280,2320-2350, 2805-2832, 2850, 2851-2855, 2856)
March 16, 2010	Transportation (5500) Instructional Media (2610-2612) Technology (2630)
March 23, 2010	Fringe Benefits, Capital, Debt Service (9000) Revenues and Tax Levy. BOE Modifications/Public Input
April 13, 2010	Official Adoption of Budget
April 30, 2010	Budget Available to Public
May 11, 2010	Public Hearing
May 18, 2010	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. The 2010-2011 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.***