

**PUBLIC SCHOOLS OF THE TARRYTOWNS
BUDGET CALENDAR
FOR THE 2012-2013 PROPOSED BUDGET**

NOTE: (Preliminary budget overview at BOE meeting 10/20)

November 2011 Administrative Leadership Meeting:
Budget guidelines given to Administrative Staff by Business Office.
Discussion of budget calendar and distribution of budget packets to Principals, Directors, Supervisors and Central Administrators.

November/December

Principals work with staff to outline new school year including staffing patterns, requests for materials, supplies, textbooks and equipment.

Complete budget reviews by Director of Pupil Personnel, Technology Specialist and Athletic Director with their staffs.

Complete budget reviews with Supervisors in respective areas.

December 23, 2011 (Fri) Budget booklets (2 copies) submitted to the Business Office by Principals, Directors, Supervisors and Central Administrators

January 2-11, 2012 Business Office Collation & Tabulation of Budget.

NOTE: (Preliminary budget projection at BOE meeting 1/12)

January 25, 2012 (Wed)

	<u>Bdgt Review w/Supt.</u>
9:30AM John Paulding – Ms. Milliam	“
10:00AM WL Morse – Ms. Prati	“
2:00PM WI – Dr. Hand	“
2:30PM Buildings & Grounds – Mr. Quartironi	“
3:00PM Transportation – Mr. Hughes	“

January 26, 2012 (Thurs)

	<u>Bdgt Review w/Supt.</u>
9:00AM PPS – Ms. Murphy	“
9:45AM Technology – Ms. O’Brien	“
10:30AM Interscholastic Athletics – Mr. Scarpulla	“
11:00AM SHMS – Mrs. Lopez	“
11:30AM SHHS – Mrs. Conklin	“

February 1-3, 2012 (Wed-Fri) Superintendent completes budget review.

Budget Calendar – 2012/13

- February 29, 2012* Budget is distributed to the Board of Education
(Wed)
- March 8, 2012* **Supt. of School – Proposed Budget Presentation**
(Thursday)
8:00PM Board Room
- March 10, 2012* Board of Education Workshop - Overview of Budget.
(Sat)- 8:30AM Transportation , Unallocated/DW, BOCES, Technology,
Board Room Central Administration, Maintenance, Capital Projects (preliminary)
- March 17, 2012* Board of Education Workshop - JP, WLM, WI, SHMS, SHHS,
(Sat)- 8:30AM Bilingual/ESL, Special Education, Athletics
Board Room
- March 22, 2012* **Discussion of budget and propositions**
(Thursday)
8:00PM Board Room
- March 29, 2012* First of four Budget Notices to appear in newspaper.
(Thurs)
- March 31, 2012* Board of Education Workshop – Appropriation Decisions, Revenues,
(Sat)- 8:30AM Board adoption of budget propositions.
Board Room
- April 17, 2012* Budget distributed to public.
(Tues)
- April 24, 2012* **Public presentation of the budget and Board adoption of the**
budget.
(Tues)
- April 25, 2012* “Property Tax Report Card” available and submitted to S.E.D.
(Wed)
- May 3, 2012* Budget hearing.
(Thu)
- May 4, 2012* Budget notice mailed.
(Fri)
- May 15, 2012* Budget Vote & Election of Board of Members.
(Tue)