

**PUBLIC SCHOOLS OF THE TARRYTOWNS
BUDGET CALENDAR
FOR THE 2018-2019 PROPOSED BUDGET**

November 2017 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 22, 2017 (Friday) Budget booklets (2 copies) submitted to the Business Office by Principals, Directors, Supervisors and Central Administrators

January 2-5, 2018 Business Office Collation & Tabulation of Budget.

NOTE: (Preliminary budget projection at BOE meeting 1/25)

January 24, 2018 (Wednesday)

	<u>Budget Review w/Superintendent</u>
9:30AM John Paulding – Mrs. Barnett, Ms. Gorey	“
10:00AM WL Morse – Mr. Holland, Ms. Gorey	“
10:30AM WI – Mrs. Bretti, Ms. Gorey	“
11:00AM Buildings & Grounds – Mr. DeMan	“
11:30AM Transportation – Mr. Hughes	“

January 25, 2018 (Thursday)

	<u>Budget Review w/Superintendent</u>
9:00AM PPS – Mr. Dorn	“
9:45AM Technology – Ms. O’Brien, Ms. Gorey, Mr. DeRose	“
10:30AM Interscholastic Athletics – Ms. Kiernan	“
11:00AM SHMS – Mr. Whitham, Ms. Gorey	“
11:30AM SHHS – Dr. Smith, Ms. Gorey	“

February 1-2, 2018 (Thursday-Friday) Superintendent completes budget review.

Budget Calendar – 2018-2019

- March 2, 2018*
(Friday) Budget is distributed to the Board of Education
- March 8, 2018*
(Thursday)
8:00PM Board Room **Superintendent of Schools – Proposed Budget Presentation**
- March 10, 2018*
(Saturday)- 8:30AM
Board Room Board of Education Workshop - Overview of Budget. Transportation , Unallocated/DW, BOCES, Technology, Central Administration, Maintenance, Capital Projects (preliminary)
- March 24, 2018*
(Saturday)- 8:30AM
Board Room Board of Education Workshop - JP, WLM, WI, SHMS, SHHS, Bilingual/ESL, Special Education, Athletics
- March 29, 2018*
(Thursday) First of four Budget Notices to appear in newspaper.
- March 31, 2018*
(Saturday)- 8:30AM
Board Room Board of Education Workshop – Appropriation Decisions, Revenues, Board adoption of budget propositions.
- April 4, 2018*
(Wednesday) Budget distributed to public.
- April 5, 2018*
(Thursday)
8:00PM Board Room **Public presentation of the budget and Board adoption of the budget**
- April 20, 2018*
(Friday) “Property Tax Report Card” available and submitted to State Education Department.
- May 3, 2018*
(Thursday) Budget hearing.
- May 4, 2018*
(Friday) Budget notice mailed.
- May 15, 2018*
(Tuesday) Budget Vote & Election of Board of Members.