

Capital Region BOCES
Budget Development Calendar
2009-10 School Year

September 15, 2008 (a)	BOCES Board of Education reviews and adopts 2009-10 Budget Development Calendar
November 1, 2008	Salary and benefit data activated in WinCap for 2009-10 budget
November 1, 2008	Assistant District Superintendent for Management Services reviews Budget Development Process with DS Staff
November 1 - 30, 2008	Directors discuss preparation of 2009-10 Division budgets with appropriate Superintendents' Advisory Committees
December 1 - 17, 2008	Directors review tentative budgets with District Superintendent and Assistant District Superintendent for Management Services
December 15, 2008 (a)	BOCES Board reviews and discusses proposed 2009-10 Administrative and Capital Budgets (<i>5:30-6:30 p.m. - prior to Regular Board Meeting</i>)
December 18, 2008	School Superintendents review proposed 2009-10 Administrative and Capital Budgets at the monthly Superintendent's Meeting
December 18, 2008	Final submission of proposed 2009-10 budgets to Assistant District Superintendent for Management Services
December 18, 2008 - January 16, 2009	Division Directors review proposed budgets with Superintendents' Advisory Committees and present to Superintendents at the January 15, 2009 CSO meeting
January 15, 2009 (a)	BOCES Board reviews Regional Information Center and Career and Technical Education proposed budgets (<i>5:30-6:30 p.m. - prior to Regular Board Meeting</i>)
January 15, 2009	All divisional budgets presented to Superintendent's at CSO Meeting 2009-10 Services Guide and 2009-10 Pricing distributed to districts
February 2, 2009	Draft of Budget Book completed for review by DS Staff
February 9, 2009	Budget Book finalized and sent to printer
February 12, 2009	BOCES Board reviews School Support Services and Special Education proposed budgets (<i>5:30-6:30 p.m. - prior to Regular Board Meeting</i>)
February 16, 2009	Preliminary Budget Book returned by printer
March 1, 2009	Commitment Forms sent to districts
March 20, 2009	First Notice of Annual Meeting published (14 days prior to Annual Meeting)

(over)

March 20, 2009	Preliminary Budget Books mailed to component districts (no later than 10 days prior to Annual Meeting)
March 22, 2009	Nominations of Candidates for Election to the BOCES Board due to Clerk of BOCES Board (within 30 days before voting by component boards)
March 27, 2009	Publication of Second Notice of Annual Meeting
April 1, 2009	Annual Meeting
April 7, 2009	Board Election and Budget Ballots sent to component districts (by 14 days prior to vote)
April 20, 2009	Component Boards vote on 2009-10 Administrative Budget and Elect Members of BOCES Board (on or after April 16 and on or before April 30)
April 20, 2009	Capital Region BOCES Board adopts 2009-10 Budgets
April 21, 2009	Election Results Delivered to Clerk of BOCES Board by Component Districts
May 1, 2009	Final Service Commitments returned to BOCES by Component Districts
June 13, 2009	Adopted 2009-10 Budget filed with State Education Department

(a) denotes date of BOCES Board Meeting

Planning and Presentation Schedule
2009-10 Budget

	Budget Planning with Superintendent Advisory Committee	Presentation to Superintendents	BOCES Board Presentation
Administrative/Capital	November	December 18 th	December 15 th (5:30-6:30 p.m.)
NERIC	November	January 15 th	January 15 th (5:30-6:30 p.m.)
CTE	November	January 15 th	January 15 th (5:30-6:30 p.m.)
Special Ed	November	January 15 th	February 12 th (5:30-6:30 p.m.)
School Support	November	January 15 th	February 12 th (5:30-6:30 p.m.)

Adopted: September 15, 2008