

Capital Region BOCES
Budget Development Calendar
2010-11 School Year

September 21, 2009 (a)	BOCES Board of Education reviews and adopts 2010-11 Budget Development Calendar
October 15 - 30, 2009	Assistant District Superintendent for Management Services and staff reviews Budget Development Process with DS Staff
November 2, 2009	Salary and benefit data activated in WinCap for 2010-11 budget
November 1 - 30, 2009	Directors discuss preparation of 2010-11 Division budgets with appropriate Superintendents' Advisory Committees
December 1 - 18, 2009	Directors review tentative budgets with District Superintendent and Assistant District Superintendent for Management Services
December 21, 2009 (a)	BOCES Board reviews and discusses proposed 2010-11 Administrative and Capital Budgets (<i>5:30-6:30 p.m. - prior to Regular Board Meeting</i>)
December 17, 2009	School Superintendents review proposed 2010-11 Administrative and Capital Budgets at the monthly Superintendent's Meeting
December 17, 2009	Final submission of proposed 2010-11 budgets to Assistant District Superintendent for Management Services
December 17, 2009 - January 16, 2010	Division Directors review proposed budgets with Superintendents' Advisory Committees and present to Superintendents at the January 21, 2010 CSO meeting
January 13, 2010 (a)	BOCES Board reviews Regional Information Center and Management Services budgets (<i>5:30-6:30 p.m. - prior to Regular Board Meeting</i>)
January 21, 2010	All divisional budgets presented to Superintendent's at CSO Meeting 2010-11 Services Guide and 2010-11 Pricing distributed to districts
February 2, 2010	Draft of Budget Book completed for review by DS Staff
February 9, 2010	Budget Book finalized and sent to printer
February 11, 2010	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 15, 2010	Preliminary Budget Book returned by printer
March 1, 2010	Commitment Forms sent to districts
March 31, 2010	First Notice of Annual Meeting published (14 days prior to Annual Meeting)

(over)

March 26, 2010	Nominations of Candidates for Election to the BOCES Board due to Clerk of BOCES Board (within 30 days before voting by component boards)
April 1, 2010	Preliminary Budget Books mailed to component districts (no later than 10 days prior to Annual Meeting)
April 8, 2010	Publication of Second Notice of Annual Meeting
April 9, 2010	Board Election and Budget Ballots sent to component districts (by 14 days prior to vote)
April 15, 2010	Annual Meeting
April 19, 2010	Capital Region BOCES Board adopts 2010-11 Budgets
April 26, 2010	Component Boards vote on 2010-11 Administrative Budget and Elect Members of BOCES Board (on or after April 16 and on or before April 30)
April 27, 2010	Election Results Delivered to Clerk of BOCES Board by Component Districts
May 1, 2010	Final Service Commitments returned to BOCES by Component Districts
June 11, 2010	Adopted 2010-11 Budget filed with State Education Department

(a) denotes date of BOCES Board Meeting

Planning and Presentation Schedule
2010-11 Budget

	Budget Planning with Superintendent Advisory Committee	Presentation to Superintendents	BOCES Board Presentation
Administrative/Capital	November	December 17 th	December 21 st (5:30-6:30 p.m.)
NERIC	November	January 21 st	January 13 th (5:30-6:30 p.m.)
School Support - Mgt. Serv.	November	January 21 st	January 13 th (5:30-6:30 p.m.)
School Support - Inst. Serv.	November	January 21 st	January 13 th (5:30-6:30 p.m.)
CTE	November	January 21 st	February 11 th (5:30-6:30 p.m.)
Special Ed	November	January 21 st	February 11 th (5:30-6:30 p.m.)

Adopted: September 21, 2009