

**WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT**  
*Timeline for Preparation of 2009-2010 Budget*

October 16, 2008	Regular Board Meeting at District Office 7:00 p.m. Adopt proposed timeline and guidelines
October 20, 2008	Begin work within departments and buildings on budget matters; continue work on budget requests within buildings and departments; building administrators confer with appropriate staff members
January 2, 2009	Administrators submit budget requests to Assistant Superintendent for Business/Personnel; administrators submit estimated personnel requests to Executive Director of Personnel
Jan. 2-16, 2009	Superintendent reviews budget requests with Principals; administrators report back to faculty
January 5, 2009	Administrators submit final personnel proposals to Executive Director of Personnel
January 22, 2009	Regular Meeting at District Office, 7:00 p.m. – Overview of 2009-2010 budget: All Expenditures
February 12, 2009	Regular Meeting at District Office, 7:00 p.m. – Approval of Legal Notice of Election and Legal Notice of Budget Hearing
March 11, 2009	Leadership Staff Meeting – Review of Preliminary Budget Proposal; Administrators report back to faculty
March 19, 2009	Regular Meeting at District Office, 7:00 p.m. – Revenues Review, Budget Discussion
April 2, 2009	Publication of First Legal Notice of District Election
April 2, 2009	Study Session at Rogers, 7:00 p.m. – Continued Budget Discussion
April 14, 2009	PTSA Meeting at Dake All-Purpose Room, 7:00 p.m. – Presentation of preliminary budget
April 16, 2009	Regular Meeting at District Office, 7:00 p.m. – <b>Budget Adoption</b>
April 20, 2009	Petitions to run for Board of Education must be filed by 5:00 p.m.
May 4, 2009	PTSA BOE Candidates Night, 7:00 p.m.
May 5, 2009	Associations' BOE Candidates' Night, 6:00 p.m.
May 5, 2009	Copies of proposed budget available at all district buildings (legal obligation – 14 days before vote)
May 7, 2009	<b>District Budget Hearing</b> at District Office, 5:30 p.m. (legal obligation)
May 7 -May 19, 2009	Publish and present proposed budget and newsletter.
May 12, 2009	Deadline for mailing "Budget Notice" (included in special QUOTE)
<b>May 19, 2009</b>	<b>Community Vote on budget and members of the Board of Education</b>