



2019-2020 BUDGET DEVELOPMENT CALENDAR

REVISED *January 25, 2019

DATE	RESPONSIBILITY	BUDGET DEVELOPMENT ACTION
October 15, 2018	Board of Education (Regular Meeting)	<ul style="list-style-type: none"> Present 2019-20 budget calendar and budget development procedures to the <u>Board of Education for Adoption</u>
October 2018	Administration	<ul style="list-style-type: none"> Begin process of updating Long-Range Plans with Administration
October 22, 2018	Community Forum	<ul style="list-style-type: none"> <u>Community Input – Long-Range Plan/Budget</u> 7:00 pm WPHS Room B1
November – December 2018	Administration	<ul style="list-style-type: none"> Meet with administration and distribute budget guidelines Administration submits budgets to Business Office
January 7, 2019	Finance Committee	<ul style="list-style-type: none"> Presentation of draft Long-Range Plan Review of Budget parameters
January 2019	Administration	<ul style="list-style-type: none"> Meet with budget builders throughout the month
January 14, 2019	Board of Education (Regular Meeting)	<ul style="list-style-type: none"> Presentation of Long-Range Plan Review of Budget parameters
February 11, 2019	Board of Education (Regular Meeting)	<ul style="list-style-type: none"> Instructional budget presentation
February 25, 2019	Board of Education (Special Meeting)	<ul style="list-style-type: none"> Non-instructional budget presentation: Facilities, Athletics, Technology, and Transportation
March 1, 2019	Administration	<ul style="list-style-type: none"> Submit Tax Levy Limit calculation to Office of the State Comptroller
March 4, 2019	Finance Committee	<ul style="list-style-type: none"> Presentation of draft Preliminary Superintendent’s budget
March 11, 2019	Board of Education (Regular Meeting)	<ul style="list-style-type: none"> Presentation Preliminary Superintendent’s Budget
March 18, 2019	Board of Education (Special Meeting)	<ul style="list-style-type: none"> Budget workshop with <u>Board of Education and Administration</u>
April 8, 2019	Board of Education (Regular Meeting)	<ul style="list-style-type: none"> Board of Education Adoption of 2019-20 Budget & Property Tax Report Card
April 30, 2019	Clerk of the Board & Administration	<ul style="list-style-type: none"> Property tax report card is submitted to SED and local newspapers of general circulation
May 6, 2019	Administration	<ul style="list-style-type: none"> Budget Statement and required attachments are available, upon request, at each school building and at the district office, public or free association library and on the district’s website.
May 13, 2019	Budget Hearing (Regular Meeting)	<ul style="list-style-type: none"> Budget will be presented in plain language and in 3 components: Administrative, Program & Capital.

DATE	RESPONSIBILITY	BUDGET DEVELOPMENT ACTION
May 13, 2019	Clerk of the Board	<ul style="list-style-type: none"> • Mail budget notice and budget newsletter to eligible voters after the Budget Hearing.
May 21, 2019 – Noon to 9 pm	Budget Vote & Election	<ul style="list-style-type: none"> • School Budget Vote, Propositions, and Board of Education Election
May 22, 2019 – 5:30 pm	(Special Meeting)	<ul style="list-style-type: none"> • Acceptance of the results of the School Budget Vote, Propositions, and Board of Education Election