

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

Timeline for Preparation of 2018-2019 Budget

September 7, 2017	Study Session at District Office 7:00 p.m. Adopt proposed timeline and guidelines
October 16, 2017	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, 2018	Administrators submit budget and personnel requests to the Assistant Superintendent for Finance.
January 2-5, 2018	Superintendent reviews budget requests with Principals; administrators report back to faculty
January 18, 2018	Regular Meeting at Dake, 7:00 p.m. – Preview of January 25, 2018 Budget Workshop
January 25, 2018	Budget Workshop at District Office, 5:30 p.m.
February 15, 2018	Regular Meeting at District Office, 7:00 p.m. Overview of 2018-2019 budget: All Revenues; Approval of Legal Notice of Election and Legal Notice of Budget Hearing
March 1, 2018	Study Session at I H S, 7 p.m. – Overview of 2018-2019 budget: Non-Personnel Expenditures.
March 7, 2018	Leadership Staff Meeting – Review of Preliminary Budget Proposal; Administrators report back to faculty
March 15, 2018	Regular Meeting at District Office, 7:00 p.m. – Overview of 2018-2019 budget: Personnel Expenditures.
March 29, 2018	Publication of First Legal Notice of District Election
April 8, 2018	PTSA Meeting at District Office, 7:00 p.m. – Presentation of preliminary budget
April 12, 2018	Study Session at District Office, 7:00 p.m. – Continued Budget Discussion
April 16, 2018	Petitions to run for Board of Education must be filed by 5:00 p.m.
April 19, 2018	Regular Meeting at District Office, 7:00 p.m. – Budget Adoption
May 1, 2018	Copies of proposed budget available at all district buildings (legal obligation – 14 days before vote)
May 3, 2018	District Budget Hearing District Office, 7:00 p.m. (legal obligation)
May 7, 2018	PTSA BOE Candidates Night, 7:00 p.m. – IHS Campus Center
May 1-14, 2018	Publish and present proposed budget and newsletter.
May 8, 2018	Deadline for mailing “Budget Notice” (included in special QUOTE)
May 15, 2018	Community Vote on budget and members of the Board of Education