

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT
Timeline for Preparation of 2017-2018 Budget

September 8, 2016	Study Session at District Office 7:00 p.m. Adopt proposed timeline and guidelines
October 17, 2016	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 3, 2017	Administrators submit budget and personnel requests to the Assistant Superintendent for Finance.
January 3-6, 2017	Superintendent reviews budget requests with Principals; administrators report back to faculty
January 19, 2017	Regular Meeting at Dake, 7:00 p.m. – Preview of January 26, 2017 Budget Workshop
January 26, 2017	Budget Workshop at District Office, 5:30 p.m.
February 16, 2017	Regular Meeting at District Office, 7:00 p.m. Overview of 2017-2018 budget: All Revenues; Approval of Legal Notice of Election and Legal Notice of Budget Hearing
March 1, 2017	Leadership Staff Meeting – Review of Preliminary Budget Proposal; Administrators report back to faculty
March 9, 2017	Study Session at Dake, 7 p.m. – Overview of 2017-2018 budget: Non-Personnel Expenditures.
March 23, 2017	Regular Meeting at District Office, 7:00 p.m. – Overview of 2017-2018 budget: Personnel Expenditures.
March 31, 2017	Publication of First Legal Notice of District Election
April 6, 2017	Study Session at District Office, 7:00 p.m. – Continued Budget Discussion
April 11, 2017	PTSA Meeting at District Office, 7:00 p.m. – Presentation of preliminary budget
April 13, 2017	Regular Meeting at District Office, 7:00 p.m. – Budget Adoption
April 17, 2017	Petitions to run for Board of Education must be filed by 5:00 p.m.
April 26, 2017	Copies of proposed budget available at all district buildings (legal obligation – 14 days before vote)
May 1, 2017	PTSA BOE Candidates Night, 7:00 p.m. – IHS Campus Center
May 4, 2017	District Budget Hearing District Office, 7:00 p.m. (legal obligation)
May 1-15, 2017	Publish and present proposed budget and newsletter.
May 10, 2017	Deadline for mailing “Budget Notice” (included in special QUOTE)
May 16, 2017	Community Vote on budget and members of the Board of Education