

2019-2020 Budget Calendar

Evansville Community School District

	v	Task	Responsibility
November 2018		<ul style="list-style-type: none"> Create Budget Calendar for 2019-2020 School Year 	Business Manager
December 2018		<ul style="list-style-type: none"> Administrative Team Budget Retreat – December 7th Principals gather budget input from staff at staff meetings Approve administrative contracts 	Business Manager District Administrator Principals Business Manager, District Administrator Board of Education
January 2019		<ul style="list-style-type: none"> BOE Budget Retreat – January 26th 	Business Manager District Administrator
February 2019		<ul style="list-style-type: none"> Staffing recommendation to Board 	District Administrator
March 2019		<ul style="list-style-type: none"> Zero-based budget process begins at building level Zero-based budget process begins for Director budgets Insurance Committee recommendation to Board Staff compensation recommendations to Board Approve staffing recommendations (contracts) 	Principals Directors Business Manager District Administrator Board of Education
April 2019		<ul style="list-style-type: none"> Approve health insurance rates (committee) Approve compensation schedules Building and Director budget presentations to JR, JM Approve staff hiring (vacancy list) for 2019-2020 <p>*Written notice of teacher layoff/non-renewal due by April 15</p>	Board of Education Board of Education Principals, Directors Board of Education
May 2019		<ul style="list-style-type: none"> Review of open enrollment data <p>*Written notice of teacher contract renewal due on or before May 15</p>	District Administrator
June 2019		<ul style="list-style-type: none"> First draft of 2019-20 budget presented to BOE 	Business Manager
July 2019		<ul style="list-style-type: none"> Updated draft of 2019-2020 budget presented to BOE Receive general aid estimate from DPI 	Business Manager
August 2019		<ul style="list-style-type: none"> Updated draft of 2019-20 budget presented to BOE 	Business Manager
September 2019		<ul style="list-style-type: none"> Third Friday pupil count due Annual Meeting and Budget Hearing 	Data Specialist
October 2019		<ul style="list-style-type: none"> State aid and equalized property values are finalized Final 2019-20 budget is presented for approval Tax levy is certified 	BOE & Community Business Manager Board of Education Board of Education Business Manager

*Wis. Stats. 118.22