

# 2014-2015 Budget Calendar

## Evansville Community School District

	v	Task	Responsibility
October		Create Budget Calendar for BOE approval Administrative Budget Retreat - November 21, 2013 Prepare preliminary 2014-15 budget draft – Baird Model	Business Manager
November		Budget presentations to staff for input – November 26, 2013 Budget press release to public for input Open online web-site link for public input	Business Manager and District Administrator
December		Review and revise budget process and philosophy Set date for BOE Budget Retreat	Board of Education
January		BOE Budget Retreat Prepare contracts for administration State of the District presentation to staff Budget presentation to the Public	Business Manager Business Manager District Administrator Business Manager
February		Principals begin building budget process with staff using zero-based budgeting process Directors begin developing department budget Approve Employee Handbook changes related to budget Insurance Committee recommendation to Board Board approves health insurance rates (committee)	Principals  Directors Board of Education  Board of Education
March		Approve staffing proposal (contracts) Building and department budget presentations to JR, DT, PL Compensation recommendation to Board Board approves compensation schedules	Board of Education Principals, Directors District Administrator Board of Education
April		Budget update to BOE *Written notice of teacher layoff/non-renewal due by April 15 Approve staff hiring (vacancy list) for 2014-15	Business Manager District Administrator Board of Education
May		Review open enrollment data *Written notice of teacher contract renewal due on or before May 15	District Administrator Business Manager
June		First draft of 2014-15 budget presented to BOE	Business Manager
July		Second draft of 2014-15 budget presented to BOE for approval Community Hearings on Proposed 2014-15 Budget	Business Manager District Administrator
September		Annual meeting and budget hearing  Third Friday pupil count	Administration and School Board
October		State aid and equalized property values are finalized Final budget is presented for approval Tax levy is certified  2015-2016 budget process begins	Business Manager School Board School Board