

2015-2016 Budget Calendar

Evansville Community School District

	v	Task	Responsibility
November		<ul style="list-style-type: none"> Create Budget Calendar for BOE approval Administrative Budget Retreat - November 25, 2014 	Business Manager District Administrator
December		<ul style="list-style-type: none"> State of the District Presentation to Staff – December 17, 2014 Principals gather budget input from staff at staff meetings Budget press release to public Open online web-site link for public input Review and revise budget process and philosophy Set date for BOE Budget Retreat 	District Administrator Principals Business Manager Business Manager Board of Education Board of Education
January		<ul style="list-style-type: none"> BOE Budget Retreat Approve administrative contracts 	Business Manager Board of Education
February		<ul style="list-style-type: none"> Staffing recommendation to Board Handbook changes related to budget presentation 	District Administrator Committee
March		<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) Approve Employee Handbook changes related to budget 	Principals Directors Business Manager Committees Board of Education Board of Education
April		<ul style="list-style-type: none"> Approve health insurance rates (committee) Approve compensation schedules Building and department budget presentations to JR, DT, PL Approve staff hiring (vacancy list) for 2015-16 <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		<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		<ul style="list-style-type: none"> First draft of 2015-16 budget presented to BOE 	Business Manager
August		<ul style="list-style-type: none"> Second draft of 2015-16 budget presented to BOE for approval Community Hearings on Proposed 2015-16 Budget 	Business Manager District Administrator
September		<ul style="list-style-type: none"> Annual meeting and budget hearing Third Friday pupil count 	Board of Education Business Manager
October		<ul style="list-style-type: none"> State aid and equalized property values are finalized Final budget is presented for approval Tax levy is certified 2016-17 budget process begins 	Business Manager Board of Education Board of Education