

# 2016-2017 Budget Calendar

## Evansville Community School District

	v	Task	Responsibility
November		<ul style="list-style-type: none"> <li>Create Budget Calendar for BOE approval</li> <li>Administrative Budget Retreat - November 20</li> </ul>	Business Manager District Administrator
December		<ul style="list-style-type: none"> <li>State of the District Presentation to Staff – December 15</li> <li>Principals gather budget input from staff at staff meetings</li> <li>Budget press release to public</li> <li>Open online web-site link for public input</li> <li>Review and revise budget process and philosophy</li> <li>Set date for BOE Budget Retreat</li> </ul>	District Administrator  Principals  Business Manager Business Manager Board of Education
January		<ul style="list-style-type: none"> <li>BOE Budget Retreat</li> <li>Approve administrative contracts</li> </ul>	Business Manager Board of Education
February		<ul style="list-style-type: none"> <li>Staffing recommendation to Board</li> <li>Handbook changes related to budget presentation</li> </ul>	District Administrator Committee
March		<ul style="list-style-type: none"> <li>Zero-based budget process begins at building level</li> <li>Zero-based budget process begins for Director budgets</li> <li>Insurance Committee recommendation to Board</li> <li>Staff compensation recommendations to Board</li> <li>Approve staffing recommendations (contracts)</li> <li>Approve Employee Handbook changes related to budget</li> </ul>	Principals Directors Business Manager Committees Board of Education Board of Education
April		<ul style="list-style-type: none"> <li>Approve health insurance rates (committee)</li> <li>Approve compensation schedules</li> <li>Building and department budget presentations to JR, DT, PL</li> <li>Approve staff hiring (vacancy list) for 2016-17</li> </ul> <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"> <li>Review of open enrollment data</li> </ul> <p>*Written notice of teacher contract renewal due on or before May 15</p>	District Administrator
June		<ul style="list-style-type: none"> <li>First draft of 2016-17 budget presented to BOE</li> </ul>	Business Manager
August		<ul style="list-style-type: none"> <li>Second draft of 2016-17 budget presented to BOE for approval</li> </ul>	Business Manager
September		<ul style="list-style-type: none"> <li>Annual meeting and budget hearing</li> <li>Third Friday pupil count</li> </ul>	Board of Education Business Manager
October		<ul style="list-style-type: none"> <li>State aid and equalized property values are finalized</li> <li>Final budget is presented for approval</li> <li>Tax levy is certified</li> <li>2017-18 budget process begins</li> </ul>	Business Manager Board of Education Board of Education Business Manager

\*Wis. Stats. 118.22

Board Approved: 12/9/2015