

Operational Services

Timeline for Development and Approval of Budget and Levy

September

- Superintendent in cooperation with staff develops summer capital improvement projects
- Board of Education adopts resolution directing the Superintendent to prepare the next fiscal year budget

October

- Board of Education reviews long-range capital improvement priorities for summer work
- Board of Education reviews long-range operational projections for the next five (5) years and sets expenditure assumptions

November

- Board of Education reviews and confirms capital improvement projects and bidding
- Board of Education reviews tentative levy and places on display
- District administration reviews staffing pattern priorities

December

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- Board of Education adopts levy
- Staffing Plan development
- Continue review of staffing pattern priorities

January

- Continue Staffing Plan development
- Continue review of staffing pattern priorities
- Administration and staff develops supplies and materials requests for next year

February

- Personnel recommendations are received

March

- Current year purchase orders are completed and all funds encumbered by April 1

April

- Administration's recommendation for the next year's fiscal budget is presented to the Board of Education for review
- Board of Education approves the staffing plan for next school year
- Personnel recommendations are acted upon

August

- Board adopts tentative budget and directs Superintendent to place it on public review

September

- Board adopts final budget and directs appropriate filings with the State

Reviewed: February 28, 2005, April 23, 2012, October 21, 2024

Adopted: March 21, 2005

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