



# SALMON RIVER CENTRAL SCHOOL DISTRICT

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| Stanley Harper<br>Superintendent                 | Angela A. Robert<br>Director of Instruction       | TBD<br>High School Principal             | TBD<br>Elementary Principal                             |
| Natascha L. Jock<br>School Business<br>Executive | Allen Gravell<br>Director of Special<br>Education | Tammy Russell<br>Middle School Principal | Kevin Walbridge<br>St. Regis Mohawk<br>School Principal |

## SRCSD Budget Development Calendar

**November 1, 2016**

To ensure transparency and provide ample opportunities for Board, public and staff engagement, the Salmon River Central School District is providing the Budget Development Calendar for the 2017-18 school year. It contains 5 scheduled opportunities at Board meetings and workshops.

Upon adoption of the Budget by the Board of Education in April, there will be a Budget Hearing prior to the public vote on the Budget in May.

Over a six-month period, members of the Board, the public, and the staff are provided numerous opportunities to provide input and engage in the budget development process. **In total, there will be approximately 5 public meetings throughout the budget development process.** The *Budget Development Calendar* will be displayed numerous times throughout the budget process.

### **Board and Public Activities Relating to the 2017-18 Budget Research and Development**

#### **Phase 1: Establish the Process; Setting the Expectations, Guidance, Research and Development**

**10/25/16 (Tues)**

**Board Meeting**

Superintendent and Business Executive will provide a draft Budget Calendar to the Board for discussion

**11/01/16 (Tues)**

The Business Executive, Principals and Superintendent will meet to discuss the 2017-18 Budget Development Process, and their expected roles and responsibilities in aligning budget allocations to Strategic Directions. A sample budget template will be distributed and discussed.

- 11/15/16 (Tues)**      **Board Meeting**  
The Board will be presented with the Budget Calendar for adoption.
- 11/16/16 (Wed)**      Business Executive provides Detail Line-Item Report to the Board of Education displaying a history of actual and budgeted expenses. Board members will convey any questions to staff regarding these reports by December 2, 2016.
- 11/17/16 (Thurs)**      Superintendent and Business Executive will meet with Principals and Directors to discuss 2017-18 Budget Development Process.
- 12/2/16 (Fri)**      Last day for Board members to convey any questions on the Detail Line-Item Report displaying a history of actual and budgeted expenses provided on November 16, 2016.
- Information from Directors and Principals including budgetary forms and requests are due from administrators to Business Executive.
- 12/3/16 – 12/23/16**      Staff will respond to Board questions and/or meet with Board members as necessary on the Detail Line-Item Report issued November 16<sup>th</sup>.
- 12/13/16 (Tues)**      **Board Meeting**  
Superintendent and Business Executive will present academic goals and objectives to provide guidance for budget development. Board and administration will discuss the draft 2017-18 Budget Development Process and related documents.
- 12/24/16 – 3/31/17**      Superintendent and Business Executive will conduct budget meetings with principals, directors and supervisors.

**Phase 2: Designing Budget Options with Consultation from the Public and Guidance from the Board**

- 2/14/17 (Tues)**      **Board Meeting**      **Public input provided**  
Business Executive will present **1<sup>st</sup> Draft Budget**, and objectives and program strategies to support 2017-2018 budget development.
- 2/1/17 – 2/27/17**      **Administrator's feedback to Superintendent and Business Executive**  
Superintendent and Business Executive will hold discussions on administrator's feedback on the 1<sup>st</sup> Draft Budget, objectives, strategies and school-based impact of details of programming, staffing, investment and change.

**2/28/17 (Tues)**      **Board Budget Workshop**      **Public input provided**  
Superintendent and Business Executive will present **2<sup>nd</sup> Draft Budget**, outlining preliminary budget forecast and budget assumptions. Board will further discuss program strategies and initiatives along with associated budget implications. Board will submit requests to Superintendent for any additional information or analysis.

**2/28/17 – 3/14/17**      **Administrator’s feedback to Superintendent and Business Executive**  
Superintendent and Business Executive will hold discussions on administrator’s feedback on the 2<sup>nd</sup> Draft Budget, objectives, strategies and school-based impact of details of programming, staffing, investment and change.

**3/1/17 (Wed)**      Property Tax Cap Calculation Deadline to the Office of State Comptroller

**3/14/17 (Tues)**      **Board Meeting**      **Public input provided**  
Superintendent and Business Executive will present the 3<sup>rd</sup> Draft Budget.

**3/15/17 – 3/28/17**      **Administrator’s feedback to Superintendent and Business Executive**  
Superintendent and Business Executive will hold discussions on administrator’s feedback on the 3<sup>rd</sup> Draft Budget, objectives, strategies and school-based impact of details of programming, staffing, investment and change.

**Phase 3: Finalization and Choice Making on Preferred Budget Option**

**3/21/17 – 3/28/17**      **Office of Superintendent Choice Making**  
The Business Executive and the Superintendent sign off on the BUDGET for their areas of accountability to be presented to the Board for adoption.

**3/28/17 (Tues)**      **Board Meeting**      **Public input provided**  
The Superintendent and Business Executive will present the **FINAL BUDGET for ADOPTION**. The Board will provide input and discuss final adjustments to the budget. This is the last date that public comment can impact the budget if it is adopted. Board will adopt a resolution to publish the Required Legal Notice to announce budget vote (first notice to be published before April 2, 2016)

**3/30/17 (Thurs)**      Publish first of four Legal Notices of Budget Hearing and Vote

**4/11/17 (Tues)**      **Board Meeting**      **Public input provided**  
The Board will discuss and **ADOPT the FINAL BUDGET** (if it is not adopted on 3/28/17).

**4/13/17 (Thurs)**      Publish second of four Legal Notices of Budget Hearing and Vote

**4/24/17 (Mon)**

The “**Property Tax Report Card**” will be submitted to SED and local newspapers of general circulation the day following the budget adoption.

**4/26/17 (Wed)**

Copies of the Budget Statements (binder) available at District Office and school office buildings (7 calendar days before the Budget Hearing).

**4/27/17 (Thurs)**

Publish third of four Legal Notices of Budget Hearing and Vote

**5/3/17 (Wed)**

**Budget Hearing – (must be between May 2-9, 2017)**

Board will conduct a “Budget Hearing” to present the previously finalized budget. The budget cannot be changed based on public comment on this date.

**5/4/17 (Thurs)**

A “**School Budget Newsletter**” will be mailed to community (one day after Budget Hearing) to remind the public of the vote and provide required financial information.

**5/11/17 (Thurs)**

Publish fourth of four Legal Notices of Budget Hearing and Vote

**5/16/17 (Tues)**

**Community Vote on Budget**