AGENDA ITEM TITLE | Budget Calendar for Development of 2015-16 Budget
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STAFF CONTACT(S) | Michael C. Griffin, Budget Director

**EXECUTIVE SUMMARY**

Attached please find the proposed budget calendar for the 2015-16 year. Board attendance on specific dates is noted in **bold**. Also attached are the budget instructions and applicable forms to be completed and submitted by Principals and Department Directors.

As noted during the work-session, the following **reviews** have been added to the calendar:

- **November Board Meeting**  *review of supplemental budget requests/adjustments*
- **February 2**  *review of cohort data*
- **February 2**  *review staffing standards (formulas)*

**ESTIMATED COST** *(if applicable)* | N/A
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**POLICY OR STATUTORY REFERENCE** *(if applicable)* | 1010 School Board Authority and Duties
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**STRATEGIC PLAN REFERENCE** *(if applicable)* | The Budget is designed to support all Pathways within our Strategic Plan
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**SUPERINTENDENT’S RECOMMENDATION** *(if applicable)* | The Superintendent recommends that the Board approve the Budget Calendar for the Development of 2015-16 Budget as presented.
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Document(s) related to the Board’s discussion of the 2015-16 Budget Calendar follow.

- Budget calendar
- Budget instructions and forms
<table>
<thead>
<tr>
<th>Date/Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>By October 31st</td>
<td>Budget forms distributed to Principals and Department Directors</td>
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<tr>
<td><strong>November Board Meeting</strong></td>
<td>Budget calendar submitted to Board for approval; <em>review of supplemental budget requests/adjustments</em></td>
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<tr>
<td>December Leadership</td>
<td>Budget discussion - Leadership Team; Principals meet as grade level teams to discuss aligning initiatives to Growing to Greatness Pathways</td>
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<tr>
<td>December Executive Team</td>
<td>Budget discussion - Executive Team; Departments meet to discuss aligning initiatives to Growing to Greatness Pathways</td>
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<tr>
<td>December Thru June</td>
<td>Budget discussions with Teacher Advisory Council, Support Staff Advisory Council, Parent Advisory Council, Key Communicators (Budget on respective agendas at each meeting as necessary)</td>
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<tr>
<td>By December 21st</td>
<td>Budget requests due from Principals/Departments</td>
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<tr>
<td>January/February</td>
<td>Principals and Department Directors - video meetings with Superintendent, Budget Director, respective Senior Staff</td>
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<tr>
<td><strong>February 2</strong></td>
<td><em>Board</em> work session on budget; <em>review of cohort data; review of staffing standards (formulas)</em></td>
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<tr>
<td>By February 28th</td>
<td>Confirm preliminary teacher counts with Principals</td>
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<tr>
<td><strong>March 9</strong></td>
<td>Regular <em>Board</em> meeting - Presentation of Superintendent’s Budget</td>
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<td><strong>March 23</strong></td>
<td>Special <em>Board</em> meeting - Public Hearing on Budget</td>
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<td><strong>March 24, 25</strong></td>
<td><em>Board</em> member meetings w/ Superintendent and Budget Director</td>
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<td><strong>April 13</strong></td>
<td><em>Board</em> meeting - adopt preliminary budget</td>
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<td><strong>May 4 (tentative)</strong></td>
<td>Budget presentation to County Commissioners</td>
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<tr>
<td>May 19</td>
<td>County Manager Recommended Budget Presentation (includes recommended funding for Moore County Schools)</td>
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<tr>
<td><strong>June 2</strong></td>
<td>Public Hearing on Budget – County Commissioners</td>
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<tr>
<td><strong>June 30</strong></td>
<td>Deadline for action by County Commissioners on preliminary budget request</td>
</tr>
<tr>
<td>By October 15</td>
<td>Approval of final school budget (including authorization of state, federal and local funds with appropriate Budget Resolution)</td>
</tr>
</tbody>
</table>
Budget Instructions

Attached please find the following documents:

1) **Position justification form** – Please provide written justification for position additions/changes/deletions. Any suggested changes should correspond to your school improvement plans. *This does not include shifting of teachers by grade due to changes in enrollment.*

2) **New initiatives form** – Please describe any new initiatives for the upcoming school year. Any new initiatives should correspond to your school improvement plans.

3) **Capital justification form** – Please describe capital requests for the upcoming school year. Any requests should correspond to your school improvement plans.

***Only include items that are $500 or more.***

***Attached is a current project list developed by the Maintenance Department. Any items on this list **do not** need to be listed on your forms.***
Position Justification Form

School/Department______________________________________________________________

Please provide justification for requested position changes (additions/changes/deletions). Justification should include how this change directly relates to your school improvement plan, noting specific pathway and critical element.

Position change #1 –

Justification –

Position change #2 –

Justification –

Position change #3 –

Justification –
New Initiative Form

School/Department ________________________________

Please provide justification for requested new initiative. Justification should include how this initiative directly relates to your school improvement plan, noting specific pathway and critical element.

New initiative #1 –

Justification –

New initiative #2 –

Justification -

New initiative #3 –

Justification
Capital Justification Form

School/Department _________________________________

Please provide justification for requested capital. Justification should include how this capital request directly relates to your school improvement plan, noting specific pathway and critical element.

Capital request #1 –

Justification –

Capital request #2 –

Justification –

Capital request #3 –

Justification –