

**WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT**  
*Timeline for Preparation of 2016-2017 Budget*

September 3, 2015	Regular Board Meeting at District Office 7:00 p.m. Adopt proposed timeline and guidelines
October 19, 2015	Begin work within departments and buildings on budget matters; continue work on budget requests within buildings and departments; building administrators confer with appropriate staff members
January 4, 2016	Administrators submit budget and personnel requests to the Assistant Superintendent for Finance.
January 4-8, 2016	Superintendent reviews budget requests with Principals; administrators report back to faculty
January 21, 2016	Regular Meeting at Dake, 7:00 p.m. – Preview of January 27, 2016 Budget Workshop
January 27, 2016	Budget Workshop at District Office, 5:30 p.m.
February 25, 2016	Regular Meeting at District Office, 7:00 p.m. Overview of 2016-2017 budget: All Revenues; Approval of Legal Notice of Election and Legal Notice of Budget Hearing
March 2, 2016	Leadership Staff Meeting – Review of Preliminary Budget Proposal; Administrators report back to faculty
March 3, 2016	Study Session at Iroquois, 7 p.m. – Overview of 2016-2017 budget: Non-Personnel Expenditures.
March 17, 2016	Regular Meeting at District Office, 7:00 p.m. – Overview of 2016-2017 budget: Personnel Expenditures.
April 1, 2016	Publication of First Legal Notice of District Election
April 7, 2016	Study Session at I H S, 7:00 p.m. – Continued Budget Discussion
April 12, 2016	PTSA Meeting at <b>District Office</b> , 7:00 p.m. – Presentation of preliminary budget
April 18, 2016	Petitions to run for Board of Education must be filed by 5:00 p.m.
April 14, 2016	Regular Meeting at District Office, 7:00 p.m. – <b>Budget Adoption</b>
May 2, 2016	PTSA BOE Candidates Night, 7:00 p.m. – IHS Campus Center
May 3, 2016	Copies of proposed budget available at all district buildings (legal obligation – 14 days before vote)
May 5, 2016	<b>District Budget Hearing</b> at Dake, 8:30 p.m. (legal obligation)
May 1 - 16, 2016	Publish and present proposed budget and newsletter.
May 11, 2016	Deadline for mailing “Budget Notice” (included in special QUOTE)
May 17, 2016	<b>Community Vote on budget and members of the Board of Education</b>