

Storey County School District Policy Manual

Adopted: January 1992

Revised: 10-23-02

Section: Fiscal Management

Title: Fiscal Decision-Making Calendar

Previous Policy Number: DBB-1-R

Presented as below to School Board for Review on 11/22/00 & 12-13-00

GUIDELINES

FISCAL DECISION - MAKING CALENDAR

January

- Superintendent develops information and time line re: budget for administrators
- Principals submit new course requests to Superintendent for review
- Relation to curriculum/course of study/budgetary impact
- Media Center proposal for books due
- Goal Development for next fiscal year

February

- Superintendent and Administrator develop program list for staff costing
- Administrator/staff meetings on budget needs
- Equipment/text/new programs
- Staff develop cost per pupil for program
- Staff develop reduction/enhancement scenarios
- Feb. 1 - All non-tenured staff evaluated for the second time
- Feb. 1 - Request for salary scale movement due
- Feb. 1 - Intent to non-renew letters due
- Feb. 1 - Letter from Classified staff to open negotiations
- Go out to bid on auditor
- Meeting for Classified staff negotiations
- Reopeners with Classified staff
- Feb. Board Meeting - Final date for curriculum planning requests/reports

March

- Development/prioritization of building level wish lists
- March 1 - Intent to return from LOA (Leave of Absence) due to District Office
- Plan from maintenance department (equip) due
- Selection of auditor at Board meeting
- Building Allocations given to principals
- Budget Work sessions at building and district level
- Approved Contract for negotiations
- Decision on staff development needs/funding level
- Decision on need for new buses
- March 31 - May 15 Quarterly Report published
- March 31 - Designation for auditor

April

- Development of district wide wish list and presentation to Board
- April 1 - Leave of Absence and Sabbatical requests due
- April 1 - Early Retirement Requests due
- April 1 - All non-tenured evaluated for a third time
- Go out to bid on health insurance
- Go out to bid no building and auto insurance
- April 15 - Tentative Budget Due to County Clerk, DOT,DOE
- Announce Extra Duty Positions
- April 25 - Disposition of LOA (Leave of Absence) request
- April 25 - Recommendation for renewal of all Certified staff due

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May

- May 1 - Letter offering renewal of teachers
- May 1 - budget public hearing advertised
- Plan from transportation department (equip/staff) due
- Meet with SCEA to discuss calendar
- Offer of Employment to superintendent
- Offer of employment to administrators
- Deadline for student request for Board assistance
- May 15 - Deadline for application for Extra Duty positions
- 3rd Wednesday - Approval of Tentative Budget - public hearing
- High School/Middle School Schedules
- May 30 - Announce Vacant Extra Duty Positions

June

- Selection of health, building and auto insurance carriers
- June 1 - Adoption of public hearing
- Approve Classified employee renewal contract
- Approve Final Augmented budget
- June 30 - August 15 Quarterly Report published

July

- Final Budget Due

- Approved application for DFS funds

August

- Welcome Back letter to include:
 - District Calendar - planning
 - District budget planning calendar
 - Culture and climate survey

September

- Sept 1 - Request for salary scale movement due
- Sept 30 - Nov 15 Quarterly Report published
- End of first school month - enrollment certified

October

- Audit completed and report to the Board
- List of dues deduction from SCEA/SCCEA due to District Office
- October 25 (circa) budget work session based on enrollment

November

- Audit filed as public record
- Staff submit new course proposals to principals
- Nov 30 - List of employee organizations filed with EMRB

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December

- Response to audit findings/recommendations filed with DOT and DOE
- Plan from custodians (equip/supplies) due
- Proposals for additional activities and athletics due to Board
- Media Center proposal for equipment due
- Superintendent send out staffing survey
- Dec 31 - Feb 15 Quarterly Report published