



BRIGHTON CENTRAL SCHOOL DISTRICT

2015-16 BUDGET DEVELOPMENT/ACTIVITY CALENDAR

<u>Completion Date</u>	<u>Responsibility</u>	<u>Activity</u>
Tuesday, September 9, 2014	Board of Education Superintendent	Budget guidelines and calendar approved by the Board of Education
Friday, October 1, 2014	Assistant Superintendent for Administration	Budget materials distributed to participants
Friday, January 2, 2015	Administrators	Administrators submit budget requests to Assistant Superintendent for Administration (Administration reviews and organizes requests during January and February)
Tuesday January 27, 2015	Board of Education Assistant Superintendent for Administration	Board of Education Budget Review Budget Objectives/Budget Development Process Enrollment Projections New Initiative Proposals
Tuesday, February 10, 2015	Board of Education Superintendent	Board of Education Budget Review Preliminary Budget – Revenues and Expenditures Use of Fund Balance and Reserves Tax Cap Analysis Board of Education Budget Parameters
By Sunday March 1, 2015	Assistant Superintendent for Administration	Submit information to calculate Tax Levy limit on Office of State Comptroller's website
Tuesday March 3, 2015	Board of Education Superintendent	Community Budget Forum
Tuesday, March 10, 2015	ASA/Principals/Directors ASA Superintendent	Building Budgets, Athletics, Music Personnel and Benefits/ Final BOCES Requests Potential Budget Reductions – Impact Analysis
Thursday, March 12, 2015	Board of Education Superintendent	Community Budget Forum

2015-16 BUDGET DEVELOPMENT CALENDAR

Page 2 of 2

Tuesday, March 17, 2015	Board of Education Superintendent	Executive Budget Proposal/ Budget Hearing
Tuesday March 24, 2015	Board of Education	Board of Education Feedback on Executive Budget Amendments to Executive Budget Proposal
April 2, 2015 (Must advertise four times within seven weeks of the vote with first	Board Clerk	Legal notice of school budget hearing and vote publication 45 days before date of budget vote.)
Tuesday, April 14, 2015	Board of Education Superintendent	Budget adoption of 2015-16 budget and Property Tax Report Card / Budget Hearing*
Friday April 24, 2015	Board of Education	Final date for budget adoption by the BOE (Property Tax Report Card submitted to SED with 24 hours)
May 6-13, 2015	Communications Officer	Budget notice must be mailed to eligible voters
Tuesday, May 12, 2015	Board of Education Superintendent	Annual Budget Hearing
Tuesday, May 19, 2015	Board of Education Superintendent	Annual Meeting, Budget Vote and Board of Education Election

* Property Tax Report Card must be submitted to SED by the end of the next business day following the budget adoption but no later than 24 days prior to Budget Vote.

Dates of legal notices of date, time, and place of School Budget Hearing and Annual Budget Vote:

April 2, 2015

April 9, 2015

April 16, 2015

April 23, 2015

BRIGHTON CENTRAL SCHOOL DISTRICT

BUDGET GUIDELINES

2015-16

- ⇒ Meet all applicable mandates, health, safety, and legal requirements.
- ⇒ Fulfill all contractual obligations.
- ⇒ Ensure recurring operating expenses are appropriately funded with sustaining revenue sources.
- ⇒ Support educational programs and services vital to successful implementation of the district mission, vision, and priorities related to:
 - Safety, security, and wellness
 - Rigorous coursework for all students
 - Early childhood programming
 - Instructional technology
 - Ongoing systems focused on growth
- ⇒ Evaluate the resource requirements that provide all students with every opportunity to graduate from Brighton with the skills necessary to move on to college or a career and to develop their talents to their maximum potential.
- ⇒ Support the innovative and the creative ideas of our staff whose willingness to confront challenges with new ideas has been the spirit driving meaningful excellence over time. We will continue to prepare students with the skills and attributes that will help them be successful learners, leaders, and contributors ready for college and careers.
- ⇒ Design and implement strategies to optimize instructional time during the school day.
- ⇒ Understand the impact of the property tax cap on long-term financial planning.
- ⇒ Considering the economic climate and changing student needs, the Board of Education continues to recognize the importance of prioritizing resources and evaluating opportunities for reduction/consolidation. The BOE will determine this amount upon review of the projected 2015-16 budget. All potential budget reductions/ consolidations will require an academic impact analysis.

Adopted 9/9/2014

