

WESTPORT CENTRAL SCHOOL DISTRICT

WINTER-SPRING 2018 BUDGET DEVELOPMENT TIMETABLE

October	Board receives and examines a forecasted budget development timetable for next fiscal year.
November	<p>Board approves a budget development timetable.</p> <p>Interim Superintendent launches a multi-month process of engaging with administrators, operations teams, staff teams and interested others to gather feedback and suggestions regarding budget matters ahead.</p> <p>Interim Superintendent engages with operations team to identify any top priority equipment needs in the near-term future to sustain a healthy, safe, well maintained campus.</p>
December	<p>Interim Superintendent launches a winter-spring process of engaging with administrators, operations managers, staff teams and interested others to gather feedback and suggestions regarding prospective 2018-19 priorities for instructional programs and support operations.</p> <p>Faculty members receive the Interim Superintendent’s snapshot questionnaire regarding perceived top priority textbook, instructional technology and instructional materials across the next three school years, as part of a constructing a multi-year timetable of instructional program priorities for textbooks and instructional technology expenditures to be funded through the annual operating budgets.</p>
January	<p>Board receives and discusses the State of the District Report from the Interim Superintendent of Schools. This report outlines forecasted priorities ahead for the school district and progress toward Board-approved district goals. This report summarizes the school district’s instructional and financial ‘footings’ for the year ahead, and a status report on forecasting key public education budget factors for 2018-2019.</p> <p>Board examines and discusses the Interim Superintendent’s forecast of significant budget factors for the fiscal year ahead; a benchmark report on administrative and instructional staffing at Westport CSD compared to statewide averages; a mid-year report on current school year shared service agreements with other agencies; and a benchmark report on Westport CSD class sizes compared with average class sizes in New York State public school districts outside of NYC, using NYSED data reports.</p> <p>Board examines a public session status report from the Interim Superintendent on progress with forecasting key public education budget factors for 2018-2019. Board receives an interim report on the budget development process to date, and discusses prospective Governor positions & proposals associated with state aid.</p>

		<p>Interim Superintendent hosts a set of Westport CSD public forums featuring 7:30 AM, mid-day and 3:20 PM gatherings at our schoolhouse. Intent: Share key facts and figures associated with budget development, gather comments and suggestions from constituents, and promote collaborative conversations regarding budget development matters.</p>
	<p>February</p>	<p>Budget Development Workshop #1 as part of the regular monthly meeting:</p> <p>Board receives an interim report on the statewide budget development process to date, including prospective Governor positions, legislative and NYSED positions and proposals associated with state aid matters.</p> <p>Board examines and discusses a preliminary draft multi-year timetable of instructional program and support operations ‘top priority’ expenditures for equipment and information technology, with particular focus on the next fiscal year.</p> <p>Board receives, examines and discusses a preliminary forecast of K-12 grade level enrollment for the 2018-19 school year.</p> <p>Board receives, examines and discusses a status report on facilities conditions, using the State-mandated five-year buildings conditions survey data as the foundation for that status report.</p> <p>Board receives, examines and discusses a winter report on the school district’s fleet of motor vehicles and forecasted near-term future replacement priorities.</p> <p>Board receives, examines and discusses a preliminary draft set of assumptions regarding projected revenues for the next fiscal year, a preliminary report on non-resident tuition; a preliminary report on a prospective 2018-19 non-resident tuition rate; an early estimate of fund balance going into next fiscal year; an early estimate of the property tax cap parameters for next fiscal year’s budget; and a preliminary draft three-year financial forecast.</p>
	<p>March 8th</p>	<p>March 1st is now a key date in regard to state-mandate submittals associated with the so-called ‘property tax cap’ which places a threshold on property tax increases and which is a key part of extensive public reporting requirements for the State’s school districts.</p> <p>Budget Development Workshop #2 as part of the regular monthly meeting:</p> <p>Board receives the Interim Superintendent’s status report on statewide budget development and related New York State Education Department, Legislative and/or Comptroller-related topics which would likely have a substantial impact on revenues and/or expenditures next fiscal year.</p> <p>Board receives, examines and discusses a status report on winter 2018 budget</p>

	<p>development priorities and processes underway.</p> <p>Board receives, examines and discusses a status report on the latest winter 2018 forecasts associated with 2018-19 expenditures, revenues and parameters.</p> <p>Board receives, examines and discusses recommended priorities associated with next fiscal year’s school bus/vehicle replacement priorities.</p> <p>Board receives, examines, discusses and approves a revised and updated set of assumptions regarding projected expenditures and projected revenues for the next fiscal year.</p> <p>Board considers a proposed 2018-19 non-resident student tuition rate;</p> <p>Board receives, examines and discusses a revised and updated estimate of the property tax cap parameters for next fiscal year’s budget and a preliminary first draft prospective expenditures and staffing plan for the next fiscal year.</p> <p>Board receives, examines and discusses a prospective 2018-2019 school year expenditures plan, reflecting the Board’s discussions at the first budget development workshop.</p> <p>Board examines a preliminary draft prospective voluntary voter exit survey for the May 2018 annual vote and election.</p>
<p>March 22nd</p>	<p>Budget Development Workshop #3 as part of the regular monthly meeting:</p> <p>Board receives, examines and discusses a status report on forecasted revenues and expenditures for 2018-2019, along with prospective top priorities and forecasted impacts on instructional programs, support operations and staffing.</p> <p>Board receives, examines and authorizes a revised voluntary voter exit survey for the May 2018 annual vote and election.</p> <p>Board receives, examines and considers adopting a proposed 2018-2019 expenditures plan, slated for voter consideration at the May 2018 annual vote and election. Doing so allows ample time for the school district to begin preparing the annual newsletter budget edition, a more detailed budget booklet and associated other budget-related documents.</p> <p>Board receives, examines and provides comment regarding a very preliminary draft set of Westport CSD 2018-2019 district goals.</p> <p>Board deliberates and considers adopting a proposed 2018-2019 expenditures plan, slated for voter consideration at the May 2018 annual vote and election. Doing so allows ample time for the school district to begin preparing the annual newsletter budget edition, a more detailed budget booklet and associated other budget-related documents.</p>

	April	<p>Optional Budget Development Workshop #4 as part of the regular monthly meeting.</p> <p>Board adopts a 2018-19 proposed expenditures plan, if that proposed expenditures plan was not already adopted at the March 22nd budget development workshop #3.</p> <p>District Office and Business Office collaboratively prepare a budget detail booklet and the associated annual school district newsletter budget edition, providing details regarding the spending plan adopted by the Board.</p>
	May	<p>Budget detail booklet available seven days before public hearing.</p> <p>Annual public hearing on the Board’s proposed spending plan, Tuesday, May 8th.</p> <p>Annual vote and election, Tuesday, May 15th.</p>