

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION
2018-19 PROPOSED BUDGET CALENDAR**

- September 22, 2017 Operations, Facilities and Finance Committee discuss budget goals.
- October 13, 2017 Procedures and Timelines distributed to budget managers. Accounts will be ready on Systems 3000 for entering for budget managers.
- November 3, 2017 Requests for any capital projects and maintenance projects are due to the Director of Facilities along with justification for need. Please note that the buildings and grounds budget only includes funding for preventive and corrective maintenance so all projects that do not meet this criterion must be included in the budget requests.
- Requests for any technology needs are due to the Director of Instructional Technology along with justification for need.
- Requests for changes in personnel needs are due to the Director of Human Resources along with justification to support the request. All requests that cross over into other departments shall be submitted as a joint request (i.e. special education teacher request is requested by the building principal **and** director of pupil services).
- Requests for any staff development needs are due to the Interim Assistant Superintendent along with justification to support the request.
- Requests for new programs are due to the Interim Assistant Superintendent using the new program request form justifying the need for the request.
- November 14, 2017 Operations, Facilities and Finance Committee public meeting. Purpose is to discuss the development of the 2018-19 budget and obtain public input.**
- November 21, 2017 Opportunity for public input on the 2018-19 budget at the public board meeting of the board of education.**
- December 1, 2017 All budget requests are to be entered on Systems 3000 by the respective budget managers. Budget submission checklist and required budget submissions are due to the business administrator.

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| December/January | Central administration reviews all requests. |
| December 19, 2017 | Opportunity for public input on the 2018-19 budget at the public workshop/business meeting of the board of education. |
| January 9, 2018 | Opportunity for public input on the 2018-19 budget at the public workshop meeting of the board of education. |
| January 23, 2018 | Opportunity for public input on the 2018-19 budget at the business meeting of the board of education. Presentation on Instructional Technology. |
| February 6, 2018 | Administration review of staffing needs based upon enrollments and course enrollments. |
| February, 2018 | Administration presents a draft recommended budget to the operations, finance and budget committee. |
| February 13, 2018 | Opportunity for public input on the 2018-19 budget at the public workshop meeting of the board of education. Budget recommendations for operations presented. |
| February 27, 2018 | Opportunity for public input on the 2018-19 budget at the public business meeting of the board of education. Budget recommendations for Curriculum and Instruction presented. |
| March 13, 2018 | Budget recommendations for Personnel/Pupil Services presented. Overall summary of budget presented. Tentative budget for the 2018-19 approved by the board of education. |
| March 20, 2018 | Submission of the tentative budget to the Executive County Superintendent. |
| March 27, 2018 | Opportunity for public input on the 2018-19 budget at the public business meeting of the board of education. |
| April 10, 2018 | Opportunity for public input on the 2018-19 budget at the public workshop meeting of the board of education. |
| April 24, 2018 | Public Hearing on the 2018-19 budget and final adoption by the board of education. |