

ACTION ITEM

Date: January 28, 2019
To: Raymond E. Lechner, Ph.D.
Superintendent
From: Ellen Crispino
Interim Business Manager
Subject: Approve the 2020 Fiscal Year Budget Calendar and Resolution

Proposed Action by Board of Education

Adopt the attached resolution establishing the school district 2020 fiscal year and direct the superintendent to prepare a tentative budget; and,

Approve the attached budget-planning calendar as written.

Background

The Board is required to establish its fiscal year and appoint a person to prepare a tentative budget annually. The attached resolution affirms that our fiscal year will commence on July 1, 2019 and extend through June 30, 2020. It also designates the superintendent as the person officially responsible for preparing a tentative budget. Many staff members will participate in this budgeting process over the next several months.

Annually, a budget calendar is also developed by the Administration. Establishing a budgeting sequence ensures that all budget postings, hearings, and the formal adoption take place in accordance with state statutes. The proposed budget calendar addresses all of the state's requirements including the efficient approval of a preliminary budget, proper notification and scheduling of a public hearing, and approval of a final budget prior to the statutory deadline.

The Administration recommends adoption of the attached resolution and approval of the budget calendar as written.

Attachments: Resolution
Budget Calendar

**Recommended for approval
by the Board of Education**



Raymond E. Lechner, Ph.D.
Superintendent

Wilmette Public School District 39
Budget Calendar
Fiscal Year 2020

| Board Meeting Date | Topics For Discussion |
|---------------------------|---|
| January 28, 2019 | Establish Fiscal Year, Budget Guidelines Adopt Budget Resolution |
| February 25, 2019 | Review Non-Life Safety Capital Projects Approve Capital Projects FY20 |
| March 18, 2019 | Approve Non-Life Safety Capital Projects |
| March 18, 2019 | Presentation of FY20 Non-Operating Funds Budgets <ul style="list-style-type: none"> - Life/Safety - Capital Projects - Debt Service |
| April 23, 2019 | Presentation of FY20 Operating Funds Budgets <ul style="list-style-type: none"> - Educational - Transportation - IMRF/SS - O/M (Building) - Working Cash - Tort |
| May 20, 2019 | Review Life Safety Projects FY20 Approval of Tentative FY20 Budget Publish Notice of Budget for Public Display and Announcement of Public Hearing |
| August 26, 2019 | Public Hearing for FY20 Budget Approval of FY20 Budget |
| September 30, 2019 | Filing Deadline for FY20 Budget |
| October 28, 2019 | Estimate of 2019 Levy Approval of 2019 Levy Public Hearing Announcement |
| November 18, 2019 | Presentation of FY19 Audit Acceptance of FY19 Audit Review of FY21 Student Fees Public Hearing for 2019 Levy Approval of 2019 Levy |
| December 16, 2019 | Approve FY21 Student Fees 5-Year Financial Projections |
| December 24, 2019 | Last Day to File 2019 Levy |

*Tentative Dates for August – December 2019 Board Meetings

RESOLUTION

BE IT HEREBY RESOLVED by the Board of Education of School District Number 39 in the County of Cook, State of Illinois, that the Superintendent is hereby appointed to prepare a tentative budget for said School District for the fiscal year beginning July 1, 2019, and ending June 30, 2020, which tentative budget shall be filed with the Secretary of this Board, and that such tentative budget shall be made conveniently available for public inspection for at least 30 days prior to final action thereon.

Approved on this 28th day of January 2019.

Signatures: _____
Board President

(date)

Secretary

(date)