

**CLINTON TOWNSHIP SCHOOL DISTRICT
TENTATIVE BUDGET DEVELOPMENT SCHEDULE
FOR THE 2023-2024 SCHOOL BUDGET**

Formal minutes to be taken each meeting noting those in attendance, the topics and any direction

APPROXIMATE DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	ESTIMATED COMPLETION DATE
September 15, 2022	Roll enrollment over to 2023-2024	Dr. Stager	September 30, 2022
October 1, 2022	The Superintendent meets with the Executive Team to review the 2023-2024 budget calendar and present a tentative list of new needs for the 2023-2024 budget.	Dr. Stager	October 15, 2022
November 1, 2022	Superintendent meets with the Executive Team to review and prepare recommendations on the 2023-2024 budget prep guidelines, including course review, personnel needs and program changes & improvements.	Dr. Stager	November 15, 2022
November 15, 2022	Administrators, Principals, Directors prepare individual budgets based upon building/department needs. This process needs to be inclusive of teachers/administration as needed.	Dr. Stager, Mr. Kramer, Ms. Hinkle, Principals, Mr. Bolognini	November 22, 2022
November 22, 2022	Superintendent conducts a review of projected programs and staffing needs with Principals and Administrators to determine impact of proposals and changes in the budget.	Dr. Stager	November 29, 2022
November 30, 2022	Administrators, Principals, Directors finalize their based on final directions from the superintendent	Dr. Stager,	December 14, 2022
December 15, 2022	Special Education projections for 2023-2024	Dr. Stager, Ms. Paccione	December 31, 2022
APPROXIMATE DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	ESTIMATED COMPLETION DATE

December 15, 2022	The Superintendent and School Business Administrator do a topside review of the budget requests.	Dr. Stager, Mr. Kramer	January 9, 2023
January 10, 2023	Superintendent and the School Business Administrator discuss with the Facilities & Finance Committee personnel needs, curricular, facilities needs for the 2023-2024 school year.	Dr. Stager, Mr. Kramer	January 19, 2023
January 20, 2023	Budget Cap and State Aid report to be received from the State.	Mr. Kramer	January 27, 2023
February 22, 2023	Preliminary budget reviewed and adopted by the Board.	Mr. Kramer	March 15, 2023
February 22, 2023	Preparation of budget and budget forms to be submitted to the County Superintendent of Schools.	Mr. Kramer	March 20, 2023
April 20, 2023	Advertise Public Hearing (date of notice to be at least 4 days before hearing).	Mr. Kramer	May 4, 2023
April 26, 2023	Public Hearing	Dr. Stager, Mr. Kramer	May 8, 2023
April 26, 2023	User Friendly Budget Posting to Website	Mr. Kramer	May 10, 2023
May 12, 2023	Last day to Adopt Budget	Board of Education	May 12, 2023
May 19, 2023	Certification of the Amount Fixed and Determined	Mr. Kramer	May 19, 2023