



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**September 1, 2016**

**AGENDA ITEM: 9.3**

**TOPIC:** APPROVE TAX LEVY CALENDAR

**BACKGROUND:** The School Board annually determines the property tax levy calendar at the September meeting.

**PROCESS:** Guidance received from the Minnesota Department of Revenue and the Minnesota Department of Education indicates that a school district must certify the proposed property tax levy to the county by September 30<sup>th</sup>. Our school district usually sets aside the “committee meeting” date of September 8, 2016 to certify the “maximum” proposed property tax levy.

Most school districts certify the “maximum” proposed property tax levy while the Minnesota Department of Education corrects the data during the month of October.

In addition, school districts must conduct a property tax hearing for the public between November 25<sup>th</sup> and December 30<sup>th</sup>. The meeting may be part of a regularly scheduled School Board Meeting. The School Board can act to certify the final adopted property tax levy later the same evening. School Board first reading was August 4, 2016.

**RECOMMENDS:** The administration recommends conducting the Truth in Taxation Hearing at 6:00 pm on December 1, 2016, prior to the Regular School Board Meeting.