

2016-2017
Neah-Kah-Nie School District No. 56
BUDGET CALENDAR
for the fiscal year
2017-2018
Budget Preparation

September 12, 2016	REGULAR BOARD MEETING
October 10, 2016	REGULAR BOARD MEETING
November 8, 2016	ELECTION DAY (Does not require a double majority for passage of money measures.)
November 14, 2016	REGULAR BOARD MEETING Approve Budget Calendar
December 12, 2016	REGULAR BOARD MEETING
January 9, 2017	REGULAR BOARD MEETING
January 15, 2017	Last day "to report to the community the district's status in relation to the state standards." OAR 581-022-1610. January 15th by administrative rule.
February 13, 2017	REGULAR BOARD MEETING Personnel files should be reviewed by the superintendent and the board in preparation of personnel recommendations in March.
March 13, 2017	REGULAR BOARD MEETING Action to renew or non-renew probationary teachers. Review teacher contracts for possible vacancies.
March 14, 2017	ELECTION DAY (Requires a double majority for passage of money measures.)
March 15, 2017	DEADLINE FOR WRITTEN NOTICE TO BE RECEIVED by all probationary and other non-permanent certificated personnel for contract renewal or non-renewal. ORS 342.513. This date is also the deadline to notify contract teachers of extension or non-extension of their contract. ORS 342.895 (4)(a).
March 16, 2017	FILING DEADLINE FOR MONEY MEASURES FOR MAY 16th ELECTION. In odd numbered years, filing deadline for board member elections.
April 10, 2017	REGULAR BOARD MEETING
April 12, 2017	Publish First NOTICE OF BUDGET COMMITTEE MEETING Notice to be published not fewer than two times. Notice to be published not earlier than 30 days prior to the first meeting and final publication not later than five days prior to the first meeting and those two notices must be separated by at least five days. ORS 294.426(5)(a)
April 19, 2017	PUBLISH NOTICE OF BUDGET COMMITTEE MEETING A SECOND TIME ORS 294.426(5)(a)

- May 1, 2017** **FIRST MEETING OF THE BUDGET COMMITTEE.** A budget committee must have a quorum, or majority of the total membership of the committee, present in order to hold a meeting. *OAR 150-294.336* Elect presiding officer. *ORS 294.414(9)* Budget committee may choose to elect an alternate presiding officer. Present the budget message by the executive officer and the budget document by the budget officer. The budget document is filed in the district office as a public record, and a copy of the document or part thereof is made available to any person requesting it. Receive questions and comments from citizens. Announce time and place of the next meeting. Additional meetings not published in the original Budget Committee notice must be advertised as a notice of meeting of government body. *ORS 294.426* All meetings shall be open to the public. *ORS 294.428(2)* The committee may demand and receive any information it requests and compel the attendance of any employee at its meetings. *ORS 294.428(3)* A majority of the members of the budget committee is required to pass any motion. *ORS 174.130*
- May 8, 2017** **REGULAR BOARD MEETING**
- May 15, 2017** **TARGET DATE FOR APPROVAL OF BUDGET BY BUDGET COMMITTEE**
- May 16, 2017** **ELECTION DAY**
- May 19, 2017** **LIST OF PUBLIC IMPROVEMENTS.** Mail itemized list of public improvements included in the budget to the Prevailing Wage Rate Unit, Wage and Hour Division, #1045, Bureau of Labor and Industries, 800 N.E. Oregon St., Portland, Oregon, 97232-2180. Identify which projects are anticipated to be contracted and which are to be done with the district's own personnel. Show the budgeted costs for each item. (Not less than 30 days before the adoption of the budget.) *ORS 279C.305.*
- May 24, 2017** **PUBLICATION OF NOTICE OF BUDGET HEARING (ED1) (Not more than 30 days or less than 5 days prior to the hearing.) ORS 294.438(1)**
- May 30, 2017** **DEADLINE TO NOTIFY CLASSIFIED PERSONNEL** of reasonable assurance of continued employment during the subsequent academic year. *ORS 332.554.* May 30th by statutes.
- June 12, 2017** **REGULAR BOARD MEETING**
PUBLIC HEARING ON THE BUDGET, as approved by the budget committee, shall be conducted by the board. ORS 294.453.
- June 19, 2017** **SPECIAL BOARD MEETING 5:00pm**
Final adoption of budget resolutions and appropriations by the board of directors. *ORS 294.456*
- July 15, 2017** **DEADLINE to certify the tax levy to the county assessor or to request an extension. ORS 294.458(3)(a)**