

Moore County Schools - Budget Calendar 2018-2019

(Board Attendance in Bold)

September/October	Budget calendar submitted to Board for approval
November Leadership	Budget discussion - Leadership Team; Principals meet as grade level teams to discuss aligning initiatives to MCS Strategic Plan
December Thru June	Budget discussions with Teacher Advisory Council, Support Staff Advisory Council, Parent Advisory Council, Key Communicators (Budget on respective agendas at each meeting as necessary)
January 7	Board work session on budget
By February 28 th	Confirm preliminary teacher counts with Principals
March 4	Board work session - Presentation of Superintendent's Budget
March 11	Board member meetings w/ Superintendent and Executive Officer for Budget and Finance and Public Hearing on Budget
April 8	Board meeting - adopt preliminary budget
May 7	Budget presentation to County Commissioners (meeting 10:30 am)
June 4	County Manager Recommended Budget Presentation (includes recommended funding for Moore County Schools) (meeting 10:30 am)
June 18	Public Hearing on Budget & Approval – County Commissioners
June 30	Deadline for action by County Commissioners on preliminary budget request
By October 15	Approval of final school budget (including authorization of state, federal and local funds with appropriate Budget Resolution)

(revised 2/18/19)

Budget Instructions

Attached please find the following documents:

- 1) **Position justification form** – Please provide written justification for position additions/changes/deletions. Any suggested changes should correspond to your school improvement plans. *This does not include shifting of teachers by grade due to changes in enrollment. **(Any new positions must be approved by Senior Staff.)**
- 2) **New initiatives form** – Please describe any new initiatives for the upcoming school year. Any new initiatives should correspond to your school improvement plans. **(Any new initiatives must be approved by Senior Staff.)**
- 3) **Reduction form** – Please provide justification for requested reductions. Justification should include how this reduction relates to your school improvement plan.
- 4) **Capital justification form** – Please describe capital requests for the upcoming school year. Any requests should correspond to your school improvement plans.

***Only include items that are \$500 or more.

***Attached is a current project list developed by the Maintenance Department. Any items on this list **do not** need to be listed on your forms.

Position Justification Form – (see instructions)

School/Department _____

Please provide justification for requested position changes (additions/changes/deletions). Justification should include how this change directly relates to your school improvement plan, noting specific pathway and critical element.

Position change #1 –

Justification –

Position change #2 –

Justification –

Position change #3 –

Justification –

New Initiative Form – (see instructions)

School/Department _____

Please provide justification for requested new initiative. Justification should include how this initiative directly relates to your school improvement plan, noting specific pathway and critical element.

New initiative #1 –

Justification –

New initiative #2 –

Justification -

New initiative #3 –

Justification

Reduction Form

School/Department _____

Please provide justification for requested reductions. Justification should include how this initiative directly relates to your school improvement plan, noting specific pathway and critical element.

Reduction #1 –

Justification –

Reduction #2 –

Justification -

Reduction #3 –

Justification -

Capital Justification Form

School/Department _____

Please provide justification for requested capital. Justification should include how this capital request directly relates to your school improvement plan, noting specific pathway and critical element.

Capital request #1 –

Justification –

Capital request #2 –

Justification –

Capital request #3 –

Justification –