The Dawson County Board of Education operates on a fiscal year of July 1 through June 30. It is required by law that the budget be submitted and approved by the Board prior to June 30th for the following fiscal year.

After review by the superintendent and the finance department, the proposed budget is submitted to the Board of Education. Two public hearings must be held before approval of the budget. Those hearings maybe part of the monthly agenda. The budget is tentatively approved at the May board meeting. Prior to the June board meeting and after advertisement of the tentative budget in the local newspaper, a public hearing is held to receive comments from citizens. At the June board meeting, the budget is legally adopted and submitted to the State Board of Education for approval.

The following budget calendar should be followed for the FY21 budgeting process:

### January 31, 2020
**HR**
Submission of professional staff in jeopardy of receiving an unsatisfactory evaluation or be recommended for non-renewal.

### February 9, 2020
**HR**
Tentative enrollments and staff allotment forms are sent to administrator

**Staffing Workbook (D. Eza) due to Personnel**

### March 12, 2020
**BOTH**
Personnel and Finance review employee pay steps and years experience.

### March 13, 2020
**BOTH**
Personnel and Finance review employee pay steps and years experience.

### March 16, 2020
**CFO**
Budget Request Documents are distributed to administrators.

### March 17, 2020
**HR**
Recommendations of Administrative Staff to the board

### March 27, 2020
**CFO**
Budget Request Documents are due to the Finance Director for consolidation.

### April 1, 2020
**HR**
Principals submit certified staff recommendation to Personnel Office.

**Evaluations completed**

### April 15, 2020
**CFO**
Superintendent and Finance Director review budget requests. Made adjustments.

### April 28, 2020
**HR**
Recommendations of certified staff submitted to personnel office for Board of Education approval at their April meeting.

**CFO**
Board of Education Spring Retreat to discuss budget

### May 1, 2020
**CFO**
Submit newspaper advertisement for public hearing on the FY21 tentative budget.

### May 6, 2020
**CFO**
Newspaper advertisement appears in legal organ

### May 19, 2020
**CFO**
Board of Education adopts tentative budget

**HR**
FY21 Salary Schedules approved by BOE

### June 5, 2020
**CFO**
Submit newspaper advertisement for public hearing on the FY21 tentative budget.

### June 10, 2020
**CFO**
Newspaper advertisement appears in legal organ

### June 16, 2020
**CFO**
Board of Education and superintendent conduct public forum for the tentative FY21 budget at 5:30 pm before the board work session. Interested parties will present any additional input or comments. The board and superintendent will take input under advisement and revise the budget accordingly.

Legal adoption of the FY21 budget at the regular board meeting

### July 17, 2020
**CFO**
Submit newspaper and website advertisement for public hearing on the millage rate.

### July 22, 2020
**CFO**
Newspaper advertisement appears in legal organ #1

### July 29, 2020
**CFO**
Newspaper advertisement appears in legal organ #2

### August 4, 2020
**CFO**
Meeting #1. Notice must be in the legal organ one week before each meeting.

*One of the three public hearings must begin between 6:00 pm and 7:00 pm in the evening.*

### August 5, 2020
**CFO**
Newspaper advertisement appears in legal organ #3

### August 11, 2020
**CFO**
Meeting #2 - AM

Meeting #3 - PM before the board meeting.

Set the millage at the board meeting.

**Before Sept. 1st**
**CFO**
Board will legally set millage rates after receipt of the Certified Tax Digest from the Tax Commissioner's Office.

NOTE: Items in gray are subject to change.