

**RADNOR TOWNSHIP SCHOOL DISTRICT**  
**2019-2020 Tentative Budget Calendar**

<u>Date</u>	<u>Description</u>
Tuesday, August 14, 2018	Finance Committee Meeting.
Tuesday, September 11, 2018	Finance Committee Meeting.
Thursday, September 13, 2018	Budget Packets distributed to all Administrators, including bid request sheets.
Saturday, September 1, 2018	2019-2020 Act 1 Base Index percentage released by Pennsylvania Department of Education (PDE). (Act 1 Base Index was not published until September 14, 2018)
Sunday, September 30, 2018	Deadline for PDE to notify districts of the applicable base or adjusted index for 2019-2020 (Radnor was notified on September 28, 2018).
Tuesday, October 9, 2018	Finance Committee Meeting.
Friday, October 19, 2018	Budget packets and bid request sheets due back to Elementary/Secondary Directors from buildings/departments reporting to those offices.
Tuesday, October 23, 2018	2019-2020 Budget Calendar adopted by Board of School Directors.
Friday, October 26, 2018	Staffing requests due to Elementary/Secondary Directors Business Office and Human Resources.
Monday, November 5, 2018	Budget packets due in Business Office from Department Heads, Departments and Elementary/Secondary Directors.
Tuesday, November 6, 2018	<b>General</b> Election.
Wed-Fri, November 14-16, 2018	Individual Budget justification sessions held with Administrators to review budget and staffing requests.
Tuesday, November 20, 2018	Finance Committee Meeting. (tentative)
Friday, November 30, 2018	Draft Budget submitted to Superintendent from Business Office for Review.
Month of December 2018	Budget review by various administrative groups.
Tuesday, December 4, 2018	Finance Committee Meeting.
Week of December 17, 2018	Draft Budget distributed to Board of School Directors for review.
Wednesday, January 2, 2019	RTSD deadline to make 2019-2020 Proposed Preliminary Budget available for public inspection if the Board plans

	to take action on Tuesday, January 22, 2019. (Must be available 20 days prior to adoption.)
Week of January 7, 2019	Bid request sheets returned to buildings and departments for review and changes prior to soliciting bids.
Tuesday, January 8, 2019	Finance Committee Meeting.
Saturday, January 12, 2019	RTSD deadline to publish notice of intent to adopt 2019-2020 Preliminary Budget if the Board plans to take action on Tuesday, January 22, 2019. (Notice required 10 days prior to adoption.)
Friday, January 18, 2019	Bid request sheets returned from the buildings and departments to the business office with changes/reductions noted.
Tuesday, January 22, 2019	Regular Board Meeting
Thursday, January 31, 2019	District deadline to make 2019-2020 Proposed Preliminary Budget available for public display (necessary only if the Proposed Preliminary Budget is above Act 1 Index level) Or 20 days prior to adoption.  Deadline to adopt a resolution indicating taxes will not be raised above the Act 1 index (Accelerated Budget Opt Out Resolution).  Or  The Board will take action on one of these options at the Board Meeting scheduled for Tuesday, January 22, 2019.
Sunday, February 10, 2019	Deadline to publish notice of intent to adopt the 2019-2020 Preliminary Budget (only necessary if opt out resolution, or approval of the Proposed Preliminary Budget was not approved on January 22, 2019).
Tuesday, February 19, 2019	Finance Committee Meeting.
Wednesday, February 20, 2019	Deadline to adopt Preliminary 2019-2020 Budget and authorize advertisement (necessary only if draft budget exceeds Act I index level and district intends to seek Act 1 Exceptions). Only necessary if the board does not take action on Tuesday, January 22, 2019.
Monday, February 25, 2019	Deadline to submit 2019-2020 Preliminary Budget containing proposed tax increases to the Department of Education.
Thursday, February 28, 2019	Deadline to publish and post on the district website notice of intent to apply for referendum exceptions.
Thursday, March 7, 2019	Deadline to file for Act I exceptions with PDE.
Early March 2019	Solicit for bids.

Tuesday, March 12, 2019	Finance Committee Meeting.
Wednesday, March 27, 2019	Deadline for PDE to rule and inform district if exceptions have been granted or denied.
Tuesday, April 9, 2019	Finance Committee Meeting.
Thursday, April 2019 - TBD	Budget Work Session – Full Board (If needed).
Mid-April 2019	Bid Opening.
Tuesday, April 23, 2019	Regular Board Meeting - Board adopts Proposed Final 2019-2020 Budget and authorizes advertisement and public review. (Actual deadline May, 31, 2019).
Sunday, April 28, 2019	RTSD deadline to publish notice of intent to adopt 2019-2020 Final Budget if the Board plans to take action on Tuesday, May 28, 2019 (Notice required 30 days prior to adoption).
Tuesday, May 7, 2019	Finance Committee Meeting.
Tuesday, May 21, 2019	Primary Election.
Tuesday, May 28, 2019	Regular Board Meeting - Final 2019-2020 Budget Adopted. Award of bids. (Actual deadline June 30, 2019).
Thursday, May 30, 2019	Deadline to advertise and make 2019-2020 Proposed Final Budget available for public inspection (30 days before adoption). Only necessary if the board does not take action on the Proposed Budget on April 23, 2019.
Tuesday, June 11, 2019	Finance Committee Meeting.
Tuesday, June 25, 2019	Regular Board Meeting – Award of bids. Approval of the Final 2019-2020 Budget if no action was taken on May 28, 2019.

Calendar subject to change.  
Modified 10/12/2018