



## TIMELINE / PROCESS FOR REFERENDUM – APRIL 2014

DATE	COMMENT
09/13/13	BOE receives Administrative recommendation regarding process and timeline
09/19/13	Sept. Regular BOE Meeting – Board considers referendum process and timeline
TBD	<i>Special Meeting – Finalize referendum process, timeline and charge to committees</i>
09/20/13	Finance Advisory Committee member recruiting visits begin
09/23/13	Community Advisory Committee Member recruiting begins (invites, newsletter and Daily Union)
10/04/13	Finance Advisory Committee Members secured
10/15/13	Community Advisory Members secured
10/17/13	Regular Board of Education Meeting – Board receives update on process from Administration
10/21/13	Initial Meeting – Finance Advisory Committee– “State of the District”
Week of 10/21	<i>Special Meeting – Budget Approval / Referendum Needs to forward to Finance Advisory Committee</i>
10/29/13	Second Meeting – Community Finance Advisory Committee – “Presentation of Options”
11/05/13	Third / Final Meeting – Finance Advisory Group – “Finalization of Recommendation”
11/07/13	Initial Meeting – Community Advisory Group - “State of the District”
11/14/13	Second Meeting – Community Advisory Group – “Presentation of Options / Consider Recommendations”
11/21/13	Regular BOE Meeting – BOE hears update from referendum process from Administration
11/25/13	Third / Final Meeting – Community Advisory Group – “Finalize Recommendation(s) / Create Communication Plan”
12/13/13	Community Advisory Group recommendation goes to the BOE via packet
12/19/13	Community Advisory Group recommendation received and considered by the BOE at Regular Meeting
TBD	<i>Special Meeting for BOE to further discuss Advisory Group Recommendation (as needed)</i>
12/20 to 1/15	Community Informational Video and Survey Monkey Open for Feedback
01/16/14	Last regular meeting date for Board to adopt revenue cap referendum resolution
01/21/14	Deadline for filing referendum question with County Clerk(s)
01/24/14	BOE / Administration Joint Meeting
01/26/14	Filing of referendum information with DPI (w/i 10 days after adoption of revenue cap resolution)
03/04/14	Publication date for Type A Notice
03/10/14	Distribution of ballots to Municipal Clerks by this date
03/31/14	Publication date for Type B and C Notices
04/01/14	Referendum date
04/07/14	Meeting of Board of Canvassers (Open meeting law notice required)
04/11/14	Filing of referendum results with DPI (w/i 10 days of referendum date)



## CHARGE TO THE ADVISORY GROUPS

### FINANCE ADVISORY COMMITTEE

**CHARGE:** Make recommendation(s) to the Community Advisory Committee regarding a referendum structure in the best fiscal interest for the School District of Fort Atkinson and the larger community.

**TASK(s):**

- Become familiar with the financial status of the District
- Consider referendum options presented by Administration
- Consider any additional referendum options developed by the Finance Advisory Committee
- Finalize referendum recommendation(s) to be forwarded to the Community Advisory Committee
- Select member representation to become part of the Community Advisory Committee

### COMMUNITY ADVISORY COMMITTEE

**CHARGE:** Make recommendation(s) to the Board of Education regarding a referendum structure in the best overall interest for the School District of Fort Atkinson and the larger community.

**TASK(s):**

- Become familiar with the financial status of the District
- Consider referendum options recommended by the Finance Advisory Committee
- Finalize referendum recommendation(s) to be forwarded to the Board of Education
- Make recommendations to the Board of Education regarding communication to the community
- Select member representation to present referendum recommendation(s) to the Board of Education