

FY 2020 Budget Calendar

2018

| | |
|------------------|---|
| September 15 | School Committee Planning meeting to discuss FY 20 budget and other items |
| September 25 | LRP Master Plan Meeting |
| October 1 | Budget Calendar presented to School Committee, and School Committee reviews Guiding Principles |
| October 15 | School Committee adopts Guiding Principles at their regular meeting |
| October 17 | Budget preparation materials distributed to Principals, Directors, and Supervisors |
| TBD | Long Range Planning Meeting |
| October 24 | Department Directors and Resource Teachers submit budget requests to Elementary Principals |
| October 24 | Principals/Supervisors submit technology requests to Director of Technology Services |
| October 26 | Principals/Supervisors submit special building maintenance requests and capital requests to Director of Business & Support Services |
| October 26 | Department Directors and Resource Teachers submit budget requests to Secondary Principals |
| October 31 | Elementary Principals submit budget requests to Director of Business and Support Services |
| Oct. 24 - Nov. 1 | Director of Technology reviews budget requests with appropriate staff and prepares system-wide capital technology proposal |
| November 2 | Director of Student Services, Assistant Superintendent, Secondary Principals, Director of Technology, Facilities and Procurement Manager, Custodial Supervisor, and Transportation Supervisor submit budgets to Director of Business and Support Services |
| TBD | Long Range Planning Meeting (Capital) |
| Nov. 5 - 9 | Superintendent and Assistant Superintendent meet with Principals and Department Directors concerning their budget proposals |
| November 16 | Director of Student Services submits out-of-district tuition and transportation budget requests |
| November 21 | Director of Business and Support Services submits preliminary budget to Superintendent |
| November 29 | Superintendent discusses update on budget process with Leadership Team |
| December 1 | Walk Around and Capital Request Discussion |
| December 1 | Preliminary Meeting with (ACES) Education Subcommittee – could be part of walk around if one is scheduled |
| Dec. 3 – Dec. 17 | Central Office staff prepares FY 2020 budget materials |
| TBD | Long Range Planning Meetings |
| December 31 | Superintendent Budget Memorandum to School Committee |

2019

| | | |
|------------|-----|---|
| January | TBD | Long Range Planning Meeting (Preparation to make recommendations to School Committee prior to Capital Outlay Committee Meeting) |
| January 3 | | School Committee budget work session I at 7:00 pm |
| January 7 | | Regular School Committee Meeting (Capital Review) |
| January 10 | | School Committee budget work session II at 7:00 pm |
| January 23 | | Capital Outlay Committee Meeting at 7:30 pm |
| January 17 | | School Committee budget work session III at 7:00 pm |
| January 18 | | Warrant Deadline (January 22 nd) |

2019

| | |
|--------------------|--|
| January 22 | Regular School Committee Meeting |
| January 24 | School Committee budget work session IV at 7:00 pm (if needed) |
| January 27 | Meeting with Advisory Committee's Education Sub-Committee (Sunday) |
| February 7 | School Department presents budget to joint meeting of Selectmen and Advisory Committee |
| February 11 | School Committee holds public hearing (tentative) |
| February 25 | School Committee holds public hearing and/or adopts final budget (tentative) |
| February TBD | Selectmen's vote |
| TBD | Advisory Committee's hearing |
| TBD | Advisory Committee's vote |
| March 11 – April 3 | Central Office staff prepares Town Meeting budget materials |
| April 22 | Town Meeting |
| April 27 | Town Election |

Approved: October 1, 2018