

FY 2022 Budget Calendar

2020

October 3	School Committee Planning meeting to discuss FY 22 budget and other items
October 23	Director of Business & Support Services distributes budget letter to all
October 27	Capital and Facilities Subcommittee meeting (formerly Long Range Planning)
Oct. 26 - Nov. 6	Director of Technology reviews budget requests with appropriate staff and prepares system-wide capital technology proposal
November 2	School Committee adopts (approves) Budget Calendar and Guidelines
November 10	Joint Forecast Meeting with School Committee, AdCom, and Selectmen
November 2 - 13	Facility Manager and Custodial Supervisor discuss needs for buildings with Building Administrators
November 13	Director of Technology submits budget request via Google to Director of Business & Support Services
November 13	Superintendent and Senior Leadership Team discuss budget priorities
November 16	Custodial & Maintenance Supervisor, Procurement Manager, and Transportation Supervisor submit budget requests via Google to Director of Business & Support Services
November 16	Central Office Administration discuss and submit budget requests at Cabinet meeting
November 19	Department Directors budget priorities discussed at Administrative Council Meeting with Principals and Central Office leadership
December 3	Director of Business and Support Services submits preliminary budget to Superintendent
Dec. 4 – Dec. 18	Discussions with Superintendent and Central Office staff prepares FY 2021 budget materials
Dec. 8	Capital and Facilities Subcommittee meeting
Dec. 8	Finance Subcommittee meeting
Dec. 15	Capital and Facilities Subcommittee meeting
TBD	Finance Subcommittee meeting

2021

January 5	Superintendent Budget Memorandum to School Committee
January 7	School Committee budget work session I at 7:00 pm
January 11	Regular School Committee Meeting
January TBD	Capital and Facilities Subcommittee meeting (Preparation to make recommendations to School Committee prior to Capital Outlay Committee Meeting)
January 14	School Committee budget work session II at 7:00 pm (Capital Review)
January 20	Capital Outlay Committee Meeting at 7:30 pm
January 20	Warrant Deadline
January 21	School Committee budget work session III at 7:00 pm
January 25	Regular School Committee Meeting
January TBD	Meeting with Advisory Committee's Education Sub-Committee
January 28	School Committee budget work session IV at 7:00 pm (if needed)
February 8	School Committee holds public hearing (tentative) at regular meeting
TBD	School Department presents budget to joint meeting of Selectmen and Advisory Committee
February 22	School Committee (Tentative) Budget Vote

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TBD	Selectmen's vote
TBD	Advisory Committee hearing
TBD	Advisory Committee vote
March – April 5	Central Office staff prepares Town Meeting budget materials
April 5	Regular School Committee Meeting
April 26	Town Meeting
May 1	Town Election

Proposed: November 2, 2020
Proposed Amended: January 7, 2021
Approved by School Committee: January 7, 2021