

2016 Budget Calendar
(school year 2014-2015)

2014

Sept. 14	School Committee Planning Committee discusses guiding principles and FY 16 initiatives.
October 1	Budget preparation materials distributed to Principals, Directors, and Supervisors
October 6	Budget Calendar presented to School Committee
October 17	Curriculum Directors and Resource Teachers submit budget requests to Elementary Principals
October 17	Principals/Supervisors submit technology requests to Director of Technology Services.
October 22	Principals/Supervisors submit special building maintenance requests and capital requests to Director of Business & Support Services
October 24	Curriculum Directors and Resource Teachers submit budget requests to Secondary Principals
October 27	Elementary Principals, Director of Student Services and Assistant Superintendent submit budget requests (excluding out -of- district tuitions and transportation) to Director of Business and Support Services
Oct.16-Oct. 30	Director of Technology reviews budget requests with appropriate staff and prepares system-wide capital technology proposal
October 20	School Committee adopts guiding principles and assumptions at their regular meeting
November 5	Secondary Principals, Supervisor of Buildings and Grounds and Director of Technology Services submit budgets to Director of Business and Support Services. Director of Student Services submits out -of – district tuition and transportation budget requests
TBD	Long Range Planning Meeting
Nov. 12 - 14	Superintendent and Assistant Superintendent meet with Principals and Curriculum Directors concerning their budget proposals
November 20	Superintendent discusses update on budget process with Leadership Team
November 22	Walk Around and Capital Request Discussion (Note/tentative: The Long Range Planning Committee will make a recommendation relative to this event.)
November 25	Director of Business and Support Services submits preliminary budget to Superintendent
Dec. 5 – Dec. 15	Central Office staff prepares FY 2016 budget materials
Dec. 9	Long Range Planning Committee reviews capital budget proposals
2015 TBD	Long Range Planning
January 8	School Committee budget work session I at 7:30 pm
January 12	Regular School Committee Meeting, as needed, and budget work session II at 7:30 pm
January 21	Capital Outlay Meeting at 7:30 pm
January 22	School Committee budget work session III at 7:30 pm
January 24	Meeting with Advisory Committee's Education Sub-Committee
January 26	Regular School Committee meeting with budget development update
January 29	School Committee budget meeting IV (if needed) at 7:30 pm
February 5	School Committee presents budget to joint meeting of Selectmen and Advisory Committee
February 9	School Committee holds public hearing (tentative)
February 23	School Committee holds public hearing and/or adopts final budget (tentative)
TBD	Selectmen's vote
February 26	Advisory Committee's hearing and vote
March 12 - 28	Central Office staff prepares Town Meeting budget materials
April 27→	Town Meeting
May 2	Town Election

