

FY 2018 Budget Calendar

(school year 2016-2017)

2016

- Sept. 17 School Committee Planning Committee discusses guiding principles and FY 17 initiatives.
- Sept. 28 Long Range Planning Meeting
- October 3 Budget Calendar presented to School Committee, and School Committee adopts Guiding Principles.
- October 7 Budget preparation materials distributed to Principals, Directors, and Supervisors
- October 12 Initial Revenue Forecast
- October 14 Curriculum Directors and Resource Teachers submit budget requests to Elementary Principals
- October 14 Principals/Supervisors submit technology requests to Director of Technology Services.
- October 17 School Committee considers proposed assumptions at their regular meeting
- October 21 Curriculum Directors and Resource Teachers submit budget requests to Secondary Principals
- October 25 Principals/Supervisors submit special building maintenance requests and capital requests to Director of Business & Support Services
- October 25 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.14-Oct. 28 Director of Technology reviews budget requests with appropriate staff and prepares system-wide capital technology proposal
- November 2 Secondary Principals, Director of Technology, Facilities and Procurement Manger, Custodial Supervisor, and Transportation Supervisor submit budgets to Director of Business and Support Services.
- October 26 Long Range Planning Meeting (Capital)
- Nov. 16 - 18 Superintendent and Assistant Superintendent meet with Principals and Curriculum Directors concerning their budget proposals
- November 17 Director of Student Services submits out -of –district tuition and transportation budget requests
- November 17 Superintendent discusses update on budget process with Leadership Team
- November 19 Walk Around and Capital Request Discussion (Note/tentative: The Long Range Planning Committee will make a recommendation relative to this event.) Also Meeting Preliminary meeting with ACES on the Budget.
- November 23 Director of Business and Support Services submits preliminary budget to Superintendent
- Dec. 5 – Dec. 16 Central Office staff prepares FY 2017 budget materials
- TBD (see 11/19) Meeting with (ACES) Education Subcommittee
- Dec 7 LRP Meeting to Invite Capital & Ad Com for a Asset Inventory and School Maintenance Presentation
- December 29 Superintendent Budget Memorandum to School Committee

2017

- January TBD Long Range Planning Meeting (Preparation to make recommendations to School Committee prior to Capital Outlay Committee Meeting)
- January 5 School Committee budget work session I at 7:00 pm
- January 9 Regular School Committee Meeting
- January 12 School Committee budget work session II at 7:00 pm
- January 18 Capital Outlay Committee Meeting
- January 19 School Committee budget work session III at 7:00 pm

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January 20	Warrant Deadline
January 21	Meeting with Advisory Committee's Education Sub-Committee (Saturday)
January 26	School Committee budget work session IV at 7:00 pm
January 30	Regular School Committee meeting with budget development update
February 2	School Committee presents budget to joint meeting of Selectmen and Advisory Committee
February 13	School Committee holds public hearing (tentative)
February 27	School Committee holds public hearing and/or adopts final budget (tentative)
February TBD	Selectmen's vote
February TBD	Advisory Committee's hearing and vote
March 11 - 27	Central Office staff prepares Town Meeting budget materials
April 24	Town Meeting
April 29	Town Election

Approved: October 3, 2016