

## FY 2019 Budget Calendar

### 2017

Sept. 9	School Committee Planning Committee discusses guiding principles and FY 18 initiatives.
September 13	Initial Revenue Forecast
September 25	Budget Calendar presented to School Committee, and School Committee reviews Guiding Principles.
October TBD	Long Range Planning Meeting
October 10	School Committee adopts Guiding Principles and reviews proposed assumptions at their regular meeting
October 13	Budget preparation materials distributed to Principals, Directors, and Supervisors
October 20	Curriculum Directors and Resource Teachers submit budget requests to Elementary Principals
October 20	Principals/Supervisors submit technology requests to Director of Technology Services.
October 25	Principals/Supervisors submit special building maintenance requests and capital requests to Director of Business & Support Services
October 27	Curriculum Directors and Resource Teachers submit budget requests to Secondary Principals
October 27	Elementary Principals submit budget requests to Director of Business and Support Services
Oct. 20 - Nov. 3	Director of Technology reviews budget requests with appropriate staff and prepares system-wide capital technology proposal
November 3	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. 13 - 17	Superintendent and Assistant Superintendent meet with Principals and Curriculum Directors concerning their budget proposals
November 16	Director of Student Services submits out -of -district tuition and transportation budget requests
November 16	Superintendent discusses update on budget process with Leadership Team
November 18	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 – follows walk around
November 18	Preliminary Meeting with (ACES) Education Subcommittee
November 22	Director of Business and Support Services submits preliminary budget to Superintendent
Dec. 4 – Dec. 15	Central Office staff prepares FY 2018 budget materials
December 28	Superintendent Budget Memorandum to School Committee

### 2018

January	TBD	Long Range Planning Meeting (Preparation to make recommendations to School Committee prior to Capital Outlay Committee Meeting)
January 4		School Committee budget work session I at 7:00 pm
January 8		Regular School Committee Meeting (Capital Review)
January 11		School Committee budget work session II at 7:00 pm
January	TBD	Capital Outlay Committee Meeting
January 18		School Committee budget work session III at 7:00 pm
January 19		Warrant Deadline (January 20 <sup>th</sup> is a Saturday)
January 20		Meeting with Advisory Committee's Education Sub-Committee (Saturday)

**2018**

January 25	School Committee budget work session IV at 7:00 pm (if needed)
February 6	School Department presents budget to joint meeting of Selectmen and Advisory Committee
February 12	School Committee holds public hearing (tentative)
February 26	School Committee holds public hearing and/or adopts final budget (tentative)
February TBD	Selectmen's vote
February 27	Advisory Committee's hearing
March 1	Advisory Committee's vote
March 12 - 26	Central Office staff prepares Town Meeting budget materials
April 23	Town Meeting
April 28	Town Election

Approved: October 10, 2017