

FY 2017 Budget Calendar

(School year 2015-2016)

2015

Sept. 13	School Committee Planning Committee discusses guiding principles and FY 17 initiatives.
October 5	Budget Calendar presented to School Committee, and School Committee adopts Guiding Principles.
October 8	Budget preparation materials distributed to Principals, Directors, and Supervisors
October 16	Curriculum Directors and Resource Teachers submit budget requests to Elementary Principals
October 16	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 23	Curriculum Directors and Resource Teachers submit budget requests to Secondary Principals
October 26	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 26	School Committee considers proposed assumptions at their regular meeting
November 4	Secondary Principals, Director of Technology, Facilities and Procurement Manger, Supervisor of Buildings and Grounds, Custodial Supervisor, and Transportation Supervisor submit budgets to Director of Business and Support Services.
TBD	Long Range Planning Meeting
Nov. 16 - 18	Superintendent and Assistant Superintendent meet with Principals and Curriculum Directors concerning their budget proposals
November 19	Director of Student Services submits out-of-district tuition and transportation budget requests
November 19	Superintendent discusses update on budget process with Leadership Team
November 21	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. 18	Central Office staff prepares FY 2017 budget materials
December 30	Superintendent Budget Memorandum to School Committee

2016

January	TBD	Long Range Planning
January 7		School Committee budget work session I at 7:30 pm
January 11		Regular School Committee Meeting
January 14		School Committee budget work session II at 7:30 pm
January 20		Capital Outlay Meeting at 7:30 pm (prior to this meeting LRPC will present to School Committee)
January 21		School Committee budget work session III at 7:30 pm

(School year 2015-2016)

January 24	Meeting with Advisory Committee's Education Sub-Committee at 8:30 am
January 25	Regular School Committee meeting with budget development update
January 28	Joint budget meeting with Board of Selectmen, Advisory Committee, School Committee at 7:00 pm
February TBD	School Committee presents budget to joint meeting of Selectmen and Advisory Committee
February 8	School Committee holds public hearing (tentative)
February 22	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 12 - 28	Central Office staff prepares Town Meeting budget materials
April 25→	Town Meeting
April 30	Town Election

Approved by SC 10/5/15