

**NEWTOWN PUBLIC SCHOOLS  
NEWTOWN, CONNECTICUT**

**2013-2014 SCHOOL BUDGET DEVELOPMENT CALENDAR (Revised)**

<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>	<u>Day</u>	<u>Meeting Type</u>	
1. Commencement of Budget Process	Director of Business	09/21/12	Fri	Team Meeting	ADMINISTRATION
2. Board Budget Goals	Board of Ed	10/02/12	Tue	Regular BOE Mtg	
3. Submission of Technology & Bldg & Grounds Requests	Principals / Dir of Tech	10/11/12	Thur	CO Internal	
4. Submission of <b>All</b> Budget Requests	Principals / Directors	10/11/12	Thur	CO Internal	
5. Superintendent's Review w/Cost Center Administrators (Director of Business schedules meetings)	Principals / Directors CO Admin	10/18/12- 10/23/12	Thur- Tue	CO Internal CO Internal	
6. Submission of Salaries	Accountant & Personnel	10/12/12	Mon	CO Internal	
7. Administrative Review and Strategy Session	Superintendent	11/30/12	Fri	Adm Team Meeting	
8. <b>Draft Budget</b> Proposal to BOE	Superintendent	01/10/13	Thu		BOARD OF EDUCATION
9. <b>Superintendent's</b> Presentation to BOE, <i>Elementary &amp; Reed</i>	Superintendent	01/15/13	Tue	Workshop Mtg	
10. Budget Workshop # 2 - <i>Middle, High Schools, Pupil Pers &amp; Health</i>	Board of Ed	01/17/13	Thurs	Workshop Mtg	
11. Budget Workshop # 3 - <i>Special Ed, Curriculum, Technology &amp; Gen Svs</i>	Board of Ed	01/23/13	Wed	Regular BOE Mtg	
12. Budget Workshop # 4 - <i>Continuing Ed, Benefits, Plant &amp; Transportation</i>	Board of Ed	01/24/13	Thurs	Workshop Mtg	
13. Budget Workshop # 5 - <i>Public Hearing &amp; Discussion</i>	Board of Ed	01/29/12	Tue	Public Hearing	
14. Budget Workshop # 6 - <b>Adoption of Budget</b>	Board of Ed	01/31/13	Thur	Regular BOE Mtg	
15. BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/08/13	Fri	Finance Internal <i>(Delivery)</i>	
<b>Schools Closed - Winter Recess</b>		<b>2/18/13 thru 2/19/13</b>	<b>Mon - Tue</b>		
16. Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	02/15/13	Fri	(Newspaper)	BOARD OF FINANCE
17. Board of Finance Public Budget Hearing for the Town <i>(Not later than the first Wednesday in March, per Town Charter)</i>	Board of Finance	02/21/13	Thur	Public Hearing	
18. Board of Finance - Budget Review with Board of Ed	Board of Finance	<b>TBD</b>		Finance Board	
19. Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter)</i>	Board of Finance	03/06/13	Wed	Finance Board	
20. Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/15/13	Fri	(Newspaper)	
21. L.C. Education Sub-committee deliberations	Legislative Council	<b>TBD</b>		L.C. Sub-committee	LEGISLATIVE COUNCIL
22. Legislative Council Public Budget Hearing for the Town <i>(Not later than last Wednesday in March, per Town Charter)</i>	Legislative Council	03/20/13	Wed	Public Hearing	
23. Legislative Council Budget Meeting	Legislative Council	<b>TBD</b>		Legislative Council	
24. Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i>	Legislative Council	04/03/13	Wed	Legislative Council	
<b>Schools Closed - Spring Recess</b>		<b>4/15/13 thru 4/19/13</b>	<b>Mon - Fri</b>		
25. LC Budget Proposal Published in Newspaper <i>(At least 5 days prior to Annual Budget Referendum per Town Charter)</i>	Finance Director	04/12/13	Fri	(Newspaper)	
26. Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/23/13	Tue	Referendum Vote	

**TBD = To Be Determined**

**BOE APPROVED 1/8/13**