

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

2023-2024 SCHOOL BUDGET DEVELOPMENT CALENDAR

	<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>	<u>Day</u>	<u>Meeting Type</u>
ADMINISTRATION					
1.	Commencement of Budget Process Calendar & Materials Distributed	Supt & Director of Business	09/09/22	Fri	Distribution
2.	Discussion and Expectations / Goals of Budget Process	Superintendent	09/09/22	Fri	A Team
3.	Submission of All Budget Requests	Principals / Directors	10/28/22	Fri	CO Internal
4.	Submission of Salaries	Business Office	11/01/22	Tues	CO Internal
5.	Preliminary Update and Discussion of Budget in Progress	Superintendent	11/04/22	Fri	A Team
6.	Individual Administrative Budget Meetings	Superintendent	11/14-12/5	Mon-Mon	Cost Center Leaders
7.	Distribute Superintendent's Proposed Budget	Superintendent	01/11/23	Wed	Hand Delivery
BOARD OF EDUCATION					
8.	Superintendent's Overview of Proposed Budget to BOE	Superintendent	01/17/23	Tues	Regular BOE Mtg
9.	Budget Workshop - <i>Elementary, Reed, Middle School</i>	Board of Ed	01/19/23	Thurs	Workshop Mtg
10.	Budget Workshop - <i>High School, Athletics, Special Ed, Pupil Pers, Health, Curric</i>	Board of Ed	01/24/23	Tues	Workshop Mtg
11.	Budget Workshop - <i>Tech, Cont. Ed, Plant, Benefits, Gen Serv & Trans</i>	Board of Ed	01/26/23	Thurs	Workshop Mtg
12.	Budget Workshop - <i>Public Hearing & Discussion</i> and Adoption of Budget	Board of Ed	01/31/23	Tues	Budget BOE Mtg
13.	BOE Budget Submitted to Finance Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/03/23	Fri	Finance Internal <i>(Delivery)</i>
BOARD OF FINANCE					
14.	Board of Finance - Budget Review with Board of Ed <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	02/06/23	Mon	Finance Board
15.	Budget Proposals Published in Newspaper <i>(at least 5 days prior to Public Hearing per Town Charter)</i>	Board of Finance	02/10/23	Fri	Newspaper
16.	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	02/16/23	Thurs	Public Hearing
17.	Schools Closed - Winter Recess	2/20/23 through 2/21/23		Mon - Tue	
18.	Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter)</i> (BOF Vote)	Board of Finance	03/01/23	Wed	Finance Board
19.	Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/10/23	Fri	(Newspaper)
LEGISLATIVE COUNCIL					
	L.C. Education Sub-committee deliberations	Legislative Council	<i>TBD</i>		L.C. Sub-committee
20.	Legislative Council Public Budget Hearing <i>(Not later than last Wednesday in March, per Town Charter)</i>	Legislative Council	03/15/23	Wed	Public Hearing
21.	Legislative Council Budget Meeting	Legislative Council Discussion	<i>TBD</i>		Legislative Council
22.	Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i>	Legislative Council	04/05/23	Wed	Legislative Council
	Schools Closed - Spring Recess	4/10/23 through 4/14/23		Mon - Fri	
23.	LC Budget Proposal Published in Newspaper	Finance Director	4/14/23?	Fri	(Newspaper)
24.	Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/25/23	Tue	Referendum Vote

NOTE: Activities from 14. - 23. are subject to change at the discretion of the respective Board.

TBD = To Be Determined as they move along in the process

BOE Approved 9/20/2022

