

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

2024-2025 SCHOOL BUDGET DEVELOPMENT CALENDAR

<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>	<u>Day</u>	<u>Meeting Type</u>
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ADMINISTRATION

1.	Discussion and Expectations / Goals of Budget Process	Supt & Director of Business	09/08/23	Fri	A Team
2.	Distribution of Budget Manual to Administrators	Director of Business	9/18-22/23	Mon-Fri	CO Internal
3.	Submission of All Budget Requests	Principals / Directors	10/27/23	Fri	CO Internal
4.	Submission of Salaries	Business Office	10/31/23	Tues	CO Internal
5.	Preliminary Update and Discussion of Budget in Progress	Superintendent	11/03/23	Fri	A Team
6.	Individual Administrative Budget Meetings	Superintendent	11/13 - 12/4	Mon-Mon	Cost Center Leaders
7.	Distribute Superintendent's Proposed Budget	Superintendent	01/11/24	Thurs	Hand Delivery

BOARD OF EDUCATION

8.	Superintendent's Overview of Proposed Budget to BOE	Superintendent	01/16/24	Tues	Regular BOE Mtg
9.	Budget Workshop - <i>Elementary, Reed, Middle School</i>	Board of Ed	01/18/24	Thurs	Workshop Mtg
10.	Budget Workshop - <i>High School, Athletics, Special Ed, Pupil Pers, Health, Curric</i>	Board of Ed	01/23/24	Tues	Workshop Mtg
11.	Budget Workshop - <i>Tech, Cont. Ed, Plant, Benefits, Gen Serv & Trans</i>	Board of Ed	01/25/24	Thurs	Workshop Mtg
12.	Budget Workshop - <i>Public Hearing & Discussion</i> and Adoption of Budget	Board of Ed	01/30/24	Tues	Budget BOE Mtg
13.	BOE Budget Submitted to Finance Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/02/24	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	02/05/24	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	02/07/24	Wed	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	02/15/24	Thurs	Public Hearing
17.	Schools Closed - Winter Recess	2/16/24 through 2/20/24		Fri - Tue	
18.	Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter) (BOF Vote)</i>	Board of Finance	02/28/24	Wed	Finance Board
19.	Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/08/24	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	03/13/24	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	04/03/24	Wed	Legislative Council
	Schools Closed - Spring Recess	4/15/24 through 4/19/24		Mon - Fri	
23.	LC Budget Proposal Published in Newspaper	Finance Director	4/12/2024	Fri	(Newspaper)
24.	Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/23/24	Tue	Referendum Vote

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