

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

2019-2020 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.	Commencement of Budget Process Calendar & Materials Distributed	Supt & Director of Business	09/07/18	Fri	Distribution
2.	Discussion and Expectations / Goals of Budget Process	Superintendent	09/14/18	Fri	A Team
3.	Submission of Technology & Bldg & Grounds Requests	Dir's of Tech / Facilities	10/26/18	Fri	CO Internal
4.	Submission of All Budget Requests	Principals / Directors	11/02/18	Fri	CO Internal
5.	Submission of Salaries	Accountant & Personnel	11/06/18	Tues	CO Internal
6.	Preliminary Update and Discussion of Budget in Progress	Superintendent	11/09/18	Fri	A Team
7.	Individual Administrative Budget Meetings	Superintendent	11/26-12/7	Mon-Fri	Cost Center Leaders
8.	Distribute Superintendent's Proposed Budget	Superintendent	01/08/19	Tue	Regular BOE Mtg

BOARD OF EDUCATION

9.	Superintendent's Overview of Proposed Budget to BOE, <i>Elem, Reed, MS</i>	Superintendent	01/15/19	Tues	Special BOE Mtg
10.	Budget Workshop - <i>High Schools, Special Ed, Pupil Pers, Health, Curriculum</i>	Board of Ed	01/17/19	Thurs	Workshop Mtg
11.	Budget Workshop - <i>Tech, Cont.Ed, Plant, Benefits, Gen Serv & Trans</i>	Board of Ed	01/22/19	Tues	Regular BOE Mtg
12.	Budget Workshop - <i>Public Hearing & Discussion</i>	Board of Ed	01/29/19	Tues	Workshop Mtg
13.	Budget Workshop - Adoption of Budget	Board of Ed	02/05/19	Tues	Regular BOE Mtg
14.	BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/08/19	Fri	Finance Internal <i>(Delivery)</i>

BOARD OF FINANCE

15.	Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	02/08/19	Fri	(Newspaper)
16.	Board of Finance - Budget Reivew with Board of Ed	Board of Finance	<i>TBD</i>		Finance Board
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	02/14/19	Thurs	Public Hearing
Schools Closed - Winter Recess		<i>2/18/18 thru 2/19/19</i>		<i>Mon - Tue</i>	
18.	Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter) (BOF Vote)</i>	Board of Finance	03/06/19	Wed	Finance Board
19.	Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/15/19	Fri	(Newspaper)

LEGISLATIVE COUNCIL

20.	L.C. Education Sub-committee deliberations	Legislative Council	<i>TBD</i>		L.C. Sub-committee
21.	Legislative Council Public Budget Hearing <i>(Not later than last Wednesday in March, per Town Charter)</i>	Legislative Council	03/20/19	Wed	Public Hearing
22.	Legislative Council Budget Meeting	Legislative Council Discussion	<i>TBD</i>		Legislative Council
23.	Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i>	Legislative Council	04/03/19	Wed	Legislative Council
Schools Closed - Spring Recess		<i>4/15/18 thru 4/19/19</i>		<i>Mon - Fri</i>	
24.	LC Budget Proposal Published in Newspaper <i>(At least 5 days prior to Annual Budget Referendum per Town Charter)</i>	Finance Director	04/12/19	Fri	(Newspaper)
25.	Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/23/19	Tue	Referendum Vote

NOTE: Activities from 16. - 23. are subject to change at the discretion of the respective Board.

BOE Approved 9/4/18

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