

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

2017-2018 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	09/16/16	Fri	A Team
2.	Discussion and Expectations / Goals of Budget Process	Superintendent	10/05/16	Wed	A Team
3.	Submission of Technology & Bldg & Grounds Requests	Dir's of Tech / Facilities	10/28/16	Fri	CO Internal
4.	Submission of All Budget Requests	Principals / Directors	11/04/16	Fri	A Team
5.	Submission of Salaries	Accountant & Personnel	11/11/16	Fri	CO Internal
6.	Preliminary Update and Discussion of Budget in Progress	Superintendent	11/18/16	Thurs	A Team
7.	Individual Administrative Budget Meetings	Superintendent	12/1-12/9	Tue-Fri	Cost Center Leaders
8.	Distribute Superintendent's Proposed Budget	Superintendent	12/23/16	Wed	CO Internal
BOARD OF EDUCATION					
9.	Superintendent's Overview of Proposed Budget to BOE, <i>Elem & Reed</i>	Superintendent	01/03/17	Tue	Regular BOE Mtg
10.	Budget Workshop - <i>Middle, High Schools, Special Ed, Pupil Pers & Health</i>	Board of Ed	01/05/17	Thurs	Workshop Mtg
11.	Budget Workshop - <i>Curriculum, Technology & General Services - Continuing Ed, Benefits, Plant & Transportation</i>	Board of Ed	01/10/17	Tue	Workshop Mtg
12.	Budget Workshop - <i>Public Hearing & Discussion</i>	Board of Ed	01/31/17	Tue	PH & Regular BOE Mtg
13.	Budget Workshop - Adoption of Budget	Board of Ed	02/02/17	Thurs	Workshop Mtg
14.	BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/08/17	Wed	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	02/10/17	Fri	(Newspaper)
Schools Closed - Winter Recess		2/20/17 thru 2/21/17	Mon - Tue		
16.	Board of Finance - High Level Presentation of the BOS and BOE	Board of Finance	02/13/17	Mon	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	02/16/17	Thurs	Public Hearing
17a	Board of Finance Review with BOE	Board of Finance	02/23/17	Thurs	Finance Board
18.	Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter)</i> (BOF Vote)	Board of Finance	2/27 or 3/2	Mon/Thur	Finance Board
19.	Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/17/17	Fri	(Newspaper)
LEGISLATIVE COUNCIL					
20.	L.C. Education Sub-committee deliberations	Legislative Council	TBD		L.C. Sub-committee
21.	Legislative Council Public Budget Hearing for the Town <i>(Not later than last Wednesday in March, per Town Charter)</i> (Will include BOF presentation to LC)	Legislative Council	03/22/17	Wed	Public Hearing
22.	Legislative Council Budget Meeting	Legislative Council Discussion	TBD		Legislative Council
23.	Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i>	Legislative Council	04/05/17	Wed	Legislative Council
Schools Closed - Spring Recess		4/10/17 thru 4/14/17	Mon - Fri		
24.	LC Budget Proposal Published in Newspaper <i>(At least 5 days prior to Annual Budget Referendum per Town Charter)</i>	Finance Director	04/14/17	Fri	(Newspaper)
25.	Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/25/17	Tue	Referendum Vote

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

Approved by BOE
9/20/2016

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

Based on latest Town Schedule