

**NEWTOWN PUBLIC SCHOOLS  
NEWTOWN, CONNECTICUT**

**2018-2019 SCHOOL BUDGET DEVELOPMENT CALENDAR**

**Activity Responsibility Date Day Meeting Type**

**ADMINISTRATION**

1.	Commencement of Budget Process Calendar & Materials Distributed	Supt & Director of Business	09/15/17	Fri	A Team
2.	Discussion and Expectations / Goals of Budget Process	Superintendent	09/29/17	Fri	A Team
3.	Submission of Technology & Bldg & Grounds Requests	Dir's of Tech / Facilities	10/25/17	Wed	CO Internal
4.	Submission of <b>All</b> Budget Requests	Principals / Directors	11/03/17	Fri	CO Internal
5.	Submission of Salaries	Accountant & Personnel	11/03/17	Fri	CO Internal
6.	Preliminary Update and Discussion of Budget in Progress	Superintendent	11/17/17	Thurs	A Team
7.	Individual Administrative Budget Meetings	Superintendent	11/27-12/8	Mon-Fri	Cost Center Leaders
8.	Distribute Superintendent's Proposed Budget	Superintendent	12/22/17	Fri	CO Internal

**BOARD OF EDUCATION**

9.	<b>Superintendent's Overview</b> of Proposed Budget to BOE, <i>Elem, Reed, MS</i>	Superintendent	01/04/18	Thurs	Special BOE Mtg
10.	Budget Workshop - <i>High Schools, Special Ed, Pupil Pers, Health, Curriculum</i>	Board of Ed	01/09/18	Tues	Workshop Mtg
11.	Budget Workshop - <i>Tech, Cont.Ed, Plant, Benefits, Gen Serv &amp; Trans</i>	Board of Ed	01/11/18	Thurs	Workshop Mtg
12.	Budget Workshop - <i>Public Hearing &amp; Discussion</i>	Board of Ed	01/30/18	Tue	PH & Regular BOE Mtg
13.	Budget Workshop - <b>Adoption of Budget</b>	Board of Ed	02/01/18	Thurs	Workshop Mtg
14.	BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/06/18	Tues	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	02/09/18	Fri	(Newspaper)
16.	Board of Finance - Budget Reivew with Board of Ed	Board of Finance	02/12/18	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	02/15/18	Thurs	Public Hearing
<b>Schools Closed - Winter Recess</b>		<b>2/19/18 thru 2/20/18</b>	<b>Mon - Tue</b>		
18.	Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter) (BOF Vote)</i>	Board of Finance	03/07/18	Wed	Finance Board
19.	Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/09/18	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	03/21/18	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	04/04/18	Wed	Legislative Council
<b>Schools Closed - Spring Recess</b>		<b>4/15/18 thru 4/20/18</b>	<b>Mon - Fri</b>		
24.	LC Budget Proposal Published in Newspaper <i>(At least 5 days prior to Annual Budget Referendum per Town Charter)</i>	Finance Director	04/13/18	Fri	(Newspaper)
25.	Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/24/18	Tue	Referendum Vote

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

BOE Approved 9/19/17  
Updated 12-5-17

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