

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

2012-2013 SCHOOL BUDGET DEVELOPMENT CALENDAR

<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>	<u>Day</u>	<u>Meeting Type</u>	
1. Commencement of Budget Process	Director of Business	09/20/11	Tue	Team Meeting	ADMINISTRATION
2. Submission of Building & Grounds Projects	Principals / Dir of Facilities	10/20/11	Thur	CO Internal	
3. Submission of Technology Requests	Principals / Dir of Tech	10/20/11	Thur	CO Internal	
4. Submission of Requested Budget	Principals / Directors CO Admin	10/19/11- 11/10/11	Wed- Thur	CO Internal CO Internal	
5. Superintendent's Review w/Cost Center Administrators (Director of Business schedules meetings)	Principals / Directors CO Admin	10/24/11- 11/15/11	Mon- Tue	CO Internal CO Internal	
6. Submission of Salaries	Accountant & Personnel	11/07/11	Mon	CO Internal	
7. Review of Preliminary Proposal Components	Director of Business	12/06/11	Tue	CO Internal	
8. Proposal Components Review	Superintendent	01/03/12	Tue	Team Meeting	
9. Administrative Review and Strategy Session	Superintendent	01/09/12	Mon	Team Meeting	
10. Superintendent's Budget Presentation to BOE	Superintendent	01/17/12	Tue	Workshop Mtg	BOARD OF EDUCATION
11. Budget Workshop # 2 - <i>Elem, 5/6, Middle, High Schools & Plant</i>	Board of Ed	01/19/12	Thurs	Workshop Mtg	
12. Budget Workshop # 3 - <i>Spec Ed, Pupil Pers, Curr & Tech - General, Benefits & Transportation</i>	Board of Ed	01/24/12	Tue	Workshop Mtg	
13. Budget Workshop # 4 - <i>Discussion & Public Hearing</i>	Board of Ed	01/26/12	Thurs	Public Hearing	
14. Budget Workshop # 5 - Adoption of Budget	Board of Ed	01/31/12	Tue	Regular BOE Mtg	
15. BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/07/12	Tue	Finance Board <i>(Delivery)</i>	
Schools Closed - Winter Recess		2/20/12 thru 2/21/12	Mon - Tue		
16. Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	02/17/12	Fri	(Newspaper)	BOARD OF FINANCE
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	02/23/12	Thur	Public Hearing	
18. Board of Finance - Budget Review with Board of Ed	Board of Finance	02/29/12	Wed	Finance Board	
19. Board of Finance - Budget Review with Board of Ed	Board of Finance	03/05/12	Mon	Finance Board	
19. Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter)</i>	Board of Finance	03/14/12	Wed	Finance Board	
20. Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/16/12	Fri	(Newspaper)	
21. Legislative Council Public Budget Hearing for the Town <i>(Not later than last Wednesday in March, per Town Charter)</i>	Legislative Council	03/21/12	Wed	Public Hearing	LEGISLATIVE COUNCIL
22. L.C. Education Sub-committee deliberations	Legislative Council	TBD		L.C. Sub-committee	
23. Legislative Council Budget Meeting	Legislative Council	TBD		Legislative Council	
24. Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i>	Legislative Council	04/04/12	Wed	Legislative Council	
Schools Closed - Spring Recess		4/16/12 thru 4/20/12	Mon - Fri		
25. LC Budget Proposal Published in Newspaper <i>(At least 5 days prior to Annual Budget Referendum per Town Charter)</i>	Finance Director	04/13/12	Fri	(Newspaper)	
26. Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/24/12	Tue	Referendum Vote	
Board of Finance dates established - 2/6/12		Town dates established - 10/6/11		BOE Approved 9/20/2011	