

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

2014-2015 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	09/20/13	Fri	Senior Leadership Team	ADMINISTRATION
2. Budget Calendar and Materials Distributed	Director of Business	10/03/13	Thur	CO Internal	
3. Discussion and Expectations / Goals of Budget Process	Superintendent	10/11/13	Fri	Senior Leadership Team	
4. Submission of Technology & Bldg & Grounds Requests	Dir's of Tech / Facilities	11/05/13	Tue	CO Internal	
5. Submission of All Budget Requests	Principals / Directors	11/08/13	Fri	Senior Leadership Team	
6. Submission of Salaries	Accountant & Personnel	11/12/13	Tue	CO Internal	
7. Preliminary Update and Discussion of Budget in Progress	Superintendent	11/22/13	Fri	Senior Leadership Team	
8. Administrative Team Review Discussions #1 (Full Day)	Superintendent	12/04/13	Wed	Adm Team Meeting	
9. Administrative Team Review Discussions #2 (Half Day)	Superintendent	12/10/13	Tue	Adm Team Meeting	
10. Superintendent's Overview of Proposed Budget to BOE, <i>Elem & Reed</i>	Superintendent	01/21/14	Tue	Regular BOE Mtg	BOARD OF EDUCATION
11. Budget Workshop # 2 - <i>Middle, High Schools, Pupil Pers & Health</i>	Board of Ed	01/23/14	Thurs	Workshop Mtg	
12. Budget Workshop # 3 - <i>Special Ed, Curriculum, Technology & Gen Svs</i>	Board of Ed	01/28/14	Tue	Workshop Mtg	
13. Budget Workshop # 4 - <i>Continuing Ed, Benefits, Plant & Transportation</i>	Board of Ed	01/30/14	Thurs	Workshop Mtg	
14. Budget Workshop # 5 - <i>Public Hearing & Discussion</i>	Board of Ed	02/04/14	Tue	PH & Regular BOE Mtg	
15. Budget Workshop # 6 - Adoption of Budget	Board of Ed	02/06/14	Thurs	Workshop Mtg	
16. BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/14/14	Fri	Finance Internal <i>(Delivery)</i>	
Schools Closed - Winter Recess		2/17/14 thru 2/18/14		Mon - Tue	
17. Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	02/21/14	Fri	(Newspaper)	BOARD OF FINANCE
18. 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	02/20/14	Thurs	Public Hearing	
19. Board of Finance - Budget Review with Board of Ed	Board of Finance	TBD		Finance Board	
20. Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter)</i>	Board of Finance	03/05/14	Wed	Finance Board	
21. Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/14/14	Fri	(Newspaper)	
22. L.C. Education Sub-committee deliberations	Legislative Council	TBD		L.C. Sub-committee	LEGISLATIVE COUNCIL
23. Legislative Council Public Budget Hearing for the Town <i>(Not later than last Wednesday in March, per Town Charter)</i>	Legislative Council	03/19/14	Wed	Public Hearing	
24. Legislative Council Budget Meeting	Legislative Council	TBD		Legislative Council	
25. Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i>	Legislative Council	04/02/14	Wed	Legislative Council	
Schools Closed - Spring Recess		4/14/14 thru 4/18/14		Mon - Fri	
26. LC Budget Proposal Published in Newspaper <i>(At least 5 days prior to Annual Budget Referendum per Town Charter)</i>	Finance Director	04/11/14	Fri	(Newspaper)	
27. Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/22/14	Tue	Referendum Vote	

TBD = To Be Determined

BOE Approved 10/1/13