

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

2022-2023 SCHOOL BUDGET DEVELOPMENT CALENDAR

Activity Responsibility Date Day Meeting Type

ADMINISTRATION

| | | | | | |
|----|---|-----------------------------|-----------------|---------|---------------------|
| 1. | Commencement of Budget Process Calendar & Materials Distributed | Supt & Director of Business | 09/10/21 | Fri | Distribution |
| 2. | Discussion and Expectations / Goals of Budget Process | Superintendent | 09/10/21 | Fri | A Team |
| 3. | Submission of All Budget Requests | Principals / Directors | 10/29/21 | Fri | CO Internal |
| 4. | Submission of Salaries | Business Office | 11/02/21 | Tues | CO Internal |
| 5. | Preliminary Update and Discussion of Budget in Progress | Superintendent | 11/05/21 | Fri | A Team |
| 6. | Individual Administrative Budget Meetings | Superintendent | 11/15-12/3 | Mon-Fri | Cost Center Leaders |
| 7. | Distribute Superintendent's Proposed Budget | Superintendent | 01/11/22 | Tue | Hand Delivery |

BOARD OF EDUCATION

| | | | | | |
|-----|--|----------------------|-----------------|-------|---------------------------------------|
| 8. | Superintendent's Overview of Proposed Budget to BOE, <i>Elem, Reed, MS</i> | Superintendent | 01/18/22 | Tues | Regular BOE Mtg |
| 9. | Budget Workshop - <i>High School, Athletics, Special Ed, Pupil Pers, Health, Curriculum</i> | Board of Ed | 01/20/22 | Thurs | Workshop Mtg |
| 10. | Budget Workshop - <i>Tech, Cont.Ed, Plant, Benefits, Gen Serv & Trans</i> | Board of Ed | 01/25/22 | Tues | Workshop Mtg |
| 11. | Budget Workshop - <i>Public Hearing & Discussion</i> | Board of Ed | 01/27/22 | Thurs | Workshop Mtg |
| 12. | Budget Workshop - Adoption of Budget | Board of Ed | 02/01/22 | Tues | Regular BOE Mtg |
| 13. | BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i> | Director of Business | 02/07/22 | Mon | Finance Internal <i>(Delivery)</i> |

BOARD OF FINANCE

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|-----|---|--------------------------------|------------|------------------|----------------|
| 14. | Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i> | Finance Director | 02/09/22 | Wed | (Newspaper) |
| 15. | Board of Finance - Budget Reivew with Board of Ed | Board of Finance | <i>TBD</i> | | Finance Board |
| 16. | 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 | <i>TBD</i> | | Public Hearing |
| 17. | Schools Closed - Winter Recess | <i>2/21/22 through 2/22/22</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 | <i>TBD</i> | | Finance Board |
| 19. | Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i> | Finance Director | <i>TBD</i> | | (Newspaper) |

LEGISLATIVE COUNCIL

| | | | | | |
|-----|--|--------------------------------|------------|-----|---------------------|
| | L.C. Education Sub-committee deliberations | Legislative Council | <i>TBD</i> | | L.C. Sub-committee |
| 20. | Legislative Council Public Budget Hearing <i>(Not later than last Wednesday in March, per Town Charter)</i> | Legislative Council | 03/28/22 | Mon | Public Hearing |
| 21. | Legislative Council Budget Meeting | Legislative Council Discussion | <i>TBD</i> | | Legislative Council |
| 22. | Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i> | Legislative Council | 03/30/22 | Wed | Legislative Council |

Schools Closed - Spring Recess

4/11/22 through 4/15/22

Mon - Fri

| | | | | | |
|-----|--|------------------|------------|-----|-----------------|
| 23. | LC Budget Proposal Published in Newspaper | Finance Director | <i>TBD</i> | Fri | (Newspaper) |
| 24. | Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i> | Town Charter | 04/26/22 | Tue | Referendum Vote |

NOTE: Activities from 14. - 23. are subject to change at the discretion of the respective Board.

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

BOE Approved 10/5/2021