



2018-2019 BUDGET DEVELOPMENT CALENDAR

**DATES IN FEBRUARY, MARCH & APRIL 2018 MAY CHANGE WHEN
THE BOARD OF FINANCE DEVELOPS ITS CALENDAR**

Revised 1/16/18

SEPTEMBER 2017

Budget printouts will be sent to schools by 9/30/17 (Enrollment projections will be available after they are approved by Board of Education in October).

OCTOBER 2017

October 2, 2017 Cabinet & Leadership Team will discuss budget priorities.

October 2-15 2017 Facility budget meetings at each school (Principals, Director of Finance, Director of Facilities and Supervisor of Custodians). Develop 5 year Capital Budget.

Technology & Digital Learning budget meetings at each school (Principals, Director of Finance, Director of Technology & Director of Digital Learning).

October 2-15 2017 Capital bonding project meeting will be scheduled with the Director of Finance, Director of Facilities, and Town Facility Director.

October 12, 2017 Board of Education review & discuss budget goals, constraints, and assumptions.

October 17, 2017 Enrollment projections distributed.

October 26, 2017 Board of Education discuss and approve budget goals, constraints, and assumptions.

October 30, 2017 First draft of schools' budgets and backup books due in Business Office.

NOVEMBER 2017

November 7, 2017 First draft of Program Overview and Points of Pride narratives from each School & Athletic Department due in Business Office (Superintendent's Office).

November 13, 2017 Business Office will have first budget run completed (salaries will be estimated if any contracts are not settled).

November 9, 2017 Community discussion on the budget 6:30pm-7:30pm; BOE meeting

to follow.

November 15-17, 2017 Superintendent and Leadership Team review budget requests with Principals and Administrators and decide on budget. (Individual meetings).

DECEMBER 2017

December 4, 2017 Budget Graphics should be completed.

December 15, 2017 Superintendent's presentation of proposed budget to District Administrative Team.

JANUARY 2018

January 18, 2018 Superintendent's budget presentation to Board of Education.

January 22-24, 2018 BOE Budget workshops

January 25, 2018 Superintendent's public hearing on budget (7:00pm).

FEBRUARY 2018

February 1, 2018 Board of Education workshop to review and capital budget proposals.

February 5, 2018 Capital Budget discussion with Board of Selectmen (Town Hall).

February 22, 2018 Board of Education approve Operating Budget.

February 13 and February 21, 2018 (if needed) Board of Finance & Board of Education meet at BOE to review proposed budget.

MARCH 2018

March 2, 2018 Final Proposed Budget due to Board of Finance

March 26, 2018 Board of Finance Public Hearing on Board of Education Recommended Budget (Middlebrook School auditorium 7:30 p.m.).

March 27, 2018 Board of Finance Public Hearing on Board of Selectmen's Recommended Budget including Board of Education Capital Plan (Middlebrook School auditorium 7:30 p.m.).

March 29, 2018 Cabinet & Leadership Team meet to discuss budget cuts (if needed).

APRIL 2018

April 3, 4, & 5 2018 Board of Finance Mill Rate Meetings.

MAY 2018

May 1, 2018 Annual Town Meeting.

The Town meeting can be scheduled any time during the first 7 days in May. The board of Selectmen must make a decision as to the actual date of the annual Town meeting by February 1st.

Public hearings on the Board of Education and Board of Selectmen budget requests shall be scheduled by the Board of Finance as per the Town Charter.

On or prior to the 60th day preceding the date of the Annual Town Meeting, the Board of Education shall submit to the Board of Finance in written format as prescribed by the board of Finance, the amount the Board of Education has determined is needed during the ensuing fiscal year for the operation of the public schools and maintenance of the school buildings and other assets of the Town entrusted to the care of such Board, together with supporting documentation therefor. At the same time, the Board of Education shall also submit estimates of the cost of anticipated capital expenditures for the ensuing fiscal year, and for the four following fiscal years in such form as may be prescribed by the Board of Finance. The Board of Education shall provide copies of its submissions to the First Selectman at the same time it submits the same to the Board of Finance.