



2019-2020 BUDGET DEVELOPMENT CALENDAR



DATES IN FEBRUARY, MARCH & APRIL 2019 MAY CHANGE WHEN THE BOARD OF FINANCE DEVELOPS ITS CALENDAR

SEPTEMBER 2018

Budget printouts will be sent to schools by 9/28/2018 (Enrollment projections will be available after they are approved by Board of Education in October).

OCTOBER 2018

October 2, 2018 Cabinet & Leadership Team will discuss budget priorities.

October 2-12, 2018 Facility budget meetings at each school (Principals, Chief Financial Officer, Director of Facilities and Supervisor of Custodians). Develop 5 year Capital Budget.

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

October 2-12, 2018 Capital bonding project meeting will be scheduled with the Chief Financial Officer, Director of Facilities, and Town Facility Director.

October 11, 2018 Enrollment projections distributed.

October 30, 2018 First draft of schools' budgets and backup books due in Business Office.

NOVEMBER 2018

November 1, 2018 Board of Education review & discuss budget goals, constraints, and assumptions.

November 1 – 8 School based budget discussions

November 8, 2018 Community discussion on the budget 6:30pm-7:30pm; BOE meeting to follow.

November 8, 2018 Board of Education discuss and approve budget goals, constraints, and assumptions.

November 9, 2018 First draft of Program Overview and Points of Pride narratives from each School & Athletic Department due in Business Office (Superintendent's Office).

November 14, 2018 Business Office will have first budget run completed (salaries will be estimated if any contracts are not settled).

November 15, 16, 19, 2018 Superintendent and Leadership Team review budget requests with Principals and Administrators and decide on budget. (Individual meetings).

DECEMBER 2018

December 4, 2018 Infographic should be completed.

December 14, 2018 Superintendent's presentation of proposed budget to District Administrative Team.

JANUARY 2019

January 10, 2019 Superintendent's budget presentation to Board of Education.

January 22-24, 2019 BOE Budget workshops

January 24, 2019 Superintendent's public presentation on budget (7:00pm Middlebrook).

January 31, 2019 Board of Education workshop to review Operating and Capital budget proposals.

FEBRUARY 2019

February 7, 2019 Capital Budget discussion with Board of Selectmen (Town Hall).

February 14 and February 21, 2019 (if needed) Board of Finance & Board of Education meet at BOE to review proposed budget.

February 21, 2019 Board of Education approve Capital and Operating Budget.

MARCH/APRIL 2019

March 25, 2019 Board of Finance Public Hearing on Board of Education Recommended Budget (Middlebrook School auditorium 7:30 p.m.). (Tentative)

March 26, 2019 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.). (Tentative)

March 27, 28, & 29 2019 Board of Finance Mill Rate Meetings.

March 29, 2019 Cabinet & Leadership Team meet to discuss budget cuts (if needed).

MAY 2019

May 2019 Annual Town Meeting. **(Date TBD).**

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.