

Suffield Public Schools
FY21 Budget Development Calendar

<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>	<u>Day</u>	<u>Meeting Type</u>
Distribution of Budget Directives, Data & Forms	Business Manager	9/27/2019	Fri	Email
Submission of Budget Requests & Budget Narratives for Administrative Review	Bus Mgr / Princ / Dirs Athletic Dir / CO Admin	10/11- 11/1/2019	Fri	Admin. Staff
Superintendent's Preliminary Review	Central Office Admin	11/7/2019	Thurs	Cabinet
Supt. & Admin Team Reviews Budget	Bus Mgr / Princ / Dirs Athletic Dir / CO Admin	11/8- 11/14/2019		Admin. Staff
Meeting with BOS and BOF	BoS/BoF/BoE	TBD		
Update of Preliminary Proposal (w/revisions)	Business Manager	11/15/2019	Fri	CO Review Team
Create Budget Book and BOE Presentation	Superintendent	11/22/2019	Fri	Admin
Superintendent's Budget Presentation to BOE	Superintendent	12/16/2019	Mon	Reg Bd Mtg
Capital Budget Discussion	Board of Education	1/6/2020	Mon	Reg Bd Mtg
Workshop #1 - Tech/Transportation/Facilities	Board of Education	1/6/2020	Mon	Reg Bd Mtg
Workshop #2 - Curr & Inst/Elementary, MS, HS, Athletics	Board of Education	1/13/2020	Mon	Spec Bd Mtg
Workshop #3 - SPED/PPS/Gen Serv/Insurance	Board of Education	1/21/2020	Tues	Reg Bd Mtg
Capital Budget Approval	Board of Education	1/21/2021	Tues	Reg Bd Mtg
BOE Capital Budget Delivered to ACCE	Business Manager	1/24/2019		Delivery
BOE Capital Budget Presentation to ACCE	Board of Education	TBD (1/31/2020?)	Thurs	ACCE Meg
BOE Discussion & Possible Action on Proposed Budget	Board of Education	2/3/2020	Mon	Reg Bd Mtg
BOE Discussion & Possible Action on Proposed Budget (if needed)	Board of Education	2/19/2020	Wed	Reg Bd Mtg
BOE Discussion & Possible Action on Proposed Budget (if needed)	Board of Education	3/2/2020	Mon	Reg Bd Mtg
Snow date for BOE Vote on Budget	Board of Education	3/16/2018	Mon	Reg Bd Mtg
BOE Budget Submitted to Board of Finance (On or before the last Monday in March per Town Charter)	Business Manager	3/30/2020 (at the latest)	Mon	Delivery
Board of Finance - BOE Budget Presentation	Board of Finance	4/6/2020	Mon	Bd of Finance
Board of Finance review of BOE Budget	Board of Finance	4/13/2020	Mon	Bd of Finance
Board of Finance - Agrees on a Budget	Board of Finance	4/20/2020 (at the latest)	Mon	Bd of Finance
Town Budget Public Hearing	Board of Selectmen	TBD (4/29/2020)	Wed	Public Hearing
Annual Town Budget Meeting	Board of Selectmen	TBD (5/13/2020)	Wed	Town Meeting
A Referendum date is set at the Town Meeting (if a vote is required)		TBD	Tues	Referendum Vote