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## WESTPORT PUBLIC SCHOOLS BUDGET CALENDAR FOR FISCAL YEAR 2021-2022

October 2020	Budget Handbook, Calendar and Forms distributed to Administrators
October/November 2020	Administrators work with staff to develop budget plan(s)
November 13, 2020	Administrators submit budget plans, EFinance+ input and required forms to Chief Financial Officer. Request Narrative from Administrators
November 17,18,19 & 20, 2020	Superintendent and CO Administrators meet with Cost Center Administrators to review budget requests (Agenda in Handbook)
December 7, 2020	Board of Ed meets with Board of Finance and RTM Education and Finance Chairs for preliminary budget discussions, including major budget assumptions (such as enrollment, capital projects etc.)
December 28, 2020	<b>Superintendent's Proposed Budget distributed to Board of Education</b>
January 5, 2021	Board of Education Meeting – Superintendent presents Executive Summary of Superintendent's Proposed 2021-22 Education Budget
January 8, 2021	Board of Education Meeting – Budget Discussions (all day meeting beginning 8:30 am) Westport Library
January 11, 2021	Board of Education (Regular Meeting) – Budget Discussions • Invitees include: Board of Finance; RTM Education and Finance Committee Chairs; and Health and Medical Insurance Consultant (For discussion of health and medical insurance) for Discussion of Health Insurance and Capital Projects
January 19, 2021	Board of Education (Regular Meeting) – Budget Discussions
January 25, 2021	<b>Board of Education (Regular Meeting) – Board Approves Budget Submission</b>
*February 1, 2021	Board of Education (Special Meeting – Snow Date) – Board Approves Budget Submission
February 5, 2021	Board of Education Submits Budget Request to Town of Westport
March 2021	Board of Finance Meeting <ul style="list-style-type: none"><li>• Budget Workshops (<i>dates determined by BOF</i>)</li><li>• Acts on Board of Education Budget (<i>dates determined by BOF</i>)</li></ul>
April 2021	Representative Town Meeting (RTM) – Budget Workshops with Sub-Committees ( <i>dates determined by RTM</i> )  <b>April 12-16 Spring Recess</b>
May 2021	Representative Town Meeting (RTM) – Adopts Budget ( <i>dates determined by RTM</i> )
May/June 2021	<b>Board of Education (Regular Meetings) - Adopts 2021-2022 Budget</b>