

**Barre Unified Union School District  
FY23 Budget Development Schedule  
August 3, 2021**

<b>August</b>	<p>Superintendent/Business Manager/Administrators discuss schedule and determine meeting dates. Share with Finance Committee.</p> <p>Share Budget Development Schedule with Board. Board shares with administrators their values and goals for the FY23 spending plan. Admin. would appreciate feedback/parameters on this. Example would be a target percentage.</p>
<b>Sept.</b>	<p>Business Manager /Superintendent meet with Administrators/Directors individually and in group meeting to review previous budgets to actuals, consider COVID-19 impact and ESSER funding, provide data for current planning to extent available (e.g. negotiations, projected enrollments, projected health insurance, assumptions and considerations).</p>
<b>Oct.</b>	<p>On-going administrative budget development meetings together and with individual admin. teams/directors.</p> <p>Board continues discussion regarding values, goals, process, highlights, salary/wages, health ins., technology, facility and community involvement.</p>
<b>Nov. Board Mtg.</b>	<p>Expenditure draft budget presentation to the board with review of “unknowns”. Board discusses recommendations for special articles, if any.</p>
<b>Dec. Board Mtg.</b>	<p>Updates as information becomes available such as equalized pupils, tax commissioner’s announced property yield, CLA, special ed and transp revenue projections). Communication Specialist begins prep of budget brochure.</p>
<b>Jan. 13 Board Mtg.</b>	<p><b>APPROVAL OF BARRE UNIFIED UNION SCHOOL DISTRICT BUDGET and CVCC BUDGET.</b></p> <p><i>Jan 13, Budget Warning and Annual Meeting Warning are provided to the Board for approval. If approved each member signs the warnings at the meeting. Tina emails signed warnings to the Town and City Clerks for Ballots, Josh for posting, and building principals for posting.</i></p> <p><i>January 27 or 28: Signed Warnings are sent to the Times Argus to post. (Must be Warned in paper 30 days prior to voting-March 1st Town Meeting.</i></p> <p><b>Board provides public forums/presents to community.</b></p>