

MARLBOROUGH BOARD OF EDUCATION FY 2024-25 BUDGET DEVELOPMENT TIMELINE

Updated 1/22/2024

DATE	TASK/TOPIC
September 28, 2023	Board of Education adopts Budget Guiding Principles & Budget Assumptions and Budget Development Timeline
October 3, 2023	Principal presents budget guiding principles and timeline to MES faculty/staff at October Staff Meeting
October 19, 2023 (7:00 P.M.)	Board of Finance Budget Kickoff Meeting attended by Superintendent and BOE representatives
October 23, 2023	Department budget requests submitted to building administrators
October 26, 2023 (7:00 P.M.)	Board of Education Budget Community Forum (directly after the Regular BOE Meeting)
November-December 2023	Opportunities for public input on budget
November 1-3 2023	Administrators review budget requests and assumptions with Finance Assistant and Superintendent
November 13, 2023	Building Principal, Director of Operations and Finance Assistant review budget figures with Superintendent based on budget assumptions adopted by the Board
November 27 – December 1, 2023	Building Principal, Director of Operations and Finance Assistant continue to work with the Superintendent to prepare the Superintendent’s Proposed Budget
January 25, 2024	Board of Education receives Superintendent’s Proposed Operating Budget and Capital Plan. Budget posted to the website. Board conducts analysis of the Superintendent’s Proposed Operating Budget and Capital Plan
February 7, 2024	Special Meeting as Board of Education continues analysis of Operating Budget and Capital Plan, as needed. Board of Education adopts its FY 2024-25 budgets
February 15, 2024	Superintendent and Board present the Board’s Adopted Operating and Capital Plan Budgets to the Board of Finance
March 14, 2024	Superintendent and Board of Education transmit the FY 2024-25 Adopted Operating and Capital Plan Budgets to the Board of Finance
Date TBD (tentative)	Board of Education meets to discuss and make decisions following any Board of Finance budget action
April 4, 2024	Board of Finance reviews and adopts town and school budgets
April 15, 2024	Town of Marlborough Public Hearing on FY 2024-25 budgets
May 6, 2024	Second Town of Marlborough Public Hearing on FY 2024-25 budgets
May 7, 2024	Town of Marlborough Referendum on FY 2024-25 budget
Date TBD	Board of Education votes to adopt final FY 2024-25 budget

- 1. Additional meetings may be scheduled following any action by the Board of Finance**
- 2. The timeline is based on the Charter so that the Board of Finance receives the Board of Education budget at least 60 days before the first public hearing.**