

**COHASSET PUBLIC SCHOOLS
APPROVED BUDGET CALENDAR FOR FY2017**

August 31, 2015	Central office to submit Capital requests to Capital Budget Committee
September 16	School Committee adopts budget calendar
September 25	Budget preparation materials distributed to Principals
September 28	School Committee Budget & Finance Sub-Committee meeting
<i>October 1</i>	<i>Town Fiscal Forum</i>
October 7	School Committee communicates FY17 Budget priorities and enrollment projections
<i>October 15</i>	<i>Town Fiscal Forum</i>
October 16	Principals submit special building maintenance requests to Business Manager
October 21	School Committee communicates FY17 Budget priorities and enrollment projections
October 23	Elementary Principals, Athletic Director, Curriculum Director, and Director of Student Services submit budget Requests (excluding out of district tuitions and transportation) to Business Manager
<i>October 29</i>	<i>Town Fiscal Forum</i>
October 30	Secondary Principals, CIO submit budgets to Business Manager. Director of Student Services submits out of district tuition and transportation budget requests
November 2	Special Town Meeting
Nov 2- Nov 13	Superintendent and Business Manager Review budget requests w/Principals and Directors, individually
<i>November 12</i>	<i>Town Fiscal Forum</i>
November 16	Superintendent and Business Manager meet w/Principals and Directors to discuss preliminary FY2017 budget, jointly
Nov 17-Nov 27	Superintendent reviews preliminary budget
Nov 30-Dec 11	Central Office staff prepares FY2017 budget materials.
<i>December 3</i>	<i>Town Fiscal Forum</i>
December 7	School Committee Budget & Finance Sub-Committee meeting
December 16	School Committee receives preview of FY17 Operating Budget
January 6, 2016	Superintendent presents overview of proposed FY2017 Operating Budget to School Committee.
January 20, 2016	School Committee meeting – line item presentation.
February 3, 2016	School Committee Budget & Finance sub-committee meeting
TBD	Budget summit with the Town.
February 24, 2016	School Committee Budget & Finance sub-committee meeting
TBD	School Committee presents budget to joint meeting of Selectmen and/or Advisory Committee.
March 16, 2016	School Committee public hearing on budget
March 23	School Committee votes final adoption of budget and certifies budget figure.
March 24-31	Central Office staff prepares Town Meeting budget materials.
March 31	Budget document ready for distribution.
May 2	Town Meeting.