



FY2022 Operating Budget Calendar

Date	Event	Action / Task	Deliverable
September	Workshop - School Committee	Strategic Plan & Priorities	-Creation/refinement of School Committee priorities
October	Administration	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY 2021 General Fund revenue	-Signed Revenue Sharing Agreement
October	Administration	Budget instructions issued to Principals and Department Heads	-Superintendent Priorities -Program Request Forms
November	Meeting - Town Council/School Committee	Town Council conducts joint meeting/workshop with School Committee in accordance with Town Charter to review financial condition of the Town	
Friday, November 27, 2020	Sites / Departments	FY22 Department budget submissions due to Superintendent	-Site Program Request Forms -Site Enrollment Projection -Site Staffing Recommendations
December	Administration	Administration review, budget development, cost center meetings	
Wednesday, January 27, 2021	Meeting School Committee	School Committee Budget Introduction	-Superintendent Budget Message -Revenue Projection -Enrollment Projection -Major Changes Cost Center Budget -Line Item Budget -Propose Fee Schedule -Multi-Year Budget Projection

Wednesday, February 10, 2021	Meeting School Workshop	School Committee Budget Workshop-Roundtable Review	
Wednesday, March 3, 2021	School Committee Meeting	School Committee Budget Hearing	
Wednesday, March 24, 2021	Meeting School Committee	FY22 Budget Public Hearing	
Wednesday, April 7, 2021	Meeting School Committee	School Committee budget adoption	-Approved School Committee budget

