Budget Preparation Schedule
FY21 Department Budget Planning Dates for FY22
Weymouth Public Schools

July 15, 2020	**Meeting of the Sub-Committee**: Budget Kick Off Meeting for FY22
August 12, 2020	
September 11, 2020	Capital Needs Memo – Sent out to all cost centers
September 23, 2020	
October 14, 2020	**Meeting of Sub-Committee**: Capital Plan
November 18, 2020	**Meeting of Sub-Committee**: Athletic Student & Gate Fees
November 20, 2020	Budget Requests Sent to building principals and spending authorities due to Business Office
December 16, 2020	**Meeting of Sub-Committee:** Transportation Contract Process, Bus Pay Rider Fees, Extended School Year (ESY) Rates, CTE Post Grad Fees
December 18, 2020	Deadline for budget requests to returned from: Health Services, Maintenance, Athletics, Instruction, Instructional Technology, Professional Development, Transportation, Special Education
December 18, 2020	Deadline for budget requests to be returned from building principals: Academy, Hamilton, Murphy, JECC, Nash, Pingree, Seach, Talbot, Wessagusset, Adams, WHS (including CTE)
Between December 17, 2020 and January 8, 2021	Meetings with building principals, department heads, Superintendent, Assistant Superintendent of Finance and Operations, finance manager to review budget requests
January 13, 2021	**Meeting of the Budget Sub-Committee:** Review proposals: JECC, Primary Schools, Non-union Salary Review, ESY Rate recommendations
January 27, 2021	**Meeting of Budget Sub Committee:** Review proposals: WHS, CTE, IT, Middle School, Budgetary Review of Full Day Kindergarten FY21 Pilot Program
February 10, 2021	**Meeting of the Budget Sub-Committee:** Review proposals: Special Ed, Curriculum & Professional Development, Athletics FY22 Level Service Budget Draft review, FY22 Needs List and Compliance
February 10, 2021 (Send to Newspaper by Next Publication February 17th)	Publication in local Weymouth newspaper Proposed School Department Budget Summary
February 17, 2021	Draft Proposal of School Department Budget Available for public display at the Superintendent's office or at any other place as determined by the school committee
March 1, 2021 (Monday)	**Meeting of the Budget Sub-Committee** to review: WeyCare Fees, School Meal Fees
March 10, 2021	**Meeting of the Budget Sub-Committee:** Pre Budget Hearing Sub-Committee Meeting
March 11, 2021 (Thursday)	Public Hearing on Budget by the School Committee
March 24, 2021	**Meeting of the Budget Sub-Committee:** FY22 Level Service Budget Draft, FY22 Needs List and Compliance, Athletic Student & Gate Fees
March 25, 2021 (Thursday)	Final approval of the School Dept budget by the Weymouth School Comm
March 26, 2021	Submit complete budget with supporting documentation to Mayor's Office
April 7, 2021	**Meeting of the Budget Subcommittee:** Vote on fee cycle proposed changes for FY22, Athletics Presentation, Dates for FY22 Meetings
May 5, 2021	**Meeting of the Budget Subcommittee**:
TBD	Mayor's Submission of Budget to Town Council
TBD	Meeting with Town Council Budget Management Committee
June 9, 2021	**Meeting of the Budget Subcommittee:**
June 23, 2021	Final Meeting of the Budget Subcommittee FY22

**All Budget Sub-Committee Meetings will be held at 6:00pm at the Administration Conference Room unless noted otherwise. (111 Middle Street)*

Approved: 7/15/20
Updated 2/5/21