

**FY 2014
Budget Development Calendar**

Timeline	Description	Responsibility
1. October 2012	Draft School Committee Budget Guidelines	Budget Sub Committee Co-Chairs & CFO & Superintendent
2. Oct. 23, 2012 <i>Regular SC Meeting</i>	Draft Budget Guidelines presented to School Committee Draft Calendar Presented to School Committee	Budget Sub Committee Co-Chairs
3. Nov 2012	Meet with City Fiscal staff to discuss FY 13 Expenditure & Revenue forecasts.	Chief Financial Officer
4. Nov. 20, 2012 <i>Regular SC Meeting</i>	Further discussion of Budget Guidelines	Budget Sub Committee Co-Chairs
5. December 4, 2012 <i>Regular SC Meeting</i>	Budget Calendar Adopted by School Committee Budget Guidelines Adopted by School Committee	School Committee
6. December 18, 2012	School Committee Budget Retreat	Budget Sub Committee Co-Chairs
7. December 18 2012 <i>Regular SC Meeting</i>	Five Year Financial Forecast Presentation	CFO
8. December 2012	Budget orientation with Principals and administrators to distribute budget materials and procedures	CFO
9. January 2013	Principals meet with staff and School Councils to coordinate School Improvement Plan objectives with budget priorities in relation to system-wide goals and budget financial guidelines	Principals & School Councils
10. January <i>Date TBD</i>	Meeting to solicit public comment and input pertaining to development of FY14 Budget	Budget Sub Committee Co-Chairs

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11. January 29, 2013 6 p.m. – 8 p.m	School Committee Budget Retreat.	School Committee
12. Late Jan./Early Feb. 2013	Superintendent and Cabinet review of budget, discussions between Superintendent and Principals on priorities, identify reduction/reallocation options	Superintendent, Cabinet & Principals
13. February 12, 2013 6 p.m. – 8 p.m	Budget Retreat: Superintendent update on budget preparation with School Committee	Superintendent & School Committee
14. Mid-February, 2013	Superintendent communicates with Principals and other administrators on budget recommendation. Principals discuss budget with School Councils and deal with any remaining budget issues	Superintendent & Principals
15. March 12, 2013 <i>Special SC Meeting</i>	Superintendent's presentation of the Proposed Budget to the School Committee at Public Meeting	Superintendent & School Committee
16. March 19, 2013 <i>Regular SC Meeting</i>	Public Hearing on the Budget	School Committee
17. March 26, 2013 <i>Special SC Meeting</i>	Budget Subcommittee meeting, <i>if required</i>	School Committee
18. April 2, 2013 <i>Regular SC Meeting</i>	School Committee budget decision meeting and adoption of Budget	School Committee
19. Mid April 2013	Transmittal of Adopted Budget to City Manager with supporting documents	School Committee Secr. & Budget Office
20. May 2013 * <i>*Date to be determined by City Council</i>	City Council Hearings on the School Budget	City Council & School Committee
21. May 2012	City Council adopts budget	City Council