

**FY 2015
Adopted Budget Development Calendar**

Timeline	Description	Responsibility
1. Nov 2013	Draft School Committee Budget Guidelines	Budget Sub Committee Co-Chairs & CFO & Superintendent
2. Nov. 19, 2013 <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 2013	Meet with City Fiscal staff to discuss FY 13 Expenditure & Revenue forecasts.	Chief Financial Officer
4. December 3, 2013 <i>Regular SC Meeting</i>	Draft Budget Calendar Adopted by School Committee Draft Budget Guidelines Adopted by School Committee <i>(Note: both of these items will be forwarded to new committee for their vote)</i>	School Committee
5. December 2013	Budget orientation with Principals and administrators to distribute budget materials and procedures	CFO
6. January 7, 2014 <i>Regular SC Meeting</i>	Five Year Financial Forecast Presentation	CFO
7. January 2014	Internal Budget Meetings with Principals, Curriculum Coordinators and Department Heads	CPS Sr. Admin, Principals & Curriculum Coordinators & Dept Heads
8. January 14, 2014 6 p.m. – 8 p.m	Budget Sub Committee Meeting to draft Final Budget Calendar and Final Budget Guidelines	School Committee
9. January 21, 2014 <i>Regular SC Meeting</i>	FINAL Budget Calendar Adopted by School Committee FINAL Budget Guidelines Adopted by School Committee	School Committee
10. January 28, 2014 6 p.m. – 9 p.m	Public Hearing & School Committee Budget Retreat	School Committee

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Timeline	Description	Responsibility
11. Late Jan./Early Feb. 2014	Superintendent and Cabinet review of budget, discussions between Superintendent and Principals on priorities, identify reduction/reallocation options	Superintendent, Cabinet & Principals
12. February 11, 2014 6 p.m. – 8 p.m	Budget Retreat: Superintendent update on budget preparation with School Committee	Superintendent & School Committee
13. Mid-February, 2014	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
14. March 13, 2014 <i>Special SC Meeting</i>	Superintendent's presentation of the Proposed Budget to the School Committee at Public Meeting	Superintendent & School Committee
15. March 18, 2014 <i>Regular SC Meeting</i>	Public Hearing on the Budget	School Committee
16. March 25, 2014 <i>Special SC Meeting</i>	Budget Subcommittee meeting, <i>if required</i>	School Committee
17. April 1, 2014 <i>Regular SC Meeting</i>	School Committee budget decision meeting and adoption of Budget	School Committee
18. April 8, 2014 <i>Special SC Meeting</i>	Special School Committee meeting on Budget, <i>if required</i> <i>(This will occur only if School Committee does not adopt FY15 budget on 4.1.14)</i>	School Committee
19. Mid April 2014	Transmittal of Adopted Budget to City Manager with supporting documents	School Committee Secr. & Budget Office
20. May 2014 * <i>*Date to be determined by City Council</i>	City Council Hearings on the School Budget	City Council & School Committee
20. May 2014	City Council adopts budget	City Council