

BUDGET CALENDAR – FY 2017

School Committee Retreat	August 20
Budget priorities established by the School Committee	October 7
Budget preparation packet sent to all administrators	October
Review of fees undertaken by the Budget Subcommittee	October
Leadership reviews progress on Goal #1 – Student Performance w/ School Committee	November 4
School Committee reviews school improvement plans	November 4
FY17 enrollment/assessment data provided to School Committee and Towns	November
Budget requests submitted to the Central Office by Administrators	December
Advisory Council members (Principals, Directors, and Department Heads) meet with Budget Subcommittee and Leadership Team to present FY17 programmatic priorities	December 9, 14, 15
Preliminary Thumbnail and Draft Community Assessment Worksheet Presented	December 16
Leadership reviews progress on Goal #2 – Enhancing Teaching and Learning and Goal #3 – Student Engagement w/ School Committee	December 16
Fee schedule for FY17 approved by the School Committee	December
Budget development deliberations undertaken by the Leadership	December/January
Leadership and Budget Subcommittee discuss preliminary budget needs	December/January
Budget Subcommittee presents to the full School Committee a summary of presentations, big budget needs and overall view up to that point	January 13*
Budget Thumbnail and Updated Draft Community Assessment Worksheet presented	January 13*
Revenue estimates received from the State (House 1)	Late January
Budget overview Meeting – Superintendent presents to full school committee	February 10*
Budget document distributed	February 10*
Budget posted on our website	February 11
School Committee submits budget questions to the Superintendent in preparation of the upcoming deliberations	February 20
Cost center budget review and deliberations 7:00 PM	February 24* & 25

Public Budget Hearing & Legislative Update	February 29
Budget deliberations by School Committee (as required)	March 2, 7, 9*, 14
Budget adoption by School Committee	March 14
Public Discussion	March and April
Town Meetings	May 3 – Topsfield May 10 --Middleton and Boxford

*Regular School Committee Meeting

Revised 11/4/15