

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

2015-2016 SCHOOL BUDGET DEVELOPMENT CALENDAR

<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>	<u>Day</u>	<u>Meeting Type</u>	
1. Commencement of Budget Process	Supt & Director of Business	09/19/14	Fri	Senior Leadership Team	ADMINISTRATION
2. Budget Calendar and Materials Distributed	Director of Business	10/02/14	Thur	CO Internal	
3. Discussion and Expectations / Goals of Budget Process	Superintendent	10/10/14	Fri	Senior Leadership Team	
4. Submission of Technology & Bldg & Grounds Requests	Dir's of Tech / Facilities	11/04/14	Tue	CO Internal	
5. Submission of All Budget Requests	Principals / Directors	11/07/14	Fri	Senior Leadership Team	
6. Submission of Salaries	Accountant & Personnel	11/11/14	Tue	CO Internal	
7. Preliminary Update and Discussion of Budget in Progress	Superintendent	11/21/14	Fri	Senior Leadership Team	
8. Individual Administrative Budget Meetings	Superintendent	12/1-12/10	Mon-Wed	Cost Center Leaders	
9. Distribute Superintendent's Proposed Budget	Superintendent	12/22/14	Mon	CO Internal	
10. Superintendent's Overview of Proposed Budget to BOE, <i>Elem & Reed</i>	Superintendent	01/06/15	Tue	Regular BOE Mtg	BOARD OF EDUCATION
11. Budget Workshop - <i>Middle, High Schools, Special Ed, Pupil Pers & Health</i>	Board of Ed	01/08/15	Thurs	Workshop Mtg	
12. Budget Workshop - <i>Curriculum, Technology & General Services - Continuing Ed, Benefits, Plant & Transportation</i>	Board of Ed	01/13/15	Tue	Workshop Mtg	
13. Budget Workshop - <i>Public Hearing & Discussion</i>	Board of Ed	02/03/15	Tue	PH & Regular BOE Mtg	
14. Budget Workshop - Adoption of Budget	Board of Ed	02/05/15	Thurs	Workshop Mtg	
15. BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/13/15	Fri	Finance Internal <i>(Delivery)</i>	
Schools Closed - Winter Recess		2/16/15 thru 2/17/15		Mon - Tue	
16. Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	02/13/15	Fri	(Newspaper)	BOARD OF FINANCE
17. Board of Finance Public Budget Hearing for the Town <i>(Not later than the first Wednesday in March, per Town Charter)</i>	Board of Finance	02/19/15	Thurs	Public Hearing	
18. Board of Finance - Budget Review with Board of Ed	Board of Finance	03/02/15		Finance Board	
19. Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter) (BOF Vote)</i>	Board of Finance	03/12/15	Wed	Finance Board	
20. Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/13/15	Fri	(Newspaper)	
21. L.C. Education Sub-committee deliberations	Legislative Council	TBD		L.C. Sub-committee	LEGISLATIVE COUNCIL
22. Legislative Council Public Budget Hearing for the Town <i>(Not later than last Wednesday in March, per Town Charter) (Will include BOF presentation to LC)</i>	Legislative Council	03/18/15	Wed	Public Hearing	
23. Legislative Council Budget Meeting	Legislative Council Discussion	04/01/15		Legislative Council	
24. Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i>	Legislative Council	04/08/15	Wed	Legislative Council	
Schools Closed - Spring Recess		4/13/15 thru 4/17/15		Mon - Fri	
25. LC Budget Proposal Published in Newspaper <i>(At least 5 days prior to Annual Budget Referendum per Town Charter)</i>	Finance Director	04/17/15	Fri	(Newspaper)	
26. Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/28/15	Tue	Referendum Vote	

NOTE: Activities from 16. - 25. are subject to change at the discretion of the respective Board.

TBD = To Be Determined as they move along in the process

Approved 11/18/2014