

**NEWTOWN PUBLIC SCHOOLS  
NEWTOWN, CONNECTICUT**

**2021-2022 SCHOOL BUDGET DEVELOPMENT CALENDAR**

<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>	<u>Day</u>	<u>Meeting Type</u>
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**ADMINISTRATION**

1.	Commencement of Budget Process Calendar & Materials Distributed	Supt & Director of Business	09/11/20	Fri	Distribution
2.	Discussion and Expectations / Goals of Budget Process	Superintendent	09/11/20	Fri	A Team
3.	Submission of Technology & Bldg & Grounds Requests	Dir's of Tech / Facilities	10/23/20	Fri	CO Internal
4.	Submission of <b>All</b> Budget Requests	Principals / Directors	10/30/20	Fri	CO Internal
5.	Submission of Salaries	Accountant & Personnel	11/03/20	Tues	CO Internal
6.	Preliminary Update and Discussion of Budget in Progress	Superintendent	11/06/20	Fri	A Team
7.	Individual Administrative Budget Meetings	Superintendent	11/16-12/4	Mon-Fri	Cost Center Leaders
8.	Distribute Superintendent's Proposed Budget	Superintendent	<b>01/12/21</b>	Tue	Hand Delivery

**BOARD OF EDUCATION**

9.	<b>Superintendent's Overview</b> of Proposed Budget to BOE, <i>Elem, Reed, MS</i>	Superintendent	<b>01/19/21</b>	Tues	Regular BOE Mtg
10.	Budget Workshop - <i>High Schools, Special Ed, Pupil Pers, Health, Curriculum</i>	Board of Ed	<b>01/21/21</b>	Thurs	Workshop Mtg
11.	Budget Workshop - <i>Tech, Cont.Ed, Plant, Benefits, Gen Serv &amp; Trans</i>	Board of Ed	<b>01/26/20</b>	Tues	Workshop Mtg
12.	Budget Workshop - <i>Public Hearing &amp; Discussion</i>	Board of Ed	<b>01/28/21</b>	Tues	Workshop Mtg
13.	Budget Workshop - <b>Adoption of Budget</b>	Board of Ed	02/02/21	Tues	Regular BOE Mtg
14.	BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/05/21	Fri	Finance Internal <i>(Delivery)</i>

**BOARD OF FINANCE**

15.	Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	02/05/21	Fri	(Newspaper)
16.	Board of Finance - Budget Reivew with Board of Ed	Board of Finance	02/08/21	Mon	Finance Board
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	02/11/21	Thurs	Public Hearing
<b>Schools Closed - Winter Recess</b>		2/15/21 thru 2/16/21	Mon - Tue		
18.	Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter) (BOF Vote)</i>	Board of Finance	03/03/21	Wed	Finance Board
19.	Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/05/21	Fri	(Newspaper)

**LEGISLATIVE COUNCIL**

20.	L.C. Education Sub-committee deliberations	Legislative Council	TBD		L.C. Sub-committee
21.	Legislative Council Public Budget Hearing <i>(Not later than last Wednesday in March, per Town Charter)</i>	Legislative Council	03/17/21	Wed	Public Hearing
22.	Legislative Council Budget Meeting	Legislative Council Discussion	TBD		Legislative Council
23.	Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i>	Legislative Council	04/07/21	Wed	Legislative Council
<b>Schools Closed - Spring Recess</b>		4/12/21 thru 4/16/21	Mon - Fri		
24.	LC Budget Proposal Published in Newspaper <i>(At least 5 days prior to Annual Budget Referendum per Town Charter)</i>	Finance Director	04/16/21	Fri	(Newspaper)
25.	Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/27/21	Tue	Referendum Vote

**NOTE: Activities from 16. - 23. are subject to change at the discretion of the respective Board.**

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

BOE Approved 9/15/2020