

The Public Schools of Brookline  
FY2020 Budget Development Calendar

Revision 10/23/18

DATE	Operating Budget
<b>August 27, 2018</b> 8:00 am	<b>Preliminary Budget Meeting with Curriculum Coordinators during Annual District Administrator Retreat</b>  <i>A&amp;F Issues Budget Instructions to all Budget Managers (Principals, Managers, Curriculum Coordinators)</i>
<b>September 13, 2018</b>	SC Finance Subcommittee Meeting: Review and Finalize Budget Development Calendar
<b>September 20, 2018</b> 6:00 pm	School Committee Meeting First Reading of Budget Calendar and Guidelines
<b>October 1 – October 31, 2018</b>	<b>Budget Meetings with Budget Managers, Curriculum Coordinators, Principals, etc.</b>
<b>October 4, 2018</b>	<b>SC Finance Sub Committee:</b>
<b>October 25, 2018</b>	<b>School Committee Meeting</b> <b>Vote on Budget Calendar</b>
<i>October – November 2018</i>	<i>Prepare initial drafts of Financial Plan/Budget Requests</i>
<i>November 2018 (TBD)</i>	<i>Town/School Partnership Meeting for new FY2017 revenue number after receiving:</i> <ol style="list-style-type: none"> <li>1. <i>OE/QE (Open Enrollment (May)/Qualifying Events (Oct -Oct )</i></li> <li>2. <i>Final Cherry Sheet Numbers</i></li> <li>3. <i>Final Grant Awards received</i></li> <li>4. <i>Update on projected tuition budget</i></li> <li>5. <i>Update on Transportation Budget</i></li> </ol>
<i>November 1, 2018</i>	<i>Budget Requests due to A&amp;F Office</i>
<i>November 1-30, 2018</i>	<i>A&amp;F Office Reviews Budget Requests</i> <i>A&amp;F submits Budget Requests to Superintendent for review and prioritization</i>
<b>November 5, 2018</b>	<b>SC Finance Sub Committee:</b> Review and Finalize Budget Guidelines
<b>November 5, 2018</b>	<i>Curriculum Enhancements and Change Review</i> <i>(Deputy Superintendent for Teaching and Learning, Director of Program Review and Special Education Program Review)</i>
<b>November 8, 2018</b>	<b>School Committee Meeting</b> <b>Vote on Budget Guidelines</b>
<i>November 2018*</i>	<i>Revenue Allocation Model - Town/School Partnership, including Building Department and IT Department</i>
<b>December 4, 2018</b>	<i>Board of Selectmen Meeting: Deputy Town Administrator and Director of Finance present the Long-Range Financial Forecast.</i>

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<b>December 6, 2018</b>	<b>School Finance Subcommittee:</b>
<i>December 10, 2018 Monday</i>	<i>Meeting with Senior Staff/Principals – Draft Budget</i>
<b>December 13, 2018</b>	<b>SC Finance Sub Committee:</b>
<i>December 13, 2018*</i>	<i>Meeting with Senior Staff/Principals – Draft Budget</i>
<i>January 3, 2019 *</i> <i>(First Thurs. In January)</i>	<i>School Committee receives Superintendent’s Budget Recommendation</i>
<i>January 7, 2019</i>	<i>Principals/Coordinators - discuss preliminary Supt Budget Recommendation</i>
<b>January 3, 2019</b>	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> <ul style="list-style-type: none"> <li>- <i>Budget Review</i></li> <li>- <i>Policy Review: Student Activities, Signature Authority</i></li> </ul>
<b>January 17, 2019</b>	<b>School Committee Budget Deliberations:</b> <ul style="list-style-type: none"> <li>- <i>School Committee will still need to submit the bottom line number by February 15.</i></li> <li>- <i>Budget Deliberation on line item allocation.</i></li> <li>- <i>Deliberation on the individual line items within the budget request will continue until completed and presented to Town Meeting.</i></li> </ul>
<i>January 25, 2019</i>	<i>Town receives Governors Budget – House 1 and preliminary cherry sheet</i>
<b>January 31, 2019</b>	<b>School Finance Subcommittee:</b>
<b>January 31, 2019</b>	<b>Public Hearing for School Budget (MGL requirement)</b> <i>School Committee Budget Deliberations:</i> <ul style="list-style-type: none"> <li>- <i>School Committee will still need to submit the bottom line number by February 15.</i></li> <li>- <i>Budget Deliberation on line item allocation.</i></li> <li>- <i>Deliberation on the individual line items within the budget request will continue until completed and presented to Town Meeting.</i></li> </ul>
<i>February 2019</i>	<i>Administrative Team Meeting - Administrative team discusses Preliminary Budget Recommendation of Superintendent’s Budget</i>
<i>February 2019</i>	<i>Board of Selectmen: warrant opens on Tuesday, February 7 and closes at noon on Thursday, March 9</i>
<i>February 2019</i>	<i>Revenue Allocation Model - Governor’s Budget - Town/School Partnership</i>
<i>February 7, 2019</i>	<b>School Committee Budget Deliberations:</b> <ul style="list-style-type: none"> <li>- <i>School Committee will still need to submit the bottom line number by February 15.</i></li> <li>- <i>Budget Deliberation on line item allocation.</i></li> <li>- <i>Deliberation on the individual line items within the budget request will continue until completed and presented to Town Meeting.</i></li> </ul>
<i>February 15, 2019</i>	<i>School Committee submits budget recommendation narrative to Town Administrator for Financial Plan</i>

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<b>February 15, 2019*</b> (or next business day)	<b>Town Administrator submits Financial Plan to Selectmen and Advisory Committee</b>
<i>February 16, 2019 – May 2019</i>	<i>Advisory Committee Meetings for Department Budgets. School Committee to be scheduled in April. (Pending Confirmation).</i>
<b>February 28, 2019</b>	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> - Budget Vote for Submission into Town Financial Plan <i>Policy Review: Student Activities, Signature Authority</i>
<i>Beginning March 1, 2019</i>	<i>School Department:</i> 1. Posts positions “in anticipation of funding” for new School Year, 2. Generate letters of assurance and begin confirmation of employment status for employees funded in “unfunded positions in the - school year, and Furniture and Supply order procedures are updated and orders/quotes are prepared in anticipation of funding and ready for purchase orders to be issued July 1.
<i>By March 1, 2019 or TBD</i>	3. School Committee Budget Document for Town Meeting Members to Copy Center for printing
<i>March 15, 2019</i>	<i>GIC Rates Published</i>
<b>March 28, 2019</b>	<b>SC Finance Sub Committee and School Advisory Sub Committee:</b> - End of Year Report Audit - Q2 Financial Report – Mike D’Onofrio - Authorize Student Activity Account Audits <i>Policy Review: Student Activities, Signature Authority</i>
<i>Late March 2019</i>	<i>Town /School Partnership Meeting</i>
<b>April 25, 2019</b>	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> - Student Activity Account Audits <i>Policy Review: Student Activities, Signature Authority, Field Trip (with Curriculum Sub Committee)</i>
<i>No later than ...May 1, 2019</i>	<i>TMMA Budget Overview mailed</i>
<b>Tuesday, May 28, 2019 ?</b>	<b>Town Meeting</b>
<b>May 29, 2019</b>	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> - <i>Policy Review: Student Activities, Signature Authority, Field Trip (with Curriculum Sub Committee)</i>
<b>June 20, 2019</b>	<b>SC Finance Sub Committee Meeting</b>