

The Public Schools of Brookline
 FY22 Budget Calendar (includes FY23 Budget Development)

Date	Internal (PSB Staff)	Finance Subcommittee (third Wednesday of the month, 5pm, with some exceptions as noted)	School Committee	Other
Aug 2021	8/XX: Annual District Administrator Retreat			8/16 CIP Kick-Off Meeting
September 2021	First drafts due for Finance Subcommittee review <ul style="list-style-type: none"> ● FY23 School Budget Development Calendar ● FY23 School Budget Development Guidelines and Priorities 	9/22 530-7 Discuss first drafts <ul style="list-style-type: none"> ● FY23 School Budget Development Calendar ● FY23 School Budget Development Guidelines and Priorities Posted agenda: <ol style="list-style-type: none"> 1) Approval of Minutes: June 10, 2021 2) Acceptance of Gifts and Grants 3) FY 2022 Budget Update <ol style="list-style-type: none"> i. ESSER II/III Update and Next Steps 4) FY 2023 Budget Development <ol style="list-style-type: none"> i. Review and Possible Vote on FY 2023 Budget Development Calendar ii. Review and Possible Vote on FY 2023 Budget Development Guidelines and Priorities iii. Review and Possible Endorsement Vote on CIP submission 5) New Business 	9/23: First Reading <ul style="list-style-type: none"> ● FY23 School Budget Development Calendar ● FY23 School Budget Development Guidelines and Priorities 	9/10: Town School Partnership Meeting 9/17 CIP Submission FY23-FY28 due to Town
October 2021	Budget Meetings / OpenGov Training Sessions with Budget Managers, Curriculum Coordinators, Principals, etc. Second drafts due for Finance Subcommittee review <ul style="list-style-type: none"> ● FY23 School Budget Development 	10/20: Discuss second drafts <ul style="list-style-type: none"> ● FY23 School Budget Development Calendar ● FY23 School Budget Development Guidelines and Priorities Posted agenda: <ol style="list-style-type: none"> 1) Approval of Minutes: September 22, 2021 2) Acceptance of Gifts and Grants 3) Warrant Process Update 4) Policy Preview 5) FY 2022 Budget Update <ol style="list-style-type: none"> i. FY 2022 1st Quarter Report ii. ESSER II/III Update and Next Steps 	10/21: Second Reading/Proposed Vote <ul style="list-style-type: none"> ● FY23 School Budget Development Calendar ● FY23 School Budget Development Guidelines and Priorities ● FY22 Q1 report ● ESSER III hearing 	Town School Partnership Meeting 10/13 CIP Submission reviewed with Town

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	<p>Calendar</p> <ul style="list-style-type: none"> FY23 School Budget Development Guidelines and Priorities 	<p>6) FY 2023 Budget Development</p> <p>i. Review and Possible Vote on FY 2023 Budget Development Calendar</p> <p>ii. Review and Possible Vote on FY 2023 Budget Development Guidelines and Priorities</p> <p>7) New Business</p>		
November 2021	<p>11/1: Budget Requests due to A&F Office</p>	<p>11/17 430-6pm: Update on FY23 Budget Development</p>		<p>Town/School Partnership Revenue Allocation Model Meeting</p> <ol style="list-style-type: none"> 1. Receive OE/QE (Open Enrollment (May)/Qualifying Events (Oct-Oct)) 2. Receive Final Cherry Sheet #s 3. Receive Final Grant Awards received 4. Receive Update on projected tuition budget 5. Receive Update on Transportation Budget
December 2021	<p>First Draft Budget Request due for A&F to submit budget requests to Superintendent for review and prioritization</p> <p>12/XX: Leadership Team Meeting Draft Budget and discuss Supt Budget Request</p>	<p>12/15: Update on FY23 Budget Development / Discuss Budget Vote Memo</p>		<p><i>12/XX: Select Board Meeting: Deputy Town Administrator presents the Long- Range Financial Forecast.</i></p> <p>12/7 Preliminary CIP/Operating Hearing before Select Board</p> <p>12/21 Final CIP from TA before Select Board</p>

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	Recommendation			
January 2022	School Committee Members email budget questions – respond/make edits	1/19: FY23 Budget Discussion Also FY22Q2 report	1/20: Presentation of Superintendent’s FY23 Budget Request - School Committee receives Budget Vote Memo	<i>Late Jan: Governor’s Budget Published – House 1 and preliminary cherry sheet</i> Late Jan-Advisory Committee reviews CIP
February 2022	<p>2/1: Budget Recommendation Narrative for Financial Plan due to Town Administrator</p> <p>2/1: Budget Overview Document due for posting To be posted on School Website, Public Hearing Legal Advertisement in Community Newspaper and Public Hearing publicized on social media 2/1 Prep presentation FY23 Financial Plan (Operating Budget and Capital Improvement Program)</p> <p>2/8 Final Budget Document due for School Committee Members</p>	2/16:	<p>2/3: Public Hearing for FY23 School Budget (MGL requirement) Meeting Budget Vote Memo <i>School Committee Budget Deliberations</i></p> <p>2/10: VOTE School Budget (MGL requirement) Meeting <i>School Committee will need to submit the bottom line number by February 15.</i></p>	<p>Town/School Partnership Meeting Revenue Allocation Model - Governor’s Budget - Town/School Partnership. FY23 Budget Update and Presentation of Revenue Allocation Sheet</p> <p>2/15: Town Administrator submits Financial Plan to Select Board and Advisory Committee</p>

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March 2022

<p>School Department:</p> <ol style="list-style-type: none"> 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 3. Furniture and Supply order procedures are updated and orders/quotes are prepared in anticipation of funding and ready for purchase orders to be issued 	<p>3/16 430-6pm:</p>		<p>Advisory Committee Meeting Presentation of the FY23 Financial Plan, including the Operating Budget and Capital Improvement Program</p> <p>Select Board Meeting Presentation of the FY23 Financial Plan, including the Operating Budget and Capital Improvement Program</p>
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	July 1.			
April 2022	Mail Budget Overview to TMMs	4/13: Also FY22Q3 report		
May 2022		5/18 430-6pm:		Town Meeting Vote on Budget
June		6/15:		