

The Public Schools of Brookline
 FY 2020 Budget Development Calendar (with Capital Calendar) - October 4, 2018 2nd Reading

DATE	Operating Budget	Capital Budget
July 2018		Town Administrator : CIP Overview released for new Fiscal Year
July 17, 2018		Deputy Town Administrator: Town CIP Kick-Off Meeting
August 27, 2018 8:00 am	Preliminary Budget Meeting with Curriculum Coordinators during Annual District Administrator Retreat <i>A&F Issues Budget Instructions to all Budget Managers (Principals, Managers, Curriculum Coordinators)</i>	
September 7, 2018		Town CIP Preliminary Project Proposals due in on-line program
September 10, 2018	SC Finance Subcommittee Meeting: Review and Finalize Budget Development Calendar and Guidelines	
September 12, 2018		SC Capital Sub Committee: Planning Meeting with Chair, Superintendent, Deputy Supt for Admin and Finance, and Director of Operations
September 13, 2018 6:00 pm	School Committee Meeting First Reading of Budget Calendar and Guidelines	
Dates not available yet		CIP Staff Committee meets with all departments / applicants to review submissions (separate schedule)
September / October, 2018		Town CIP Staff Committee meets with all departments /applicants to review submissions
October 1 – October 31, 2018	Budget Meetings with Budget Managers, Curriculum Coordinators, Principals, etc.	<i>SC Capital Sub Committee: Review of Capital Improvement Program Process</i>
October 4, 2018	School Committee Meeting Vote on Budget Calendar and Guidelines	
October – November 2018	Prepare initial drafts of Financial Plan/Budget Requests	

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October 9, 2018 4:00 pm		SC Capital Sub Committee:
October 15, 2018	SC Finance Sub Committee:	
November 2018 (TBD)	Town/School Partnership Meeting for new FY2017 revenue number after receiving: <ol style="list-style-type: none"> 1. OE/QE (Open Enrollment (May))/Qualifying Events (Oct -Oct) 2. Final Cherry Sheet Numbers 3. Final Grant Awards received 4. Update on projected tuition budget 5. Update on Transportation Budget 	
November 1, 2018	Budget Requests due to A&F Office	Review of the CIP with the Capital Subcommittee
November 1-30, 2018	A&F Office Reviews Budget Requests A&F submits Budget Requests to Superintendent for review and prioritization	
November 5, 2018	Curriculum Enhancements and Change Review (Deputy Superintendent for Teaching and Learning, Director of Program Review and Special Education Program Review)	Town CIP Staff Committee submits Preliminary recommendations to Town Administrator
November 2018*	Revenue Allocation Model - Town/School Partnership, including Building Department and IT Department	Enrollment Working Group Update
November 5, 2018 4:00 pm		SC Capital Sub Committee:
November 12, 2018	School Finance Subcommittee:	
December 4, 2018	Select Board Meeting: Deputy Town Administrator and Director of Finance present the Long-Range Financial Forecast.	Select Board Meeting: Deputy Town Administrator to present the Preliminary Capital Improvements Program.
December 10, 2018 Monday	Meeting with Senior Staff/Principals – Draft Budget	Enrollment Working Group Update
December 10, 2018	SC Finance Sub Committee:	
December 11, 2018 4:00 pm		SC Capital Sub Committee:
December 13, 2018*	Meeting with Senior Staff/Principals – Draft Budget	SC Meeting for CIP recommendation to Town Administrator
December, week of the 16 th , 2018		Town Administrator submits Final CIP recommendation to Select Board and Planning Board.
January – February, 2019		Planning Board reviews Town CIP Capital Sub Committee of the Advisory Committee reviews CIP

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January 3, 2019 * (First Thurs. In January)	School Committee receives Superintendent's Budget Recommendation	
January 6, 2019		Advisory Committee begin to review Town CIP
January 7, 2019	Principals/Coordinators - discuss preliminary Supt Budget Recommendation	
January 8, 2019 4:00 pm		SC Capital Sub Committee: <ul style="list-style-type: none"> - CIP Submission review of School related items - 9th School Update - BHS Expansion Update - FY 17 Project Updates - Rental Policy Review and update
January 14, 2019	SC Finance Sub Committee and Educ Advisory Sub Committee: <ul style="list-style-type: none"> - Budget Review - Policy Review: Student Activities, Signature Authority 	
January 17, 2019	School Committee Budget Deliberations: <ul style="list-style-type: none"> - School Committee will still need to submit the bottom line number by February 15. - Budget Deliberation on line item allocation. - Deliberation on the individual line items within the budget request will continue until completed and presented to Town Meeting. 	
January 25, 2019	Town receives Governor's Budget – House 1 and preliminary cherry sheet	
January 31, 2019	Public Hearing for School Budget (MGL requirement) School Committee Budget Deliberations: <ul style="list-style-type: none"> - School Committee will still need to submit the bottom line number by February 15. - Budget Deliberation on line item allocation. - Deliberation on the individual line items within the budget request will continue until completed and presented to Town Meeting. 	
February 2019	Administrative Team Meeting - Administrative team discusses Preliminary Budget Recommendation of Superintendent's Budget	
February 2019	Select Board: warrant opens on Tuesday, February 7 and closes at noon on Thursday, March 9	
February 2019	Revenue Allocation Model - Governor's Budget - Town/School Partnership	
February 7, 2019	School Committee Budget Deliberations:	

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	<ul style="list-style-type: none"> - School Committee will still need to submit the bottom line number by February 15. - Budget Deliberation on line item allocation. - Deliberation on the individual line items within the budget request will continue until completed and presented to Town Meeting. 	
February 11, 2019 8:30 am	SC Finance Sub Committee and Educ Advisory Sub Committee: <ul style="list-style-type: none"> - Budget Vote for Submission into Town Financial Plan <i>Policy Review: Student Activities, Signature Authority</i>	
February 12, 2019 4:00 pm		SC Capital Sub Committee:
<i>February 15, 2019</i>	<i>School Committee submits budget recommendation narrative to Town Administrator for Financial Plan</i>	
February 15, 2019* (or next business day)	Town Administrator submits Financial Plan to Select Board and Advisory Committee	
<i>February 16, 2019 – May 2019</i>	<i>Advisory Committee Meetings for Department Budgets. School Committee to be scheduled in April. (Pending Confirmation).</i>	
<i>Beginning March 1, 2019</i>	<i>School Department:</i> <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 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. <i>School Committee Budget Document for Town Meeting Members to Copy Center for printing</i>	
March 11, 2019 8:30 am	SC Finance Sub Committee and School Advisory Sub Committee: <ul style="list-style-type: none"> - 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>School Dept Begin new CIP Planning Process for FY19</i>
March 12, 2019 4:00 pm		SC Capital Sub Committee:
<i>March 15, 2019</i>	<i>GIC Rates Published</i>	
<i>Late March 2019</i>	<i>Town /School Partnership Meeting</i>	

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<p>April 8, 2019 8:30 am</p>	<p>SC Finance Sub Committee and Educ Advisory Sub Committee: - Student Activity Account Audits Policy Review: Student Activities, Signature Authority, Field Trip (with Curriculum Sub Committee)</p>	<p><i>CIP Meetings</i></p>
<p>April 9, 2019 4:00 pm</p>		<p>SC Capital Sub Committee: - CIP Submission review of School related items - 9th School Update - BHS Expansion Update FY 17 Project Updates</p>
<p><i>No later than ...May 1, 2019</i></p>	<p><i>TMMA Budget Overview mailed</i></p>	
<p>May 13, 2019 8:30 am</p>	<p>SC Finance Sub Committee and Educ Advisory Sub Committee: - Policy Review: Student Activities, Signature Authority, Field Trip (with Curriculum Sub Committee)</p>	
<p>May 14, 2019 4:00 pm</p>		<p>SC Capital Sub Committee:</p>
<p><i>Tuesday, May 28, 2019?</i></p>	<p><i>Town Meeting</i></p>	
<p>June 10, 2019 8:30 am</p>	<p>SC Finance Sub Committee Meeting</p>	
<p>June 11, 2019 4:00 pm</p>		<p>SC Capital Sub Committee: - CIP Submission review of School related items - 9th School Update - BHS Expansion Update FY 17 Project Updates</p>