

The Public Schools of Brookline  
DRAFT - FY2021 Operating Budget Development Calendar

Revision 9/9/19

DATE	OPERATING BUDGET
June '19	Schedule Budget Meetings with Budget Managers, Curriculum Coordinators, Principals, etc.
Week of Jul 29, '19	First drafts FY21 School Budget Development Calendar and FY21 School Budget Development Guidelines and Priorities due
Aug 1, '19	<b>School Finance Subcommittee Meeting</b> Discuss first drafts FY21 School Budget Development Calendar and FY21 School Budget Development Guidelines and Priorities
Aug 21, '19	<a href="#">Budget Starter Kit Folders due: Cover Letter, Budget Development Memo, Budget Development Instructions, Staffing Lists, FY20 Budget Narrative</a>
Aug 21, '19	Prepare FY21 Budget Document in Google Word for editing and prepare initial drafts of Financial Plan/Budget Requests
Aug 26, '19	<b>Annual District Administrator Retreat</b> Budget Request Meeting with Curriculum Coordinators - A&F Issues Budget Starter Kit Folder
Week of Sep 9, '19	<b>School Finance Subcommittee Meeting</b> Discussion of Proposed FY21 Budget Development Calendar and FY21 Budget Development Guidelines and Priorities (2nd Reading)
Week of Sep 9, '19	<b>School Committee Meeting</b> First Reading of FY21 School Budget Development Calendar and FY21 School Budget Development Guidelines and Priorities
October '19	<b>October Budget Meetings</b> - with Budget Managers, Curriculum Coordinators, Principals, etc.
Sep 19, '19	<a href="#">Final FY21 School Budget Development Calendar and FY21 School Budget Development Guidelines and Priorities due</a>
Week of Sep 30, '19	<b>School Committee Meeting</b> FY21 School Budget Development Calendar (2nd Reading/Proposed Vote and FY21 School Budget Development Guidelines and Priorities (2nd Reading/Proposed Vote)
Nov ? '19	<b>Town/School Partnership Revenue Allocation Model Meeting</b> <ol style="list-style-type: none"> <li>1. Receiving OE/QE (Open Enrollment (May)/Qualifying Events (Oct -Oct )</li> <li>2. Receiving Final Cherry Sheet Numbers</li> <li>3. Receiving Final Grant Awards received</li> <li>4. Receiving Update on projected tuition budget</li> <li>5. Receiving Update on Transportation Budget</li> </ol>
Nov 1, '19	Budget Requests due to A&F Office
Nov 1-20, '19	A&F Office Reviews Budget Requests
Week of Nov 4, '19	<b>School Finance Subcommittee Meeting</b> Update on FY21 Budget Development

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Dec 1, '19	First Draft Budget Request due for A&F to submit budget requests to Superintendent for review and prioritization
Week of Dec 2, '19	First Draft Budget Vote Memo due
Week of Dec 9, '19	<b>Leadership Team Meeting</b> Draft Budget and discuss Supt Budget Request Recommendation
Week of Dec 16, '19	<i>Board of Selectmen Meeting: Deputy Town Administrator (M. Goff) presents the Long-Range Financial Forecast.</i>
Week of Dec 16, '19	<b>School Finance Subcommittee Meeting</b> Update on FY21 Budget Development / Discuss Budget Vote Memo
Dec 16, '20	Budget Vote Memo due
Dec 16, '20	Budget Request Document for School Committee Members due - PDF emailed and to Copy Center for printing
Jan 2, '20 (First Thurs. In January)	<b>School Committee Meeting</b> Presentation of Superintendent's FY21 Budget Request - School Committee receives Budget Vote Memo
Week of Jan 13, '20	<b>School Finance Subcommittee Meeting</b> <b>FY21 Budget Discussion</b>
Jan 15, '20	School Committee Members email budget questions – respond/make edits
Week of Jan 27, '20	<i>Governor's Budget Published – House 1 and preliminary cherry sheet</i>
Week of Jan 27, '20	<b>School Finance Subcommittee Meeting</b> FY21 Budget Discussion
Feb '20	<i>Board of Selectmen: warrant opens Tuesday, February 7 and closes at noon on Thursday, March 7</i>
Feb 1, '20	School Committee Members email specific budget questions/typos – make edits
Week of Feb 3 '20	Budget Recommendation Narrative for Financial Plan due to Town Administrator
Week of Feb 3, '20	Budget Overview Document due To be posted on School Website, Public Hearing Legal Advertisement in Community Newspaper and Public Hearing publicized on social media
Week of Feb 3, '20	<b>Town/School Partnership Meeting</b> <i>Revenue Allocation Model - Governor's Budget - Town/School Partnership. FY21 Budget Update and Presentation of Revenue Allocation Sheet</i>
Week of Feb 10, '20	<b>Final Budget Document due for School Committee Members - PDF emailed</b>
Week of Feb 10, '20	<b>Email secretaries and chairs from Select Board and Advisory committee to share Budget document and get amount of copies needed.</b>

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Week of Feb 10, '20	<b>Budget Document for School Committee Members to Copy Center for printing</b>
Week of Feb 10, '20	<b>Post final Budget Document on Website (One PDF with whole doc and separate PDFs for all the tabs)</b>
Week of Feb 10, '20	Prep presentation FY21 Financial Plan (Operating Budget and Capital Improvement Program)
Week of Feb 10, '20	<b>Advisory Committee Meeting</b> Presentation of the FY21 Financial Plan, including the Operating Budget and Capital Improvement Program (Town Administrator and Deputy Town Administrator)
Week of Feb 10, '20	<b>Public Hearing for School Budget (MGL requirement) Meeting</b> Budget Vote Memo – vote on all actions points <i>School Committee Budget Deliberations:</i> - School Committee will still need to submit the bottom line number by February 15.
Feb 15, '20	<i>Town Administrator submits Financial Plan to Selectmen and Advisory Committee</i>
Feb 20, '20	<b>Final edits and/or comments due – make edits</b>
Week of Feb 24, '20	<b>School Finance Subcommittee Meeting</b>
Week of Feb 24, '19	<b>School Committee</b>
Beginning Mar 1, '20	School Department: 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 July 1.
Week of Mar 16, '20	<b>School Committee</b>
Week of Mar 16, '20	<a href="#">Town Meeting School Committee Budget Booklet due for Town Meeting Members to Copy Center for printing</a>
Week of Apr 20, '20	Contact Town Staff and Paul Priestly to have booklet printed and mailed end of the week
Week of Apr 20, '20	<b>School Finance Subcommittee Meeting</b>
Week of Apr 27, '20	Town Meeting Members Associates Budget Overview booklet mailed
Week of Apr 27, '20	<b>TMMA Meeting</b>
Week of May 25, '20	<b>Town Meeting</b> Vote on Budget