

The Public Schools of Brookline  
 FY2020 Budget Development Calendar

Revision 9/18/18

DATE	Operating Budget
July 2018	
July 17, 2018	
August 27, 2018 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>
September 7, 2018	
September 10, 2018	SC Finance Subcommittee Meeting: Review and Finalize Budget Development Calendar and Guidelines
September 12, 2018	
September 13, 2018 6:00 pm	School Committee Meeting First Reading of Budget Calendar and Guidelines
Dates not available yet	
September / October, 2018	
October 1 – October 31, 2018	<b>Budget Meetings with Budget Managers, Curriculum Coordinators, Principals, etc.</b>
October 4, 2018	<b>School Committee Meeting</b> <b>Vote on Budget Calendar and Guidelines</b>
<i>October – November 2018</i>	<i>Prepare initial drafts of Financial Plan/Budget Requests</i>
October 9, 2018 4:00 pm	
October 15, 2018	<b>SC Finance Sub Committee:</b>

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November 2018 (TBD)	Town/School Partnership Meeting for new FY2017 revenue number after receiving: <ol style="list-style-type: none"> <li>1. OE/QE (Open Enrollment (May))/Qualifying Events (Oct -Oct )</li> <li>2. Final Cherry Sheet Numbers</li> <li>3. Final Grant Awards received</li> <li>4. Update on projected tuition budget</li> <li>5. Update on Transportation Budget</li> </ol>
November 1, 2018	Budget Requests due to A&F Office
November 1-30, 2018	A&F Office Reviews Budget Requests A&F submits Budget Requests to Superintendent for review and prioritization
<b>November 5, 2018</b>	Curriculum Enhancements and Change Review (Deputy Superintendent for Teaching and Learning, Director of Program Review and Special Education Program Review)
November 2018*	Revenue Allocation Model - Town/School Partnership, including Building Department and IT Department
<b>November 5, 2018</b> 4:00 pm	
<b>November 12, 2018</b>	<b>School Finance Subcommittee:</b>
<b>December 4, 2018</b>	Board of Selectmen Meeting: Deputy Town Administrator and Director of Finance present the Long-Range Financial Forecast.
December 10, 2018 Monday	Meeting with Senior Staff/Principals – Draft Budget
<b>December 10, 2018</b>	<b>SC Finance Sub Committee:</b>
<b>December 11, 2018</b> 4:00 pm	
December 13, 2018*	Meeting with Senior Staff/Principals – Draft Budget
<b>December, week of the 16<sup>th</sup>, 2018</b>	
<b>January – February, 2019</b>	
January 3, 2019 * (First Thurs. In January)	School Committee receives Superintendent’s Budget Recommendation
January 6, 2019	
January 7, 2019	Principals/Coordinators - discuss preliminary Supt Budget Recommendation
<b>January 8, 2019</b> 4:00 pm	
<b>January 14, 2019</b>	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> <ul style="list-style-type: none"> <li>- Budget Review</li> <li>- Policy Review: Student Activities, Signature Authority</li> </ul>

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January 17, 2019	<b>School Committee Budget Deliberations:</b> <ul style="list-style-type: none"> <li>- School Committee will still need to submit the bottom line number by February 15.</li> <li>- Budget Deliberation on line item allocation.</li> <li>- Deliberation on the individual line items within the budget request will continue until completed and presented to Town Meeting.</li> </ul>
January 25, 2019	Town receives Governors Budget – House 1 and preliminary cherry sheet
January 31, 2019	<b>Public Hearing for School Budget (MGL requirement)</b> <i>School Committee Budget Deliberations:</i> <ul style="list-style-type: none"> <li>- School Committee will still need to submit the bottom line number by February 15.</li> <li>- Budget Deliberation on line item allocation.</li> <li>- Deliberation on the individual line items within the budget request will continue until completed and presented to Town Meeting.</li> </ul>
February 2019	Administrative Team Meeting - Administrative team discusses Preliminary Budget Recommendation of Superintendent’s Budget
February 2019	Board of Selectmen: 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	<i>School Committee Budget Deliberations:</i> <ul style="list-style-type: none"> <li>- School Committee will still need to submit the bottom line number by February 15.</li> <li>- Budget Deliberation on line item allocation.</li> <li>- Deliberation on the individual line items within the budget request will continue until completed and presented to Town Meeting.</li> </ul>
<b>February 11, 2019</b> 8:30 am	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> <ul style="list-style-type: none"> <li>- Budget Vote for Submission into Town Financial Plan</li> </ul> Policy Review: Student Activities, Signature Authority
<b>February 12, 2019</b> 4:00 pm	
February 15, 2019	School Committee submits budget recommendation narrative to Town Administrator for Financial Plan
<b>February 15, 2019* (or next business day)</b>	<b>Town Administrator submits Financial Plan to Selectmen and Advisory Committee</b>
February 16, 2019 – May 2019	Advisory Committee Meetings for Department Budgets. School Committee to be scheduled in April. (Pending Confirmation).
Beginning March 1, 2019	School Department: <ol style="list-style-type: none"> <li>1. Posts positions “in anticipation of funding” for new School Year,</li> <li>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.</li> </ol>
By March 1, 2019 or TBD	<ol style="list-style-type: none"> <li>3. School Committee Budget Document for Town Meeting Members to Copy Center for printing</li> </ol>

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<b>March 11, 2019</b> <p style="text-align: right;">8:30 am</p>	<b>SC Finance Sub Committee and School Advisory Sub Committee:</b> <ul style="list-style-type: none"> <li>- End of Year Report Audit</li> <li>- Q2 Financial Report – Mike D’Onofrio</li> <li>- Authorize Student Activity Account Audits</li> </ul> <i>Policy Review: Student Activities, Signature Authority</i>
<b>March 12, 2019</b> <p style="text-align: right;">4:00 pm</p>	
<i>March 15, 2019</i>	<i>GIC Rates Published</i>
<i>Late March 2019</i>	<i>Town /School Partnership Meeting</i>
<b>April 8, 2019</b> <p style="text-align: right;">8:30 am</p>	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> <ul style="list-style-type: none"> <li>- Student Activity Account Audits</li> </ul> <i>Policy Review: Student Activities, Signature Authority, Field Trip (with Curriculum Sub Committee)</i>
<b>April 9, 2019</b> <p style="text-align: right;">4:00 pm</p>	
<i>No later than ...May 1, 2019</i>	<i>TMMA Budget Overview mailed</i>
<b>May 13, 2019</b> <p style="text-align: right;">8:30 am</p>	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> <ul style="list-style-type: none"> <li>- <i>Policy Review: Student Activities, Signature Authority, Field Trip (with Curriculum Sub Committee)</i></li> </ul>
<b>May 14, 2019</b> <p style="text-align: right;">4:00 pm</p>	
<i>Tuesday, May 28, 2019 ?</i>	<i>Town Meeting</i>
<b>June 10, 2019</b> <p style="text-align: right;">8:30 am</p>	<b>SC Finance Sub Committee Meeting</b>
<b>June 11, 2019</b> <p style="text-align: right;">4:00 pm</p>	