

The Public Schools of Brookline  
 FY2019 Budget Development Calendar

Revision 9/26/17

DATE	Operating Budget
July 10, 2017	
July 18, 2017	
September 8, 2017	
September 11, 2017	
September 20, 2017 8:30 am	SC Finance Subcommittee Meeting: Review and Finalize Budget Development Calendar and Guidelines
September 20, 2017 11:30 am	<b>Preliminary Budget Meeting with Curriculum Coordinators</b>  <i>A&amp;F Issues Budget Instructions to all Budget Managers (Principals, Managers, Curriculum Coordinators)</i>
September 28, 2017 6:00 pm	School Committee Meeting First Reading of Budget Calendar and Guidelines
Dates not available yet	
September / October, 2018	
September 29 – October 30	Budget Meetings with Budget Managers, Curriculum Coordinators, Principals, etc.
October 10, 2017 (Tues.)	School Committee Meeting Vote on Budget Calendar and Guidelines
<i>October – November</i>	<i>Prepare initial drafts of Financial Plan/Budget Requests</i>
October 10, 2017 4:00 pm	
October 16, 2017 8:30 am	SC Finance Sub Committee:

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<i>November (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,</i>	<i>Budget Requests due to A&amp;F Office</i>
<i>November 1-30</i>	<i>A&amp;F Office Reviews Budget Requests A&amp;F submits Budget Requests to Superintendent for review and prioritization</i>
<b>November 3, 2017</b>	<i>Curriculum Enhancements and Change Review (Deputy Superintendent for Teaching and Learning, Director of Program Review and Special Education Program Review)</i>
<i>November *</i>	<i>Revenue Allocation Model - Town/School Partnership, including Building Department and IT Department</i>
<b>November 6, 2017</b> 8:30 am	<b>School Finance Subcommittee:</b>
<b>November 8, 2017</b> 4:00 pm	
<b>December 4, 2017</b> 8:30 am	<b>SC Finance Sub Committee:</b>
<b>December 5, 2017</b>	<i>Board of Selectmen Meeting: Deputy Town Administrator and Director of Finance present the Long-Range Financial Forecast.</i>
<i>December 12, Monday</i>	<i>Meeting with Senior Staff/Principals – Draft Budget</i>
<b>December 12, 2017</b> 4:00 pm	
<i>December 19, *</i>	<i>Meeting with Senior Staff/Principals – Draft Budget</i>
<b>December 19, 2017</b>	
<b>January – February, 2018</b>	
<i>January 5 *</i> <i>(First Thurs. In January)</i>	<i>School Committee receives Superintendent’s Budget Recommendation</i>
<i>January 6,</i>	
<b>January 8, 2018</b> 8:30 am	<b>SC Finance Sub Committee and Schools Advisory Sub Committee</b>
<b>January 9, 2018</b> 4:00 pm	

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<b>January 18, 2018</b>	<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>
<b>January 29, 2018</b> 8:30 am	<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>
January 25	Town receives Governors Budget – House 1 and preliminary cherry sheet
January 25,	Principals/Coordinators - discuss preliminary Supt Budget Recommendation
<b>February 1, 2018</b>	<b>Public Hearing for School Budget (MGL requirement)</b> <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>
February 6,	Administrative Team Meeting - Administrative team discusses Preliminary Budget Recommendation of Superintendent's Budget
February 7 (tentative)	Board of Selectmen: warrant opens on Tuesday, February 7 and closes at noon on Thursday, March 9
February 8	Revenue Allocation Model - Governor's Budget - Town/School Partnership
February 9	<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>
<b>February 12, 2018</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> <li>Policy Review: Student Activities, Signature Authority</li> </ul>
<b>February 13,2018</b> 4:00 pm	
February 15/16	School Committee submits budget recommendation narrative to Town Administrator for Financial Plan

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<b>February 15* (or next business day)</b>	<b>Town Administrator submits Financial Plan to Selectmen and Advisory Committee</b>
<i>February 16, – May</i>	<i>Advisory Committee Meetings for Department Budgets. School Committee to be scheduled in April. (Pending Confirmation).</i>
<i>Beginning March 1,</i>	<i>School Department:</i> <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>
<i>By March 1 or TBD</i>	3. School Committee Budget Document for Town Meeting Members to Copy Center for printing
<b>March 13, 2018</b> 4:00 pm	
<b>March 14, 2018</b> 8:30 am	<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>
<i>March 15</i>	<i>GIC Rates Published</i>
<i>Late March</i>	<i>Town /School Partnership Meeting</i>
<b>April 23, 2018</b> 8:30 am	<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 10, 2018</b> 4:00 pm	
<i>No later than ...May 1</i>	<i>TMMA Budget Overview mailed</i>
<b>May 14, 2018</b> 8:30 am	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> <ul style="list-style-type: none"> <li>- Policy Review: Student Activities, Signature Authority, Field Trip (with Curriculum Sub Committee)</li> </ul>
<b>May 8, 2018</b> 4:00 pm	
<b>Tuesday, May 22, 2018 ?</b>	<b>Town Meeting</b>

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June 11, 2018 8:30 am	SC Finance Sub Committee Meeting
June 12, 2018 4:00 pm	

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