

The Public Schools of Brookline
FY2018 Budget Development Calendar

Voted 9/22/2016

DATE	Operating Budget	Capital Budget
July 11		Town Administrator : CIP Overview released for new Fiscal Year
July 19		Deputy Town Administrator: Town CIP Kick-Off Meeting
July 20-31		Town/School Preliminary Project ideas with Building, Recreation, Parks, DPW
August 9		SC Capital Sub Committee: Planning Meeting with Chair, Superintendent, Deputy Supt for Admin and Finance, and Director of Operations
September 7, 8:30 am	SC Finance Subcommittee Meeting: Review and Finalize Budget Development Calendar and Guidelines	
September 8, 6:00 pm	School Committee Meeting First Reading of Budget Calendar and Guidelines	
September 9,		Town CIP Preliminary Project Proposals due in on-line program
September – October September 13, 10 am		Town CIP Staff Committee meets with all departments /applicants to review submissions Town CIP Review Meeting with Deputy Town Administrator for Schools (+Building)
September 13, 4 pm		SC Capital Sub Committee: - CIP Submission review of School related items - 9th School Update - BHS Expansion Update - FY 17 Project Updates - Rental Policy Review and update
September 14, 11 am		Town CIP Review Meeting with Deputy Town Administrator for Schools (+Parks/Conservation)

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DATE	Operating Budget	Capital Budget
September 15, 10:30 am		Town CIP Review Meeting with Deputy Town Administrator for Schools (+Information Technology)
September 22	School Committee Meeting Vote on Budget Calendar and Guidelines	
September 23,	A&F Issues Budget Instructions to all Budget Managers (Principals, Managers, Curriculum Coordinators)	
October 4 – November 30,	Budget Meetings with Budget Managers, Curriculum Coordinators, Principals, etc.	SC Capital Sub Committee: Review of Capital Improvement Program Process
October – November	Prepare initial drafts of Financial Plan/Budget Requests	
October TBD, 4 pm		SC Capital Sub Committee: - CIP Submission review of School related items - 9th School Update - BHS Expansion Update - FY 17 Project Updates - Rental Policy Review and update
October 17, 8:30 am	SC Finance Sub Committee: - FY 16 End of Year Report Review – Mike D’Onofrio - Review Financial Projection - Policy Review: Scholarship Funds	
November (TBD)	Town/School Partnership Meeting for new FY2017 revenue number after receiving: 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,	Budget Requests due to A&F Office	Review of the CIP with the Capital Subcommittee
November 1-30	A&F Office Reviews Budget Requests A&F submits Budget Requests to Superintendent for review and prioritization	
November 4,	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

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November 7 (Week of TBD) , 4 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
November *	Revenue Allocation Model - Town/School Partnership, including Building Department and IT Department	Enrollment Working Group Update
November 10, 11 am	Digital Leadership Team (Formerly DAC) (Digital Learning Specialists, Chief Information Officer, Help Desk Manager, Deputy Superintendent for Teaching and Learning, Deputy Superintendent for Administration and Finance)	
November 21, 8:30 am	SC Finance Sub Committee <ul style="list-style-type: none"> - Review Financial Projection – Update - Policy Review: Student Activities - FY18 Budget Overview of Needs - Q1 Financial Report – Mike D’Onofrio 	
December 6	Board of Selectmen Meeting: Deputy Town Administrator and Director of Finance present the Long-Range Financial Forecast.	Board of Selectmen Meeting: Deputy Town Administrator to present the Preliminary Capital Improvements Program.
December 12, Monday	Meeting with Senior Staff/Principals – Draft Budget	Enrollment Working Group Update
December 13, 4 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
December 19, *	Meeting with Senior Staff/Principals – Draft Budget	SC Meeting for CIP recommendation to Town Administrator
December 19, 8:30 am	SC Finance Sub Committee <ul style="list-style-type: none"> - Preview Presentation of Superintendent’s Budget to the School Committee. - Review Financial Projection – Update - Policy Review: Student Activities, Signature Authority - Enrollment Working Group Update 	
December 20		Town Administrator submits Final CIP recommendation to Selectmen and Planning Board.

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January – February		Planning Board reviews Town CIP Capital Sub Committee of the Advisory Committee reviews CIP
January 5 * (First Thurs. In January)	School Committee receives Superintendent's Budget Recommendation	
January 6,		Advisory Committee begin to review Town CIP
January 9, 8:30 am	SC Finance Sub Committee and Schools Advisory Sub Committee	
January 10, 4 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 19,	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. 	
By January 23, 8:30 am	SC Finance Sub Committee and Educ Advisory Sub Committee: <ul style="list-style-type: none"> - Budget Review - Policy Review: Student Activities, Signature Authority 	
January 25	Town receives Governors Budget – House 1 and preliminary cherry sheet	
January 25,	Principals/Coordinators - discuss preliminary Supt Budget Recommendation	
February 2	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 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	

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February 8,	Revenue Allocation Model - Governor's Budget - Town/School Partnership	
February 9	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 13, 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 Policy Review: Student Activities, Signature Authority	
February TBD, 4 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
February 15/16,	School Committee submits budget recommendation narrative to Town Administrator for Financial Plan	
February 15* (or next business day)	Town Administrator submits Financial Plan to Selectmen and Advisory Committee	
February 16, – May	Advisory Committee Meetings for Department Budgets. School Committee to be scheduled in April. (Pending Confirmation).	
Beginning March 1,	School Department: <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.	
By March 1 or TBD	3. School Committee Budget Document for Town Meeting Members to Copy Center for printing	

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DATE	Operating Budget	Capital Budget
March 13, 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 Policy Review: Student Activities, Signature Authority	School Dept Begin new CIP Planning Process for FY18
March 14, 4 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
March 15	GIC Rates Published	
Late March	Town /School Partnership Meeting	
April 10, 8:30 am	SC Finance Sub Committee and Educ Advisory Sub Committee: <ul style="list-style-type: none"> - Student Activity Account Audits Policy Review: Student Activities, Signature Authority, Field Trip (with Curriculum Sub Committee)	CIP Meetings
April TBD, 4 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
No later than ...May 1	TMMA Budget Overview mailed	
May 8, 8:30 am	SC Finance Sub Committee and Educ Advisory Sub Committee: <ul style="list-style-type: none"> - Policy Review: Student Activities, Signature Authority, Field Trip (with Curriculum Sub Committee) 	
May 9, 4 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
Tuesday, May 24	Town Meeting	

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June 13, 8:30 am (Finance) June 13, 4 pm (Capital)	SC Finance Sub Committee Meeting	SC Capital Sub Committee: - CIP Submission review of School related items - 9th School Update - BHS Expansion Update FY 17 Project Updates
November (TBD)	Town/School Partnership Meeting for new FY2018 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 of Transportation Budget 	