

The Public Schools of Brookline  
 FY2020 Budget Development Calendar

Revision 10/25/18

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	<p><b>Preliminary Budget Meeting with Curriculum Coordinators during Annual District Administrator Retreat</b></p> <p><i>A&amp;F Issues Budget Instructions to all Budget Managers (Principals, Managers, Curriculum Coordinators)</i></p>	
September 7, 2018		Town CIP Preliminary Project Proposals due in on-line program
September 13, 2018	SC Finance Subcommittee Meeting: Review and Finalize Budget Development Calendar	
September 12, 2018		SC Capital Sub Committee: Planning Meeting with Chair, Superintendent, Deputy Supt for Admin and Finance, and Director of Operations
September 20, 2018	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.	SC Capital Sub Committee: Review of Capital Improvement Program Process
October 4, 2018	SC Finance Subcommittee Meeting	
October – November 2018	Prepare initial drafts of Financial Plan/Budget Requests	

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<b>October 9, 2018</b>		<b>SC Capital Sub Committee:</b>
<b>October 25, 2018</b>	<b>School Committee Meeting</b> Vote on Budget Calendar	
<i>November 2018 (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, 2018</i>	<i>Budget Requests due to A&amp;F Office</i>	<i>Review of the CIP with the Capital Subcommittee</i>
<i>November 1-30, 2018</i>	<i>A&amp;F Office Reviews Budget Requests</i> <i>A&amp;F submits Budget Requests to Superintendent for review and prioritization</i>	
<b>November 5, 2018</b>	<i>Curriculum Enhancements and Change Review (Deputy Superintendent for Teaching and Learning, Director of Program Review and Special Education Program Review)</i>	<b>Town CIP Staff Committee submits Preliminary recommendations to Town Administrator</b>
<b>November 5, 2018</b>	<b>School Finance Subcommittee:</b> Review and Finalize Budget Guideline	<b>SC Capital Sub Committee:</b>
<b>November 8, 2018</b>	<b>School Committee Meeting</b> Vote on Budget Guidelines	
<i>November 2018*</i>	<i>Revenue Allocation Model - Town/School Partnership, including Building Department and IT Department</i>	<i>Enrollment Working Group Update</i>
<b>December 4, 2018</b>	<i>Board of Selectmen Meeting: Deputy Town Administrator and Director of Finance present the Long-Range Financial Forecast.</i>	<b>Board of Selectmen Meeting: Deputy Town Administrator to present the Preliminary Capital Improvements Program.</b>
<b>December 6, 2018</b>	<b>SC Finance Sub Committee:</b>	
<i>December 10, 2018 Monday</i>	<i>Meeting with Senior Staff/Principals – Draft Budget</i>	<i>Enrollment Working Group Update</i>
<b>December 11, 2018</b>		<b>SC Capital Sub Committee:</b>
<i>December 13, 2018*</i>	<i>Meeting with Senior Staff/Principals – Draft Budget</i>	<i>SC Meeting for CIP recommendation to Town Administrator</i>
<b>December 13, 2018</b>	<b>SC Finance Sub Committee:</b>	
<b>December, week of the 16<sup>th</sup>, 2018</b>		<b>Town Administrator submits Final CIP recommendation to Selectmen and Planning Board.</b>

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<b>January – February, 2019</b>		Planning Board reviews Town CIP  <b>Capital Sub Committee of the Advisory Committee reviews CIP</b>
<i>January 3, 2019 * (First Thurs. In January)</i>	<i>School Committee receives Superintendent's Budget Recommendation</i>	
<i>January 6, 2019</i>		<i>Advisory Committee begin to review Town CIP</i>
<i>January 7, 2019</i>	<i>Principals/Coordinators - discuss preliminary Supt Budget Recommendation</i>	
<b>January 3, 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>	
<b>January 8, 2019</b>		<b>SC Capital Sub Committee:</b> <ul style="list-style-type: none"> <li>- CIP Submission review of School related items</li> <li>- 9th School Update</li> <li>- BHS Expansion Update</li> <li>- FY 17 Project Updates</li> <li>- Rental Policy Review and update</li> </ul>
<b>January 17, 2019</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>	
<i>January 25, 2019</i>	<i>Town receives Governors Budget – House 1 and preliminary cherry sheet</i>	
<b>January 31, 2019</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>	
<i>February 2019</i>	<i>Administrative Team Meeting - Administrative team discusses Preliminary Budget Recommendation of Superintendent's Budget</i>	

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February 2019	<i>Board of Selectmen: warrant opens on Tuesday, February 7 and closes at noon on Thursday, March 9</i>	
February 2019	<i>Revenue Allocation Model - Governor's Budget - Town/School Partnership</i>	
February 7, 2019	<i>School Committee Budget Deliberations:</i> <ul style="list-style-type: none"> <li>- <i>School Committee will still need to submit the bottom line number by February 15.</i></li> <li>- <i>Budget Deliberation on line item allocation.</i></li> <li>- <i>Deliberation on the individual line items within the budget request will continue until completed and presented to Town Meeting.</i></li> </ul>	
<b>February 12, 2019</b>		<b>SC Capital Sub Committee:</b>
February 15, 2019	<i>School Committee submits budget recommendation narrative to Town Administrator for Financial Plan</i>	
<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	<i>Advisory Committee Meetings for Department Budgets. School Committee to be scheduled in April. (Pending Confirmation).</i>	
<b>February 28, 2019</b>	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> <ul style="list-style-type: none"> <li>- <i>Budget Vote for Submission into Town Financial Plan</i></li> </ul> <i>Policy Review: Student Activities, Signature Authority</i>	
Beginning March 1, 2019	<i>School Department:</i> <ol style="list-style-type: none"> <li>1. <i>Posts positions "in anticipation of funding" for new School Year,</i></li> <li>2. <i>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></li> </ol>	
By March 1, 2019 or TBD	3. <i>School Committee Budget Document for Town Meeting Members to Copy Center for printing</i>	
<b>March 12, 2019</b>		<b>SC Capital Sub Committee:</b>
March 15, 2019	<i>GIC Rates Published</i>	

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<b>March 28, 2019</b>	<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> Policy Review: Student Activities, Signature Authority	<i>School Dept Begin new CIP Planning Process for FY19</i>
<i>Late March 2019</i>	<i>Town /School Partnership Meeting</i>	
<b>April 8, 2019</b>		<i>CIP Meetings</i>
<b>April 9, 2019</b>		<b>SC Capital Sub Committee:</b> <ul style="list-style-type: none"> <li>- CIP Submission review of School related items</li> <li>- 9th School Update</li> <li>- BHS Expansion Update</li> </ul> FY 17 Project Updates
<b>April 25, 2019</b>	<b>SC Finance Sub Committee and Educ Advisory Sub Committee:</b> <ul style="list-style-type: none"> <li>- Student Activity Account Audits</li> </ul> Policy Review: Student Activities, Signature Authority, Field Trip (with Curriculum Sub Committee)	
<i>No later than ...May 1, 2019</i>	<i>TMMA Budget Overview mailed</i>	
<b>May 14, 2019</b>		<b>SC Capital Sub Committee:</b>
<b>Tuesday, May 28, 2019 ?</b>	<b>Town Meeting</b>	
<b>May 29, 2019</b>	<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>June 11, 2019</b>		<b>SC Capital Sub Committee:</b> <ul style="list-style-type: none"> <li>- CIP Submission review of School related items</li> <li>- 9th School Update</li> <li>- BHS Expansion Update</li> </ul> FY 17 Project Updates
<b>June 20, 2019</b>	<b>SC Finance Sub Committee Meeting</b>	