MEMO

TO: Principals, Directors, & Coordinators

FROM: Nichole Coscia

DATE: January 9, 2018

RE: FY 19 BUDGET SCHEDULE

The fiscal year 2019 budget schedule is below. (NB: Schedule changes may be subject to availability of School Committee members.)

1. Distribution of budget templates
   January 19

2. Budget templates returned to my office with one hard copy of each budget page:
   * Elementary Schools, Bilingual, Health Services
     January 26
   * Inservice, SPED, Guidance, Library/Media/Computers, Athletics, High School, Music, Middle School, Buildings and Grounds
     January 26

3. Budget Reviews
   January 29 - February 7

4. Preliminary Draft Budget to Superintendent
   February 8

5. Budget Preparation
   February 9 – February 23

6. Draft Budget presented to School Committee
   Budget Overview Presentation
   February 27

7. Special Meeting followed by Budget session
   Budget Review: Middle School, High School, Guidance, Athletics
   March 6

8. Regular Meeting followed by Budget session
   Budget Review: Special Education, BECC & Textbooks
   March 13

9. Special Meeting followed by Budget Session
   Budget Review: Elementary Schools, Library/Media/Computers, In-service Education, Buildings and Grounds, Nurse/Health Services, Music, Superintendent’s Office and School Committee
   March 20

10. Regular Meeting w/ Public Hearing on Budget
    March 27

11. Ways and Means Presentation
    April 4

12. Town Meeting
    May 14