

**SCHOOL COMMITTEE**

459 BROADWAY  
CAMBRIDGE, MASSACHUSETTS 02138

**OFFICE OF THE EXECUTIVE SECRETARY**

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**CHAIR**  
MAYOR DAVID P. MAHER

**VICE CHAIR**  
ALFRED B. FANTINI

**MEMBERS**  
FRAN A. CRONIN  
RICHARD HARDING, JR.  
KATHLEEN M. KELLY  
PATRICIA M. NOLAN  
MERVAN F. OSBORNE

January 20, 2015

**MOTION:**

That the School Committee approve the Proposed FY'16 CPS Budget Calendar, as outlined on pages 1 and 2 of the attached document.

FY 2016  
DRAFT Budget Development Calendar

#15-24

Timeline	Description	Responsibility
1. October 21, 2014 <i>Regular SC Meeting</i>	Public Hearing On Budget Guidelines	Budget Sub Committee Co-Chairs/ School Committee
2. Nov. 18, 2014 <i>Regular SC Meeting</i>	Public Hearing #2 On Budget Guidelines	Budget Sub Committee Co-Chairs/ School Committee
3. Dec 9, 2014	Public Hearing #3 on Budget Guidelines ( Educators)	Budget Sub Committee Co-Chairs/ School Committee
5. December 2014	Meet with City Fiscal staff to discuss FY 16 Expenditure & Revenue forecasts.  Budget orientation with Principals and administrators to distribute budget materials and procedures	CFO
6. January 6, 2015 <i>Regular SC Meeting</i>	Five Year Financial Forecast Presentation Budget Calendar Adopted Budget Guidelines Adopted	CFO Budget Sub Committee Co-Chairs
7. January 2014	Internal Budget Meetings with Principals, Curriculum Coordinators and Department Heads	CPS Sr. Admin, Principals & Curriculum Coordinators & Dept Heads
8. January 13, 2015 6 p.m. – 8 p.m.	Budget Retreat	Superintendent & School Committee
9. Late Jan./Early Feb. 2015	Superintendent and Cabinet review of budget, discussions between Superintendent and Principals on priorities, identify reduction/reallocation options	Superintendent, Cabinet & Principals
10. February 10, 2015 6 p.m. – 8 p.m.	Budget Retreat: Superintendent update on budget preparation with School Committee	Superintendent & School Committee

FY 2016  
DRAFT Budget Development Calendar

#15-24

Timeline	Description	Responsibility
11. Mid-February, 2015	Superintendent communicates with Principals and other administrators on budget recommendation. Principals discuss budget with School Councils and deal with any remaining budget issues	Superintendent & Principals
12. March 17, 2015 <i>Regular SC Meeting</i>	Superintendent's presentation of the Proposed Budget to the School Committee at Public Meeting	Superintendent & School Committee
13. March 24, 2015 <i>Special SC Meeting</i>	Public Hearing on the Budget	School Committee
14. April 7, 2015 <i>Regular SC Meeting</i>	School Committee budget decision meeting and adoption of Budget	School Committee
15. Late April 2015	Transmittal of Adopted Budget to City Manager with supporting documents	School Committee Sec. & Budget Office
16. May 2015 * <i>*Date to be determined by City Council</i>	City Council Hearings on the School Budget	City Council & School Committee
17. May 2015	City Council adopts budget	City Council