

February 3, 2004

FY04-05 Budget Schedule

To The Honorable Members of the School Committee:

Recommendation: That the School Committee approve the attached schedule for the FY04-05 Budget process, including Special Meetings on March 23, 2004 for a Public Hearing on the budget, and March 30, 2004 for adoption of the budget.

Description: The attached schedule has been developed in conjunction with the Budget Sub-Committee Co-Chairs, Ms. Walser and Mr. Fantini.

Supporting Data: Attached "FY04-05 Budget Process and Schedule – 1/28/04"

Respectfully Submitted,

Thomas Fowler-Finn,
Superintendent of Schools

Attachment

FY' 04-05 Budget Process and Schedule –2/3/04

<u>Timeline</u>	<u>Description</u>
1. October 2003	Establish priority systemwide goals as overall Policy Framework for the Budget.
2. October 31, 2003	Prepare and transmit updated Five-Year Financial Plan to School Committee
3. Mid-late Nov., 2003	Develop Enrollment Projections, Elementary Staffing Worksheets and prior year expenditure data for budget orientation.
4. Dec. 3, 2003	Budget Orientation Meeting with administrators to distribute budget materials and procedures.
5. 1 st Week of Dec., 2003	City Manager's Budget Meeting with Department Heads, setting of financial parameters for FY04-05 Budget
6. December, 2003	Principals meet with staff and School Councils to identify School Improvement Plan objectives and priorities in relation to systemwide goals and budget financial parameters.
7. December, 2003	Meet with Principals to review budget forms and staffing plans based on staffing analysis sheets; meet with dept./program administrators to review budget forms and requests.
8. December 22, 2003	Principals and A/U administrators submit Budget Request forms to central administration
9. January, 2004	Review FY04-05 Budget Five-Year Financial Plan for any significant changes.
10. Early-mid Jan., 2004	Conduct administrative meetings on school and program budget allocations and requests.
11. Mid-Jan. 2004 thru Early February, 2004	Superintendent and Cabinet review of Budget, discussions between Superintendent and Principals on priorities, identify reduction/ reallocation options.
12. Mid-February, 2004	Superintendent communicates with Principals and other administrators on budget recommendations. Principals discuss budget with School Councils and deal with any remaining budget issues.
13. March 2, 2004	At regular School Committee meeting, Superintendent provides FY04-05 budget outline of expenditures, major financial issues, educational priorities, and parameters for decisions. Public forum on budget after presentation.
14. Early-Mid March, 2004	Superintendent responds to School Committee questions on budget, and meets with members as necessary to clarify issues and questions.
15. March 11, 2004 (Special meeting)	Superintendent presents recommended budget to School Committee at Budget Sub-Committee meeting. Public comment invited at meeting after recommendation.
16. March 23, 2004 (Special meeting)	Budget Sub-Committee (of the whole) conducts legally required Public Hearing on the Budget, and hears public testimony on the Budget.
17. April 6, 2004	School Committee budget decision at Regular School Committee meeting, and Adoption of Budget.
18. Early April, 2004	Transmittal of Adopted Budget to City Manager, with supporting documents.
19. April-May, 2004	City Council Hearings on the City Manager's Proposed Budget, hearing on the School Budget.
20. May, 2004	City Council adoption of the Budget