

FY06-07
Bgt. Ref. Doc. #1

November 3, 2005
Revised: February 16, 2006

To The Honorable Members of the School Committee:

Updated FY06-07 Budget Process and Schedule

Attached for your information is a revised copy of the FY06-07 Budget Process and Schedule. This schedule includes the additional activities added last year for School Committee discussion on issues of importance to members (at a Roundtable in January) and public input (at a Budget Sub-Committee meeting in February).

Dates for the Superintendent's Present of the Budget to the School Committee, the Public Budget Hearing, School Committee budget decision meetings and City Council budget hearings have now been set and are included in this update. (Note: the City has confirmed Thursday, May 11, 2006 at 6:00 p.m. as the date for the City Council hearing on the School Committee budget.)

Respectfully submitted,

Thomas Fowler-Finn
Superintendent of Schools

TFF/tg

FY' 06-07 Budget Process and Schedule – Draft 11/3/05

<u>Timeline</u>	<u>Description</u>	<u>Responsibility</u>
1. November, 2005	Establish systemwide goals as overall Policy Framework for the Budget.	School Committee & Superintendent
2. Mid-Nov., 2005	Prepare and transmit updated Five-Year Financial Plan to School Committee	Chief Financial Officer & Superintendent
3. Mid-Nov., 2005	Develop Enrollment Projections, Elementary Staffing Worksheets. and Prior Year Expenditure data for budget orientation.	Budget Office & Chief Financial Officer
4. Nov. 30, 2005 3:30 pm Kennedy/Long. School	Budget Orientation Meeting with administrators to distribute budget materials and procedures.	Budget Office
5. Early Dec., 2004	City Manager's Budget Meeting with Department Heads, setting of Financial Parameters for FY06-07 Budget	City Manager & City Fiscal Staff
6. December 2005	Principals meet with staff and School Councils to coordinate School Improvement Plan objectives with budget priorities, in relation to systemwide goals and budget financial parameters.	Principals & School Councils
7. Mid-Dec, 2005 thru Early-Jan., 2006	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.	Budget Office Staff
	Principals of Schools in NCLB Action Status meet with designated Senior administrator & CFO to review budget request	Principals, Senior Administrator, Chief Financial Officer
8. January 3 , 2006	School Committee Roundtable Meeting - Discussion of FY06-07 Budget	School Committee & Superintendent
9. January 9, 2006	Principals and A/U administrators submit Budget Requests to Budget Office	A/U Administrators
10. Mid-January, 2006	Review FY06-07 Budget Five-Year Financial Plan for any significant changes	Chief Financial Officer

<u>Timeline</u>	<u>Description</u>	<u>Responsibility</u>
11. Late January, 2006	Conduct administrative meetings on school budget allocations and program budget requests.	Superintendent & Cabinet
12. January , 2006	Meeting with City Manager & staff, School Committee Budget Co-Chairs, Superintendent and staff, to discuss Capital Budget needs of schools.	Budget Co-Chairs & Superintendent
13. Late January, 2006 thru Early February, 2006	Superintendent and Cabinet review of Budget, discussions between Superintendent and Principals on priorities, identify reduction/reallocation options.	Superintendent & Cabinet, Principals
14. February 15, 2006	“Public Forum on FY2006-07 Budget” - School Committee Budget Sub-Committee meeting. Public input on budget invited.	School Committee
15. Mid-February, 2006	Superintendent communicates with Principals and other administrators on budget recommendations. Principals discuss budget with School Councils and deal with any remaining budget issues.	Superintendent & Principals
16. March 7, 2006	Superintendent discusses Proposed Budget with School Committee (Retreat format with full Budget Sub-Committee)	Superintendent School Committee
17. March 14, 2006	Superintendent presents Proposed Budget to School Committee at public meeting, responds to questions on budget.	Superintendent
18. March 21, 2006	“Public Hearing on the FY2006-07 Budget, legally required public meeting to hear public testimony on the Budget.	Superintendent School Committee
19. April 4, 2006	School Committee budget decision meeting, and Adoption of Budget.	School Comm. & Administration
20. Early April, 2006	Transmittal of Adopted Budget to City Manager, with supporting documents.	School Comm. Secretary & Budget Office
21. May 11, 2006	City Council Hearings on the City Manager’s Proposed Budget, hearing on the School Budget.	City Council School Committee
22. May, 2006	City Council adoption of the Budget	City Council

Note: The long-range School Capital Budget will be considered following receipt of a Capital Needs Study from a firm selected through an RFP process. The study is expected to be submitted in March, 2006. We anticipate extensive School Committee meetings, public discussions, and discussions with City officials, apart from the regular budget process, to be involved before a comprehensive long-range plan (10 years or more) can be adopted.