

FY07-08 Bgt.
Ref. Doc. #1

November 29, 2006

To The Honorable Members of the School Committee:

FY07-08 Budget Process and Schedule

Attached for your information is a draft of the FY07-08 Budget Process and Schedule. This schedule includes moving up to December 12, 2006 (from January) the Budget Retreat added last year for School Committee discussion on issues of importance to members, and continues the public input prior to budget submission (at a Budget Sub-Committee meeting in February). Please check your calendars to be sure you can make the December 12 retreat.

Dates for Capital Budget discussions and the City Council budget hearings will be determined later in the process.

Respectfully submitted,

Thomas Fowler-Finn
Superintendent of Schools

TFF

January 16, 2007

To The Honorable Members of the School Committee:

FY07-08 Budget Schedule – Revision

Recommendation: That the School Committee receive and approve the attached revision to the FY07-08 Budget Schedule and Process.

Description: The attached revision to the FY07-08 budget schedule changes the schedule as follows:

Change: Tuesday, March 6, 2007, 6:00 p.m. – this date and time is already scheduled but would be changed to “Superintendent’s Presentation of the Proposed Budget to the School Committee at public meeting”.

Addition: Tuesday, March 13, 2007, 6:00 p.m. – this date would be added to the schedule and would be used for “Conduct legally required Public Hearing on the Budget, and hear public testimony on the budget.”

Other dates and times on the schedule previously submitted would be kept the same. Attached is a copy of the revised schedule. Other Budget Sub-Committee meetings are scheduled for January 30, 2007 and February 13, 2007 (see schedule).

Respectfully Submitted,

Thomas Fowler-Finn
Superintendent of Schools

Attachment

FY' 07-08 Budget Process and Schedule – Revised 1/16/07

(Note: timeline items with * indicate a specific date is to be determined with Budget Sub-Committee co-chairs**

<u>Timeline</u>	<u>Description</u>	<u>Responsibility</u>
1. September, 2006	Establish system-wide goals as overall Policy Framework for the Budget.	School Committee & Superintendent
2. Late-Nov., 2006	Prepare and transmit updated Five-Year Financial Plan to School Committee	Chief Financial Officer & Superintendent
3. Late-Nov., 2006	Develop Enrollment Projections, Elementary Staffing Worksheets. and Prior Year Expenditure data for budget orientation.	Budget Office & Chief Financial Officer
4. Nov. 29, 2006 3:30 pm Kennedy/Long. School	Budget Orientation Meeting with administrators to distribute budget materials and procedures.	Budget Office
5. Early Dec., 2006	City Manager's Budget Meeting with Department Heads, setting of Financial Parameters for FY07-08 Budget	City Manager & City Fiscal Staff
6. December 2006	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. December 19, 2006	School Committee Budget Retreat - Discussion of FY07-08 Budget	School Committee & Superintendent
8. Mid-Dec, 2006 thru Early-Jan., 2007	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. Principals of Schools in NCLB Action Status meet with designated Senior administrator & CFO to review budget request	Budget Office Staff Principals, Senior Administrator, Chief Financial Officer
9. January 9, 2007	Principals and A/U administrators submit Budget Requests to Budget Office	A/U Administrators
10. Mid-January, 2007	Review FY07-08 Budget Five-Year Financial Plan for any significant changes	Chief Financial Officer

<u>Timeline</u>	<u>Description</u>	<u>Responsibility</u>
11. Late January, 2007	Conduct administrative meetings on school budget allocations and program budget requests.	Superintendent & Cabinet
*** 12. January ____ , 2007	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, 2007 thru Early February, 2007	Superintendent and Cabinet review of Budget, discussions between Superintendent and Principals on priorities, identify reduction/reallocation options.	Superintendent & Cabinet, Principals
14. January 30, 2007 6:00 p.m.	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. February 13, 2007 6:00 p.m.	Superintendent discusses Proposed Budget with School Committee (Retreat format with full Budget Sub-Committee)	Superintendent School Committee
17. Early March, 2007	Superintendent responds to School Committee questions on budget, meets with members as necessary to clarify issues and questions.	Superintendent
18. March 6, 2007 6:00 p.m.	Superintendent's Presentation of the Proposed Budget to the School Committee at public meeting	Superintendent School Committee
19. March 13, 2007 6:00 p.m.	Conduct legally required Public Hearing on the Budget, and hear public testimony on the budget.	School Committee
20. March 20, 2007 6:00 p.m.	School Committee budget decision meetings, and Adoption of Budget.	School Comm. & Administration
21. Late March, 2007	Transmittal of Adopted Budget to City Manager, with supporting documents.	School Comm. Secretary & Budget Office
*** 22. April-May, 2007	City Council Hearings on the City Manager's Proposed Budget, hearing on the School Budget.	City Council School Committee
23. May, 2007	City Council adoption of the Budget	City Council

Note: The School Department commissioned and received an Elementary School Capital Needs Assessment study this past summer. This study, along with other capital needs requests, will provide input to a Long-Range School Capital Budget. We anticipate extensive School Committee meetings, public discussions, and discussions with City officials, apart from the regular budget process, to take place in development of a comprehensive long-range plan (10 years or more).