

FY 2008-09 Budget Process and Schedule

12/4/07

<u>Timeline</u>	<u>Description</u>	<u>Responsibility</u>
1. September, 2007	Establish system-wide goals as overall Policy Framework for the Budget.	School Committee & Superintendent
2. Late-Nov., 2007	Prepare and transmit updated Five-Year Financial Plan to School Committee	Chief Financial Officer & Superintendent
3. Late-Nov., 2007	Develop Enrollment Projections, Elementary Staffing Worksheets, and Prior Year Expenditure data for budget orientation.	Budget Office & Chief Financial Officer
4. December 3, 2007 3:30 pm Kennedy/Long School	Budget Orientation Meeting with administrators to distribute budget materials and procedures.	Budget Office
5. December 4, 2007	Presentation to School Committee on FY0809 Budget Five-Year Financial Estimates, and Proposed Budget Schedule	Superintendent & Chief Financial Officer
6. December 5, 2007	City Manager's Budget Meeting with Department Heads, setting of financial parameters for budget	City Manager & City Fiscal Staff
7. December 2007	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
8. Mid-Dec, 2007 thru Early-Jan., 2008	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 15, 2008 6:00-8:00 p.m. CRLS Library	School Committee Budget Retreat - Discussion of FY08-09 Budget	School Committee & Superintendent
10. January 10, 2008	Principals and A/U administrators submit Budget Requests to Budget Office	A/U Administrators
11. Late January, 2008	Meeting with City Manager & staff, School Committee Budget Co-Chairs, Superintendent and staff, to discuss financial parameters.	Budget Co-Chairs & Superintendent

<u>Timeline</u>	<u>Description</u>	<u>Responsibility</u>
12. Late January - Early February, 2008	Conduct administrative meetings on school budget allocations and program budget requests.	Superintendent & Cabinet
13. Late January, 2008 Thru Early Feb. 2008	Superintendent and Cabinet review of Budget, discussions between Superintendent and Principals on priorities, identify reduction/reallocation options.	Superintendent & Cabinet, Principals
14. January 29, 2008 6:00-8:00 p.m.	School Committee Budget Sub-Committee meeting. Public input on budget invited.	School Committee
15. Mid-February, 2008	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 12, 2008 6:00-8:00 p.m.	Superintendent update on budget preparation with School Committee (Retreat format with full Budget Sub-Committee)	Superintendent & School Committee
17. Late February, 2008	Superintendent responds to School Committee questions on budget	Superintendent & CFO
18. March 4, 2008 6:00-8:00 p.m.	Superintendent's Presentation of the Proposed Budget to the School Committee at public meeting	Superintendent School Committee
19. March 18, 2008 6:00-8:00 p.m.	Conduct legally required Public Hearing on the Budget, and hear public testimony on the budget.	School Committee
20. April 1, 2008 6:00-8:00 p.m.	School Committee budget decision meeting and Adoption of Budget.	School Comm. & Administration
21. Early April, 2008	Transmittal of Adopted Budget to City Manager, with supporting documents	School Comm. Secretary & Budget Office
* 22. May, 2008	City Council Hearings on the City Manager's Proposed Budget, Hearing on the School Budget.	City Council School Committee
* 23. May, 2008	City Council adoption of the Budget	City Council

* Dates to be determined by City Council