



FY2023 Operating Budget Calendar

Date	Event	Action / Task	Deliverable
Wednesday, September 1, 2021	Meeting - School Committee	Review of FY21 closed budget	
Wednesday, October 20, 2021	Workshop - School Committee	Strategic Plan & Priorities	-Creation/refinement of School Committee priorities
October	Administration	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY 2023 General Fund revenue	-Signed Revenue Sharing Agreement
November	Meeting - Town Council/School Committee	Town Council conducts joint meeting/workshop with School Committee in accordance with Town Charter to review financial condition of the Town	
Friday, November 26, 2021	Administration	Budget instructions issued to Principals and Department Heads	-Superintendent Priorities -Program Request Forms
Wednesday, December 22, 2021	Sites / Departments	FY23 Department budget submissions due to Superintendent	-Site Program Request Forms -Site Enrollment Projection -Site Staffing Recommendations

January	Administration	Administration review, budget development, cost center meetings	
Wednesday, January 19, 2022	Meeting - School Committee	School Committee Budget Introduction	-Superintendent Budget Message -Revenue Projection -Enrollment Projection -Major Changes Cost Center Budget -Line Item Budget -Propose Fee Schedule -Muliti-Year Budget Projection
Wednesday, February 2, 2022	Meeting - School Committee	School Committee Budget Proposed Budget Review	
Wednesday, February 23, 2022	Meeting School Workshop	School Committee Budget Workshop-Roundtable Review	
Wednesday, March 2, 2022	School Committee Meeting	School Committee Budget Proposed Budget Review	
Wednesday, March 16, 2022	Meeting School Committee	FY23 Budget Public Hearing	
Wednesday, April 6, 2022	Meeting School Committee	School Committee budget adoption	-Approved School Committee budget

Updated : 04/27/21