

Weston Public Schools
Budget Calendar -- FY 2021
Updated as of January 13, 2020

KEY:

- **Board of Education Meetings are underlined.**

9/17/19 (Tues.)	<u>Board of Education Finance Committee Meeting</u> Review of Budget Calendar.
10/02/19 (Wed.)	Leadership Team receives DRAFT copy of Budget Calendar.
10/04/19 (Fri.)	Director of Finance and Operations opens MUNIS budget module to schools and departments.
10/07/19 (Mon.)	<u>Board of Education Budget Workshop (9:00 a.m. – 12:00 noon)</u> Review of Budget Assumptions and Calendar. Discussion of processes for Board communications and deliberations regarding Budget decisions.
10/4-10/25/19 (Fri.) – (Fri.)	Schools and Departments to schedule meetings with the Director of Finance and Operations.
10/11/19 (Fri.)	<u>Board of Education Finance Committee Meeting</u> Final Review of Budget Assumptions and Calendar.
10/21/19 (Mon.)	<u>Board of Education Meeting</u> Board takes action on DRAFT Budget Assumptions and Budget Calendar.
10/30/19 (Wed.)	Budget request due to Director of Finance and Operations from administrative staff (to be submitted earlier, if available).
11/6/19 (Wed.)	Director of Finance and Operations disseminates a “Working Copy” for the district’s budget request by Program/Cost Center.
11/6-11/13 (Wed-Wed.)	Superintendent and Director of Finance meet with Principals and Central Office Administrators individually and collectively to discuss Budget Requests.
11/14-26/19	Cabinet Members, Principals, and the Director of Facilities meet regularly to discuss working copy of the budget.
11/15/19 (Fri.)	<u>Board of Education Finance Committee Meeting</u>
11/26/19 (Tues.)	Administrative team submission date for Budget Narrative(s) & Pictures.
12/2-12/5/19 (Mon-Thurs.)	Superintendent and Director of Finance and Operations review status of budget development
12/11/19 (Wed.)	Leadership Team Meeting to discuss DRAFT budget.

12/5-20/19 Cabinet Members, Principals, and the Director of Facilities meet regularly to discuss working copy of the budget.

12/13/19 Board of Education Finance Committee Meeting
(Fri.)

1/03/20 FY 2021 Administrative Budget Request delivered to Board of Education.
(Fri.)

1/06/20* BOE Workshop to discuss FY 2021 Budget Request (9am to 11am)
(Mon.)

1/06/20* Board of Education Meeting – Weston Middle School Library (7:00 p.m.)
(Mon.)
Formal Presentation of FY 2021 Requested Operating & Capital Budgets.

1/06-24/20 Superintendent and Director of Finance & Operations meet with school staff.
(Meetings to be scheduled.)

1/08/20* BOE Workshop to discuss FY 2021 Budget Request (9am to 1pm)

1/09/20 BOE questions submitted to Superintendent by end-of-day.
(Thur.)

1/10/20 Board of Education Finance Committee Meeting
(Fri.)

1/13/20 BOE Workshop to discuss FY 2021 Budget Request (9am to 12pm)
(Mon.)
Central Office Annex Conference Room

1/15/20 BOE Workshop to discuss FY 2021 Budget Request (9am to 11am)
(Wed.)
Central Office Annex Conference Room

District-Wide PTO Budget Presentation – Weston High School Cafeteria (7:00p.m.)

1/17/20 Written responses to Board of Education questions distributed.
(Fri.)

1/21/20* Public Forum with BOE on FY 2021 Budget Request – WMS Library (7:00 p.m.)
(Tues.)
This will be an open forum for parents and the community to share comments and ask questions regarding the Requested FY 2021 Budget.

1/23/20* BOE Workshop to discuss FY 2021 Budget Request (9am to 11am)
(Thurs.)

1/27/20* Second Budget Q & A Session – if necessary – Weston Middle School Library (6:00 p.m.)
(Mon.)
FY 2021 Requested Operating and Capital Budgets.
(Followed by January 27, 2020 BOE Meeting, 7:00 p.m.)

1/30/20 Board of Education Meeting – Weston Middle School Library (6:00-9:00 p.m.)
(Thurs.)
Approval and Adoption of FY 2021 Recommended Operating and Capital Budgets.

1/31/20 Board of Education transmits FY 2021 Operating and Capital Budgets request to the Board of

- (Fri.) Selectmen (Charter requires by February 3rd).
- 2/4/20 Board of Selectmen reviews Board of Education budget recommendation
(Tues.) 7:30 P.M.
- 2/18/20 Board of Selectmen review BOE budget request (if necessary) and votes on and transmits First
(Tues.) Selectman's and Board of Education budgets to Board of Finance. Board also nominates moderator for
Annual Town Budget Meeting. Regular Board of Selectman's meeting.
7:30 P.M.
- 2/24/20 Deliver Budget Books to Board of Finance – if haven't already been delivered.
(Mon.)
- 3/4/20 Board of Finance reviews Board of Education budget request
(Wed.) 7:30 P.M.
- 3/5/20 Board of Finance reviews Board of Education budget request (if necessary)
(Thurs.) 7:30 P.M.
- 3/19/20 Publish Notice of Public Hearing on budget
(Thurs.) (Charter requires 10 days prior to Public Hearing)
- 3/24/20 Board of Finance holds Public Hearing on budget request.
(Tues.) (Charter requires at least two weeks prior to Annual Budget Meeting)
8:00 P.M. - Weston Middle School Library
- 3/25/20 Additional Public Hearing on budget request (if necessary)
(Wed.) 8:00 P.M. - Weston Middle School Library
- 4/7/20 Board of Finance Budget Deliberation Meeting
(Tues.) 7:30 P.M.
- 4/9/20 Publish and Post Notice of Annual Town Budget Meeting
(Thurs.) (Charter requires at least five days prior to meeting)
- 4/22/20 Annual Town Budget Meeting
(Wed.) 8:00 P.M. - Weston High School Auditorium
- 5/2/20 Proposed Referendum
(Sat.) 12:00pm to 8:00pm
- 5/7/20 Board of Finance meets after Town Meeting to set mill rate.
(Thurs.)

*BOE public meetings still to be posted.

IMPORTANT JANUARY DATES TO REMEMBER

- **Monday, January 6, 2020, 9:00 a.m. – 10:30 a.m.** – BOE Workshop on FY 21 Budget Request, Central Office Annex Conference Room.

- **Monday, January 6, 2020, 7:00 p.m.** – BOE Meeting for Formal Presentation of FY 21 Presentation by Superintendent & Administration, Weston Middle School Library. (Includes public comment.)

- **Wednesday, January 8, 2020, 9:00 a.m. – 1:00 p.m.** – BOE Workshop on FY 21 Budget Request, Central Office Annex Conference Room.

- **Monday, January 13, 2020, 9:00 a.m. – 12:00 p.m.** – BOE Workshop on FY 21 Budget Request, Central Office Annex Conference Room.

- **Wednesday, January 15, 2020, 7:00 p.m.**, District-Wide PTO Meeting for FY 21 Budget Request Presentation, Weston High School Auditorium. (Includes public comment.)

- **Tuesday, January 21, 2020, 7:00 p.m. – 9:00 p.m.**, Public Forum with BOE on FY 21 Budget Request, Weston Middle School Library. (Includes public comment.)

- **Thursday, January 23, 2020, 9:00 a.m. – 11:00 a.m.**, BOE Workshop on FY 21 Budget Request, Central Office Annex Conference Room.

- **Monday, January 27, 2020, 6:00 p.m. – 7:00 p.m.**, BOE Discussion of FY 21 Budget Request, Weston Middle School Library. (Includes public comment.)

- **Thursday, January 30, 2020, 6:00 p.m. – 9:00 p.m.**, BOE Approval and Adoption of FY 21 Recommended Operating & Capital Budgets, Weston Middle School Library. (Includes public comment.)