

Somerville Public Schools FY26 Budget Timeline Budget Timeline for FY26

Month	Meeting Date	Department	Description
January		Finance	Check in's with Principals and Department Heads on current school year spending and preliminary budget discussions - Establish consistency of expectations for presentations and criteria for decisions about positions
		Finance	Distribute budget templates to Principals and Department Heads
		CFO/Supt/SFLC/Enrollment	Discussion of enrollment trends & projections
	1/15/2025	Finance Meeting of the Whole	Discussion of budget process and present budget timeline
		Payroll/Finance	Generate FY26 salary increase assumptions (excluding open table negotiations) based on FY25 staffing organization
		Finance	Discuss Level Services Budget with Executive Team
February	2/3/25	Principals & Dept. Heads	Budget templates completed and returned to Finance Office
		Supt./Finance	Supt. and Executive team review of templates including staffing, capital improvements, and facilities repair and maintenance
	2/10/25-2/28/25	Finance	Budget collaboration meetings with school leaders, department heads, and district leadership
	2/12/2025	Finance Meeting of the Whole	Preliminary budget based upon known costs
March			
	3/5/2025	Finance Meeting of the Whole	Enrollment projections and class sections, review and prioritize all budget requests from School Leaders and Administrators; input from SC
	TBD	School Committee	PTA Council and School Committee annual meeting to discuss budget
	3/19/2025	Finance Meeting of the Whole	Budget Discussion; Public Report and Input from SC
		Finance/Executive Team	Review and prioritize all budget requests and data from School Leaders and Administrators
		Supt.	Superintendent provides updates on the status of the requests to School and Dept leaders
April	4/1/2025	Supt.	Deadline for all decisions on position cuts
	4/9/2025	Finance Meeting of the Whole	Budget Discussion; Public Report and Input from SC
	4/17/2025	Human Resources/Principals	Deadline to notify educators of position cuts/reduction in force
	4/30/2025	Finance Meeting of the Whole	FY26 Draft Budget Presentation to Finance Sub Committee
May	5/1/2025	Human Resources	Transfer & Reassignment Deadline
	5/1/2025	Finance	Post FY26 Draft Budget to the District's Website
	5/7/2025	Finance/Executive Team	Public Hearing on FY26 Superintendent's Budget
	5/14/2025	Finance Meeting of the Whole	Budget deliberation
	5/21/2025	Finance Meeting of the Whole	Budget deliberation (if necessary) and SC vote
June	TBD	Supt/Finance	FY26 Budget presentation to Mayor, City Council and other city officials
		Principals & Human Resources	Teachers & Paraprofessionals notified of their assignment
	6/18/2025	Finance Meeting Subcommittee	Subcommittee Meeting

Finance Meetings from January to May will be Meeting of the Whole