

DRAFT

Weston Public Schools
Weston, Connecticut

BUDGET CALENDAR 2009-2010

<u>DATE</u>	<u>TASK</u>
10/06/08 (Mon.)	Administrative Council Meeting
10/17/08 (Fri.)	Board of Education Finance Sub-Committee Meeting Reviews and modifies Budget Assumptions
10/20/08 (Mon.)	Board of Education receives DRAFT copy of Budget Assumptions and Budget Calendar
10/20/08 (Mon.)	Budget guideline, forms and enrollment projections available on the shared drive & via email. All forms placed on the network.
10/27/08 – 10/31/08	Schools and Departments to schedule workshops with the Director of Finance and Operations
11/14/08 (Fri.)	Board of Education Finance Sub-Committee Meeting
11/17/08 (Mon.)	Budget request workbooks due to Director of Finance and Operations from administrative staff (to be submitted earlier if available)
11/24/08 – 11/26/08 (Mon.) – (Wed.)	Director of Finance and Operations reviews requests with Administrators Appointments to be scheduled if necessary
12/02/08 (Tues.)	Director of Finance and Operations disseminates a “Working Copy” for the districts budget request by Program/Cost Center
12/05/08 (Fri.)	Administrative team shares budget request (full day)
12/08/08 (Mon.)	Administrative team establishes budget priorities (full day)
12/10/08 (Wed.)	Administrative team modifies budget requests (half day)
01/06/09 (Tues.)	Director of Finance and Operations disseminates a DRAFT copy of budget document to Administrators for final review.
01/08/09 (Thurs.)	Administrators provide Director of Finance with final edits for their section of the budget document.
01/09/09 (Fri.)	FY 2010 Administrative Budget Request delivered to Board of Education
01/12/09 (Mon.)	Budget Workshop #1 – Town Library (Televised) Budget Overview; Enrollment; Staffing; Employee Benefits 7:00-9:00 PM

DRAFT

- 01/14/09
(Wed.) Budget Workshop #2 – Town Library (Televised)
Schools; Athletics; Technology
7:00-9:00 PM
- 01/16/09
(Fri.) Budget Workshop #3 – Town Library (Televised)
Special Education; Program Development; Plant and Operations;
Transportation; Other
8:00-11:00 AM
- 01/20/09
(Tues.) Board of Education Meeting – Town Library (Televised)
6:30 P.M. Regular Meeting
7:30 P.M. Budget Presentation
- 01/21/09
(Wed.) Board of Education Approval and Adoption of the Budget
(Special BOE meeting – if needed)
- 01/29/09
(Thurs.) Board of Education submits budget to the Board of Selectman
(Charter requires by February 3rd)
- 02/04/09
(Wed.) Board of Selectmen review Board of Education budget
7:30 P.M.
- 02/05/09
(Thurs.) Board of Selectmen reviews Board of Education budget (if necessary).
Board of Selectmen vote on and transmit First Selectman's and Board of
Education budgets to Board of Finance. (Charter requires by February 25th)
Board also nominates moderator for Annual Town Budget meeting.
7:30 P.M.
- 02/25/09
(Wed.) Board of Finance reviews Board of Education budget
8:00 P.M.
- 02/26/09
(Thurs.) Board of Finance reviews Board of Education budget (if necessary)
8:00 P.M.
- 03/19/09
(Thurs.) Public notice of public hearing on budget (Charter requires 10 days
prior to public hearing).
- 03/31/09
(Tues.) Board of Finance holds public hearing on budget
Weston Middle School cafeteria (Charter requires at least two weeks
prior to annual budget meeting).
8:00 P.M.
- 04/01/09
(Wed.) Additional public hearing on budget. Weston Middle School cafeteria (if necessary)
Time TBA
- 04/02/09
(Thurs.) Board of Finance budget deliberation meeting (if necessary)
8:00 P.M.
- 04/09/09
(Thurs.) Publish and post notice of Annual Town Budget meeting.
(Charter requires at least five days prior to meeting).
- 04/20/09
(Mon.) Annual Town Budget meeting Weston High School Auditorium
8:00 P.M. (Charter requires by April 22).
- 04/20/09
(Mon.) Board of Finance meets after Town meeting.