

## FY19 Budget Schedule Kittery School District

<b>Date</b>	<b>Description</b>
November 30	Review timeline with Leadership Team
December 1	Review timeline with Department Heads
December 5	Review timeline with School Committee
January 5	<b>New Proposals Due</b>
Month of January TBA	Superintendent attends <b>Faculty/Staff meeting</b> at all three schools to share budget-building details
January 11	Leadership Team/Dept. Heads <b>Budget Workshop #1</b> noon – 3:00 PM to: <ul style="list-style-type: none"> <li>• <i>Receive building allocations from Bus. Manager</i></li> <li>• <i>Review New Proposals</i></li> <li>• <i>Review of FY18 New Programs</i></li> </ul>
January 11	<b>Maintenance Requests Due</b> to Facilities Director
Week of January 16	LT/Dept. Heads Schedule <b>Meeting with Business Manager</b> to review building/department budget
January 16	School Committee seeks <b>public input</b> on FY19 Budget 6:00 PM ( <i>Prior to School Committee Meeting</i> )
January 25	Leadership Team/Dept. Heads Budget <b>Workshop #2</b> 8:00 AM – Noon
January 29	Building/Department <b>Budgets Due</b>
February 2	Leadership Team/Dept. Heads <b>Workshop #3</b> ( <i>prepare for School Committee Budget Workshop</i> ) 8:00 AM – 10:00 AM
February 6	<b>Budget Workshop</b> during School Committee Meeting 6:30 PM ( <i>Budget Presented by LT/Dept. Heads</i> )
February 12 – 16	Supt. and Business Manager <b>finalize budget</b> lines and prepare budget documents
March 6	Supt. and Business Manager <b>present budget</b> to School Committee ( <i>regular School Committee Meeting</i> )
March 20	<b>School Committee Votes on Budget</b> ( <i>regular School Committee Meeting</i> )

March 31	School Budget Due to the Town Manager
April 3	School Committee Votes on budget ordinances ( <i>regular School Committee Meeting</i> )
April 9	School Budget Presented to Town Council (takes preliminary vote)
May 7	Town Council Votes to adopt school budget as it will appear on the 6/12 ballot.
June 12	Town of Kittery School Budget Referendum Vote

~Supt. of Schools will also visit PTA meeting in January to glean budget input.

~Adult & Community Education Budget for FY19 will be presented to the School Committee on March 6.

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