

FY19 Budget Schedule Kittery School District

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