

FY20 Budget Schedule Kittery School District

Date	Description
November 14	CIP Project Proposals Due
November 29	Review timeline with Leadership Team
November 30	Review timeline with Department Heads
December 4	Review timeline with School Committee
January 4	New Proposals Due
Month of January TBA	Superintendent attends Faculty/Staff meeting at all three schools to share budget-building details, Q/A, etc.
January 10	Leadership Team Budget Workshop #1 1:00 – 4:00 PM to: <ul style="list-style-type: none"> • <i>Receive building allocations from Accounting Manager</i> • <i>Review New Proposals</i> • <i>Review of FY19 New Programs</i>
January 10	Maintenance Requests Due to Facilities Director
Week of January 14	LT/Dept. Heads Schedule Meeting with Accounting Manager to review building/department budget
January 15	School Committee seeks public input on FY20 Budget 6:00 PM (<i>Prior to School Committee Meeting</i>)
January 16	Municipal/School District Leaders Budget Discussion 4:00 PM
January 22	Facilities, Finance, & Safety Committee Budget Workshop #1 6:00 – 7:30 PM (including Mrs. Robida for Adult & Comm. Education Budget)
January 24	Leadership Team Budget Workshop #2 8:00 AM – Noon
January 28	Building/Department Budgets Due
February 1	Leadership Team Workshop #3 (<i>prepare for School Committee Budget Workshop</i>) 8:00 AM – 10:00 AM
February 5	Budget Workshop during School Committee Meeting 6:00 PM (<i>Budget Presented by LT/Dept. Heads</i>)
February 11	Facilities, Finance, & Safety Committee Budget Workshop #2 6:00 – 7:30 PM
February 11 - 15	Supt. and Accounting Manager finalize budget lines and prepare budget

	documents
March 5	Supt. and Accounting Manager present budget to School Committee (<i>regular School Committee Meeting</i>)
March 5	Adult & Community Education Budget presented to the School Committee
March 19	School Committee Votes on Budget (<i>regular School Committee Meeting</i>)
March 31	School Budget Due to the Town Manager
April 2	School Committee Votes on budget ordinances (<i>regular School Committee Meeting</i>)
April 8	School Budget Presented to Town Council (takes preliminary vote)
April TBA	Supt. Meets with Kittery PTA about the FY20 Budget
May 6	Town Council Votes to adopt school budget as it will appear on the 6/11 ballot for the Budget Validation Referendum
May 13	Absentee ballots available
June 11	Town of Kittery School Budget Validation Referendum

12.05.18