

## FY22 Budget Schedule Kittery School District

Date	Description
November 30	Review timeline with FF&S Committee
December 8	CIP Initial Planning Meeting
December 10	Review timeline with Leadership Team
December 11	Review timeline with Department Heads
December 15	Review timeline with School Committee
January 5	Municipal/School District Leaders Budget Discussion 5:00 PM
January 14	<b>New Proposals &amp; Program Reviews Due</b>
January 14	<b>Maintenance Requests Due</b> to Facilities Director
Month of January TBA	Superintendent attends <b>Faculty/Staff meeting</b> at all three schools to share budget-building details, Q/A, etc.
January 19	School Committee seeks <b>public input</b> on FY21 Budget 6:00 PM ( <i>Prior to School Committee Meeting</i> )
January 20	Leadership Team <b>Budget Workshop #1</b> 8:30 – 10:30 AM to: <ul style="list-style-type: none"> <li>• <i>Receive building allocations from Accounting Manager</i></li> <li>• <i>Review New Proposals</i></li> <li>• <i>Review of FY20 New Programs</i></li> </ul>
January 21 - 27	LT/Dept. Heads Schedule <b>Meeting with Accounting Manager</b> to review building/department budget
January 26	Facilities, Finance, & Safety Committee Budget Workshop #1 3:00 – 4:30 PM (including Ms. Greer for Adult & Comm. Education Budget)
February 4	Building/Department <b>Budgets Due</b>
February 5	Leadership Team <b>Budget Workshop #2</b> 1:00 – 4:00 PM
February 8	CIP Committee Presents CIP Proposal to Town Council 6:00 PM
February 9	Facilities, Finance, & Safety Committee Budget Workshop #2 3:00 – 4:30 PM
February 11	Leadership Team Budget <b>Workshop #3</b> 1:30 – 3:15 PM ( <i>prepare for School Committee Budget Workshop</i> )
February 23	Facilities, Finance & Safety Committee

	Budget Workshop #3 (including Ms. Greer for a review of the FY21 Adult & Community Education Budget) 3:00 – 4:30 PM
February 24-26	Supt. and Accounting Manager <b>finalize budget</b> lines and prepare budget docs.
February 24	<b>Budget Workshop</b> during School Committee Meeting 6:00 PM (with Leadership Team)
February 25	Leadership Team Budget <b>Workshop #4</b> 1:00 – 4:00 PM
March 2	Supt. and Accounting Manager <b>present budget</b> to School Committee ( <i>regular School Committee Meeting</i> )
March 2	<b>Adult &amp; Community Education</b> Budget presented to the School Committee
March TBA	Supt. Meets with Kittery PTA about the FY21 Budget 7:00 PM
March 16	<b>School Committee Votes on Budget</b> ( <i>regular School Committee Meeting</i> )
March 30	<b>School Committee Votes on budget ordinances</b> ( <i>special School Committee Meeting</i> )
March 30	School Budget Due to the Town Manager
April 1	School Budget Ordinances presented to the Town Clerk
April 5	School Budget Presented to Town Council ( <b>takes preliminary vote</b> )
May 3	Town Council Votes to adopt school budget as it will appear on the 6/08 ballot for the Budget Validation Referendum
May 10	Absentee ballots available
June 8	Town of Kittery School Budget Validation Referendum

2/8/21