

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	New Proposals & Program Reviews Due
January 14	Maintenance Requests Due to Facilities Director
Month of January TBA	Superintendent attends Faculty/Staff meeting at all three schools to share budget-building details, Q/A, etc.
January 19	School Committee seeks public input on FY21 Budget 6:00 PM (<i>Prior to School Committee Meeting</i>)
January 20	Leadership Team Budget Workshop #1 8:30 – 10:30 AM to: <ul style="list-style-type: none"> • <i>Receive building allocations from Accounting Manager</i> • <i>Review New Proposals</i> • <i>Review of FY20 New Programs</i>
January 21 - 27	LT/Dept. Heads Schedule Meeting with Accounting Manager 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 Budgets Due
February 5	Leadership Team Budget Workshop #2 1:00 – 4:00 PM
February 11	Leadership Team Budget Workshop #3 1:30 – 3:15 PM (<i>prepare for School Committee Budget Workshop</i>)
February 9	Facilities, Finance, & Safety Committee Budget Workshop #2 3:00 – 4:30 PM
February 23	Budget Workshop during School Committee Meeting 6:00 PM (with Leadership Team)

February 24-26	Supt. and Accounting Manager finalize budget lines and prepare budget docs.
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 25	Leadership Team Budget Workshop #4 1:00 – 4:00 PM
March 2	Supt. and Accounting Manager present budget to School Committee (<i>regular School Committee Meeting</i>)
March 2	Adult & Community Education Budget presented to the School Committee
March TBA	Supt. Meets with Kittery PTA about the FY21 Budget 7:00 PM
March 16	School Committee Votes on Budget (<i>regular School Committee Meeting</i>)
March 30	School Committee Votes on budget ordinances (<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 (takes preliminary vote)
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

1/5/21