

**FY21 Budget Schedule
Kittery School District**

| Date | Description |
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| November 8 | CIP Project Proposals Due |
| November 19 | Review timeline with School Committee |
| November 20 | Review timeline with Leadership Team |
| November 21 | Review timeline with Department Heads |
| January 10 | New Proposals & Program Reviews Due |
| Month of January TBA | Superintendent attends Faculty/Staff meeting at all three schools to share budget-building details, Q/A, etc. |
| January 15 | 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 FY20 New Programs</i> |
| January 17 | Maintenance Requests Due to Facilities Director |
| January 16 – 24 | LT/Dept. Heads Schedule Meeting with Accounting Manager to review building/department budget |
| January 21 | School Committee seeks public input on FY21 Budget 6:00 PM (<i>Prior to School Committee Meeting</i>) |
| January 27 | Facilities, Finance, & Safety Committee Budget Workshop #1 4:00 – 5:30 PM (including Ms. Greer for Adult & Comm. Education Budget) |
| January 27 | Municipal/School District Leaders Budget Discussion 5:30 PM |
| January 29 | Leadership Team Budget Workshop #2 8:00 AM – Noon |
| January 31 | Building/Department Budgets Due |
| February 5 | Leadership Team Workshop #3 (<i>prepare for School Committee Budget Workshop</i>) 8:00 AM – 10:00 AM |
| February 12 | Facilities, Finance, & Safety Committee Budget Workshop #2 4:00 - 5:30 PM |
| February 12 | Budget Workshop during School Committee Meeting 6:00 PM (<i>Budget Presented by LT/Dept. Heads</i>) |

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| February 12 - 14 | Supt. and Accounting Manager finalize budget lines and prepare budget docs. |
| February 25 | Facilities, Finance & Safety Committee Budget Workshop #3 4:00 – 5:30 PM |
| February 26 | Leadership Team Budget Workshop #4 1:00 – 4:00 PM |
| March 3 | Supt. and Accounting Manager present budget to School Committee (<i>regular School Committee Meeting</i>) |
| March 3 | Adult & Community Education Budget presented to the School Committee |
| March 5 (tent.) | Supt. Meets with Kittery PTA about the FY21 Budget |
| March 17 | School Committee Votes on Budget (<i>regular School Committee Meeting</i>) |
| March 31 | School Committee Votes on budget ordinances (<i>special School Committee Meeting</i>) |
| March 31 | School Budget Due to the Town Manager |
| April 1 | School Budget Ordinances presented to the Town Clerk |
| April 6 | School Budget Presented to Town Council (takes preliminary vote) |
| May 4 | Town Council Votes to adopt school budget as it will appear on the 6/09 ballot for the Budget Validation Referendum |
| May 7 | Absentee ballots available |
| June 9 | Town of Kittery School Budget Validation Referendum |

01.21.20