

**LEXINGTON PUBLIC SCHOOLS**  
**FY17 BUDGET CALENDAR**  
*for all funds (Operating, Grant, Revolving)*

**2015**

June 1	Capital budget request forms distributed by Interim Director of Finance and Operations to Program (Budget Managers) Leaders
August 25	School Committee adopts FY17 budget calendar and the FY17 budget guidelines
<b>October 1</b>	<b>FY17 capital budget submissions are due to the Interim Director of Finance and Operations</b>
October 1 – October 11	Review capital proposals – Superintendent, Director of Public Facilities and Interim Director of Finance and Operations
October 1 – October 11	Superintendent, Director of Public Facilities and Director of Finance and Operations meet with administrator to discuss project requests – <b>See schedule attached</b>
October 5 – October 16	Administrators conduct building and program based meetings to develop FY17 program needs and priorities (operating budget)
October 8	Summit I – Budget Collaboration/Summit Meeting — Joint meeting with Board of Selectmen, School Committee, Appropriation Committee, and Capital Expenditures Committee (CEC)
October 22	Operating budget request forms distributed by Director of Finance and Operations to Program (Budget Managers) Leaders FY17 budget packets, including staffing and per-pupil expenses, distributed to Program (Cost Center) Leaders by Business Office via shared electronic budget file
<b>October 15</b>	<b>FY17 Capital Submission School Committee, Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC) packet due date.</b>
October 15	Recommended FY17 capital budget sent to the School Committee
October 20	School Committee deliberates and forwards capital requests on behalf of the School Department. (School Department and Department of Public Facilities – School portion)
October 19 – October 23	SPED staffing allocation meetings (with Director of Finance and Operations and ETS, Director and Assistant Director of Special Education, and building principal)
October 23	Submittal of Town (Municipal & School) FY2017-2021 Capital Requests to Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC)
November 9	FY17 budget request forms submitted to the Director of Finance and Operations
November 2	Finalize Transportation budget
<b>November 2 – November 20</b>	<b>Budget Review – Central Office and department staff meet at assigned times – See schedule attached.</b> Business Operations Staff reviews submissions for supplies and services that require bid or request for proposal process to be followed
November 12	Summit II – Revenue Projection and Allocation
December 8	CEC Review Session with School Department on School Capital Requests
December 10	Summit III – FY17 Revenue Allocation Model

All dates and deadlines subject to revision.

**Revised: 12/10/15**

December 11	Superintendent Finalize FY17 budget recommendation
December 14 – December 21	Budget book printing (no changes or edits)
December 23	Budget distributed to School Committee & Budget Managers and posted to website
December 24 – January 1	School Vacation Week

**2016**

January 5	School Committee Meeting – <ul style="list-style-type: none"> <li>• Facilities Director’s Budget Presentation</li> <li>• Superintendent’s Budget Presentation</li> </ul>
January 12	Town Manager Submittal of FY17 Recommended Operating Budget & FY2017-2021 Capital Improvement Plan (CIP) to Board of Selectmen (White Book)  Snow day for January 5 <sup>th</sup> School Committee Meeting
January TBD	Submittal of CPC Voted Recommendations to Board of Selectmen for inclusion in 2017 Annual Town Meeting Warrant
January 14	Summit IV – FY 2017 White Book Review
January 19	School Committee Public Hearing and Discussion of the Superintendent’s Recommended FY17 Budget
January 23 (Saturday)	School Committee Public Hearing and Discussion of the Superintendent’s Recommended FY17 Budget
February 2	School Committee FY17 budget discussions, possible budget vote (if not, February 9 <sup>th</sup> )
February 9	School Committee adopts FY17 Operating Budget (including fees) and FY17 Capital Budget
February 10 - TBD	Summit V – FY 2017 Gap Closing (if needed)
February 11	Business Operations staff finalizes Bid/RFP process schedule with budget managers.  Finance Office releases to Human Resources Employee Action Forms for all newly funded positions.
February 17	2016 Annual Town Meeting School Committee Fiscal Year 2017 recommended budget document finalized (TMMA)
February 18 – 25	TMMA Budget book printing (no changes or edits)
March 1	Distribution of FY 2017 Recommended Operating and Capital Budget to TMMA, Town Manager, Senior Management Team, Appropriations, Capital Expenditures Committee, Selectmen, School Committee, Central Office, Principals (Brown Book)
March 21	Presentations on School Committee Budget presentation and Capital Articles presentation submitted to Town Manager’s Office to load on computer for Town Meeting
March 21 – April 30	Annual Town Meeting (Mondays and Wednesdays until completed – does not meet during April vacation week)
March 28	Budget presentation to Town Meeting by the Town Manager and Superintendent

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**Revised: 12/10/15**

March 28	Town Meeting budget deliberation
May 15	Furniture: Final capital requests, quotations, and order requests are due to Business Operations Office for requisition entry.  Facilities: Final scheduling of summer projects confirmed with DPF, Building Principal, and Business Operations Staff.  Technology: New Employee, Final capital requests, quotations, and order requests are due and completed by the School IT Department.
June 1	School Operating Budget opens for entry of supply and services requisitions for release by July 15.