

**LEXINGTON PUBLIC SCHOOLS**  
**FY19 BUDGET CALENDAR**  
*for all funds (Operating, Grant, Revolving)*

**2017**

August 22	School Committee reviews FY19 budget calendar and the FY19 budget guidelines
September 5	School Committee approves FY19 budget calendar and the FY19 budget guidelines
September 6	Capital budget request forms distributed by Assistant Superintendent for Finance and Administration to Program (Budget Managers) Leaders
<b>September 29</b>	<b>FY19 capital budget submissions are due to the Assistant Superintendent for Finance and Administration</b>
October 2 – October 12	Review capital proposals – Superintendent, Director of Public Facilities and Assistant Superintendent for Finance and Administration
October 2 – October 12	Superintendent, Director of Public Facilities and Assistant Superintendent for Finance and Administration discuss project requests with administrators
October 2	Google Form link distributed for FY19 staffing and expense budget requests
October 5	Summit I – Budget Collaboration/Summit Meeting
October 12	Recommended FY19 capital budget requests approved by the School Committee (School Department and Public Facilities – Schools)
<b>October 16 – October 20</b>	<b>SPED budget staffing meetings (with Assistant Superintendent for Finance and Administration, ETS, Director of Special Education, and building principals</b>
October 20	Submittal of Town (Municipal & School) FY2019-2023 Capital Requests to Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC)
<b>November 1 – November 17</b>	<b>Budget Review – Central Office and department staff meet at assigned times</b>
<b>November 9</b>	<b>FY19 Google Form requests for staffing and expenses due to the Assistant Superintendent for Finance and Administration</b>
November 14	Summit II – Revenue Projection and Allocation
November 15	CEC Review Session with School Department on School Capital Requests
December 7	Summit III – FY19 Revenue Allocation Model
December 8	Superintendent Finalize FY19 budget recommendation
December 11 – December 22	Budget book printing (no changes or edits)
December 22	Budget distributed to School Committee and posted to website
December 25 – January 1	School Vacation Week

**2018**

January 2	School Committee Meeting – <ul style="list-style-type: none"> <li>• Superintendent’s Budget Presentation</li> </ul>
January 20 (Saturday)	School Committee Public Hearing and Discussion of the Superintendent’s Recommended FY19 Budget – <b>Location: Battin Hall; Cary Hall</b>

All dates and deadlines subject to revision.

**Revised: 1/24/18**

January 22	Town Manager Submittal of FY19 Recommended Operating Budget & FY2019-2023 Capital Improvement Plan (CIP) to Board of Selectmen (White Book)
January 23	School Committee Public Hearing and Discussion of the Superintendent's Recommended FY19 Budget – <b>Location: Selectman's Meeting Room</b>
January 24	Summit IV – FY 2019 White Book Review
January 29	School Committee FY19 budget discussions, adopt FY19 Operating Budget (including fees) and FY19 Capital Budget (if not, February 6 <sup>th</sup> )
February 13	Summit V – FY 2019 Gap Closing (if needed)
February 26	Board of Selectman vote to approve FY19 Recommended Operating Budget and FY2019-2023 Capital Improvement Plan (CIP)
February 26 – March 2	TMMA Budget book printing (no changes or edits)
February 28	Finance Office releases to Human Resources Employee Action Forms for all newly funded positions
March 5	Distribution of FY 2019 Recommended Operating and Capital Budget to TMMA, Town Manager, Senior Management Team, Appropriations, Capital Expenditures Committee, Selectmen, School Committee, Central Office, Principals
March 26 – April 25	Annual Town Meeting (Mondays and Wednesdays until completed – does not meet during April vacation week)
April 2	Budget presentation to Town Meeting by the Town Manager and Superintendent (tentative)
May 15	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

All dates and deadlines subject to revision.

**Revised: 1/24/18**