

**Weston Public Schools**  
**Budget Calendar -- FY 2022**  
**October 27, 2020**

**REVISED January 14, 2021**

**Changes Highlighted and Noted as NEW**

**KEY:**

- **Board of Education Meetings are underlined.**

9/25/20 (Fri.)	<u>Budget Workshop to Debrief on 20/21 Budget and Review 21/22 Budget Process</u> (12:00pm – 2:00pm) Zoom Meeting
10/9/20 (Fri.)	<u>Board of Education Finance Committee Meeting</u> Review of Budget Calendar.
10/9/20 (Fri.)	Leadership Team receives DRAFT copy of Budget Calendar.
10/9/20 (Fri.)	Director of Finance and Operations opens MUNIS budget module to schools and departments.
10/13/20 (Tues.)	<u>Board of Education Budget Workshop (9:00 a.m. – 12:00 noon)</u> Review of Budget Assumptions and Calendar. Discussion of processes for Board communications and deliberations regarding Budget decisions.
10/9-10/23/20	Schools and Departments to schedule meetings with the Director of Finance and Operations.
10/19/20 (Mon.)	<u>Board of Education Meeting</u> Board takes action on DRAFT Budget Assumptions and Budget Calendar.
10/28/20 (Wed.)	Budget request due to Director of Finance and Operations from administrative staff (to be submitted earlier, if available).
11/4/20 (Wed.)	Director of Finance and Operations disseminates a “Working Copy” for the district’s budget request by Program/Cost Center.
11/4-11/20	Superintendent and Director of Finance meet with Principals and Central Office Administrators individually and collectively to discuss Budget Requests.
11/12-27/20	Cabinet Members, Principals, and the Director of Facilities meet regularly to discuss working copy of the budget.
11/13/20 (Fri.)	<u>Board of Education Finance Committee Meeting</u>
11/23/20 (Mon.)	Administrative team submission date for Budget Narrative(s) & Pictures.
11/30-12/3/20	Superintendent and Director of Finance and Operations review status of budget development
12/9/20 (Wed.)	Leadership Team Meeting to discuss DRAFT budget.

12/3-18/20	Cabinet Members, Principals, and the Director of Facilities meet regularly to discuss working copy of the budget.
12/11/20 (Fri.)	<u>Board of Education Finance Committee Meeting</u>
1/5/21 (Tue.)	FY 2022 Administrative Budget Request delivered to Board of Education.
1/7/21 (Thurs.)	<u>Board of Education Meeting (7:00 p.m.)</u> Formal Presentation of FY 2022 Requested Operating & Capital Budgets.
1/7-22/21	Superintendent and Director of Finance & Operations meet with school staff. (Meetings to be scheduled.)
1/8/21 (Fri.)	<u>BOE Workshop to discuss FY 2022 Budget Request (9am to 1pm)</u>
1/12/21 (Tues.)	BOE questions submitted to Superintendent by end-of-day.
1/13/21 (Wed.)	District-Wide PTO Budget Presentation (7:00p.m.)
1/14/21 (Thurs.)	<u>BOE Workshop to discuss FY 2022 Budget Request (9am to 12pm)</u>
1/15/21 (Fri.)	<u>Board of Education Finance Committee Meeting</u>
1/19/21 (Tues.)	<u>BOE Monthly Meeting (7:00 p.m.)</u> – can be used for budget meeting on this date, or moved to later in the month
1/20/21 (Wed.)	Written responses to Board of Education questions distributed.
1/21/21 (Thurs.)	<b>NEW: <u>BOE Workshop to discuss FY 2022 Budget Request (5pm)</u></b>
1/25/21 (Mon.)	<u>BOE Workshop to discuss FY 2022 Budget Request (9am to 11am)</u>
1/26/21 (Tues.)	<b>NEW: <u>BOE Meeting - Public Forum with Administration on FY 2022 Budget Request (7:00 p.m.)</u></b> This will be an open forum for parents and the community to share comments and ask questions regarding the Requested FY 2022 Budget. (The Public Forum was moved from 1/21 to 1/26 to allow the public to have more information on the budget recommendations and potential adjustments ahead of the Forum.)
1/28/21 (Thurs.)	<b>NEW: <u>Board of Education Meeting – (6:00)</u></b> <b>Approval and Adoption of FY 2022 Recommended Operating and Capital Budgets.</b>
1/29/21 (Fri.)	Board of Education transmits FY 2022 Operating and Capital Budgets request to the Board of Selectmen (Charter requires by February 3 <sup>rd</sup> ).

- 2/16/21  
(Tues.) Board of Selectmen reviews Board of Education budget recommendation.  
7:30 P.M.
- 2/25/21  
(Thurs.) Board of Selectmen review BOE budget request (if necessary) and votes on and transmits First  
Selectman's and Board of Education budgets to Board of Finance. Board also nominates moderator for  
Annual Town Budget Meeting. Regular Board of Selectman's meeting.  
7:30 P.M.
- 3/1/21  
(Mon.) Deliver Budget Books to Board of Finance – if haven't already been delivered.
- 3/8/21  
(Mon.) Board of Finance reviews Board of Education budget request  
7:30 P.M.
- 3/9/21  
(Tues.) Board of Finance reviews Board of Education budget request (if necessary)  
7:30 P.M.
- 3/18/21  
(Thurs.) Publish Notice of Public Hearing on budget  
(Charter requires 10 days prior to Public Hearing)
- 3/30/21  
(Tues.) Board of Finance holds Public Hearing on budget request.  
(Charter requires at least two weeks prior to Annual Budget Meeting)  
8:00 P.M. - Weston Middle School Library
- 3/31/21  
(Wed.) Additional Public Hearing on budget request (if necessary)  
8:00 P.M. - Weston Middle School Library
- 4/6/21  
(Tues.) Board of Finance Budget Deliberation Meeting  
7:30 P.M.
- 4/8/21  
(Thurs.) Publish and Post Notice of Annual Town Budget Meeting  
(Charter requires at least five days prior to meeting)
- 4/21/21  
(Wed.) Annual Town Budget Meeting  
8:00 P.M. - Weston High School Auditorium
- 5/1/21  
(Sat.) Proposed Referendum  
12:00pm to 8:00pm
- 5/6/21  
(Thurs.) Board of Finance meets after Town Meeting to set mill rate.