

**Weston Public Schools
Budget Calendar -- FY 2023**

KEY:

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

10/13/21 (Fri.)	Director of Finance and Operations opens MUNIS budget module to schools and departments.
10/15/21 (Fri.)	Board of Education Finance Committee Meeting Review of Budget Calendar.
10/15/21 (Fri.)	Leadership Team receives draft copy of Budget Calendar.
10/18/21 (Mon.)	<u>Board of Education Meeting</u> Board Reviews and takes action on draft Budget Assumptions and Budget Calendar.
10/15-22/21	Schools and departments work on budgets and meet with the Director of Finance and Operations if necessary.
10/29/21 (Fri.)	School and program budget requests are due to Director of Finance and Operations from administrative staff (to be submitted earlier, if available).
11/1-5/21	Schools and Programs meet individually with Superintendent and Director of Finance.
11/10/21 (Wed.)	Building and central office Administrators discuss budget drafts
11/12/21 (Fri.)	Board of Education Finance Committee Meeting
11/22/21 (Mon.)	Submission date for Budget Narrative(s) & Pictures.
12/8/21 (Wed.)	Leadership Team discusses draft of district budget.
12/10/21 (Fri.)	Board of Education Finance Committee Meeting
1/4/22 (Tue.)	FY 22-23 Budget request delivered to Board of Education.
1/6/22 (Thurs.)	<u>Board of Education Meeting (7:00 p.m.) – Google Meeting</u> Formal Presentation of FY 2023 Requested Operating & Capital Budgets.
1/6-21/22	Superintendent and Building Administrators meet with school staff. (Meetings to be scheduled.)
1/7/22 (Fri.)	<u>BOE Workshop to discuss FY 2023 Budget Request (9am to 1pm) - Google Meeting</u>

1/10/22
(Mon.) BOE questions submitted to Superintendent by end-of-day.

1/13/22
(Thurs.) BOE Workshop to discuss FY 2023 Budget Request (9am to 12pm) – Google Meeting

1/14/22
(Fri.) Board of Education Finance Committee Meeting – Google Meeting

1/18/22
(Tues.) BOE Monthly Meeting (7:00 p.m.) – can be used for budget meeting on this date, or moved to later in the month – Google Meeting

1/19/22
(Wed.) Deadline for all written responses to Board of Education questions distributed.

1/20/22
(Thurs.) BOE Meeting - Public Forum with Administration on FY 2023 Budget Request (7:00 p.m.)
This will be an open forum for parents and the community to share comments and ask questions regarding the Requested FY 2023 Budget. – Google Meeting

1/24/22
(Mon.) BOE Workshop to discuss FY 2023 Budget Request (9am to 11am) – Google Meeting

1/25/22
(Tues.) Board of Education Meeting (6:00 p.m.) – Google Meeting
Approval and Adoption of FY 2023 Recommended Operating and Capital Budgets.

1/27/22
(Thurs.) Board of Education Meeting – if necessary (6:00) – Google Meeting
Approval and Adoption of FY 2023 Recommended Operating and Capital Budgets, if Necessary.

1/28/22
(Fri.) Board of Education transmits FY 2023 Operating and Capital Budgets request to the Board of Selectmen (Charter requires by February 3rd).

2/8/22
(Tues.) Board of Selectmen reviews Board of Education budget recommendation.
7:30 P.M.

2/15/22
(Tues.) Board of Selectmen reviews BOE budget request (if necessary).
7:30 P.M.

2/22/22
(Tues.) BOS votes on and transmits First Selectwoman’s and Board of Education budgets to Board of Finance. Board also nominates moderator for Annual Town Budget Meeting. Regular Board of Selectmen’s meeting.

3/1/22
(Tues.) Deliver Budget Books to Board of Finance – if haven’t already been delivered.

3/7/22
(Mon.) Board of Finance reviews Board of Education budget request
7:30 P.M.

3/15/22
(Tues.) Board of Finance reviews Board of Education budget request (if necessary)
7:30 P.M.

3/18/22
(Fri.) Publish Notice of Public Hearing on budget
(Charter requires 10 days prior to Public Hearing)

3/29/22 Board of Finance holds Public Hearing on budget request.
(Tues.) (Charter requires at least two weeks prior to Annual Budget Meeting)
7:30 P.M. - Zoom

3/31/22 Board of Finance Budget Deliberation Meeting
(Thurs) 7:30 P.M.

4/7/22 Board of Finance Budget Deliberation Meeting (if necessary)
(Thurs.) 7:30 P.M.

4/19/22 Publish and Post Notice of Annual Town Budget Meeting
(Tues) (Charter requires at least five days prior to meeting)

4/28/22 Annual Town Budget Meeting
(Thurs.) 7:30 P.M. - Weston High School Auditorium

5/7/22 Proposed Referendum
(Sat.) 12:00pm to 8:00pm

5/9/22 Board of Finance meets after Town Meeting to set mill rate.
(Mon.)