

**Weston Public Schools
Budget Calendar
FY 2020**

10/03/18 (Wed.)	Leadership Team receives DRAFT copy of Budget Calendar
10/05/18 (Fri.)	Director of Finance and Operations opens MUNIS budget module to schools and departments
10/09/18 (Tues.)	Director of Finance and Operations meets with Principals and Dir. of Facilities & Security to discuss framework of budget
10/5-10/26/18 (Fri.) – (Fri.)	Schools and Departments to schedule meetings with the Director of Finance and Operations, if necessary
10/12/18 (Fri.)	Board of Education Finance Committee Meeting Reviews Budget Assumptions and Calendar
10/22/18 (Mon.)	Board of Education receives and takes action on DRAFT copy of Budget Assumptions and Budget Calendar
10/31/18 (Wed.)	Budget request due to Director of Finance and Operations from administrative staff (to be submitted earlier, if available)
11/7/18 (Wed.)	Director of Finance and Operations disseminates a “Working Copy” for the district’s budget request by Program/Cost Center
11/7-11/14 (Wed-Wed.)	Superintendent and Director of Finance meet with Principals and Central Office Administrators individually to discuss Budget Request
11/15/18 (Thurs.)	Cabinet Members, Principals, and the Director of Facilities & Security meet to discuss working copy of the budget
11/27/18 (Tues.)	Administrative team submission date for Budget Narrative(s) & Pictures
12/3-12/6 (Mon-Thurs.)	Superintendent and Director of Finance and Operations review status of budget development
12/05/18 (Wed.)	Leadership Team discusses draft budget
12/14/18 (Fri.)	Board of Education Finance Committee Meeting
1/04/19 (Fri.)	FY 2020 Administrative Budget Request delivered to Board of Education

- 01/09/19
(Wed.) BOE Workshop to discuss FY 2020 Budget Request (9am to 1pm)
- 01/10/19
(Thur.) BOE questions to be submitted to Superintendent by end-of-day
- 01/11/19
(Fri.) BOE Finance Committee Meeting
- 01/16/19
(Wed) Written responses to Board of Education questions to be distributed
- 01/17/19
(Thurs.) Budget Presentation – Weston Middle School Library (Televised)
Budget Presentation of FY 2020 Requested Operating and Capital Budgets
7:00P.M.
- 01/22/19
(Tues.) Hold for additional Budget Question & Answer session if needed. – Weston Middle
School Library (Televised). 6:00P.M. (Followed by January 22, 2019 BOE Meeting, 7:30 p.m.,
Weston Middle School.)
- 01/24/19
(Thurs.) Board of Education Meeting – Weston Middle School Library (Televised)
6:00-9:00 P.M. Approval and Adoption of the Budget
- 1/31/19
(Thurs.) Board of Education transmits budget request to the Board of Selectmen
(Charter requires by February 3rd)
- 2/5/19
(Tues.) Board of Selectmen review Board of Education budget request
7:30 P.M.
- 2/19/19
(Tues.) Board of Selectman review Board of Education budget request (if necessary)
and continue review of Board of Selectman’s request (if necessary).
Board of Selectmen 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.
- 2/25/19
(Mon.) Deliver Budget Books to Board of Finance, if not already done so
- 3/6/19
(Wed.) Board of Finance reviews Board of Education budget request
7:30 P.M.
- 3/7/19
(Thurs.) Board of Finance reviews Board of Education budget request (if necessary)
7:30 P.M.
- 3/14/19
(Thurs.) Publish Notice of Public Hearing on budget
(Charter requires 10 days prior to Public Hearing)
- 3/26/19
(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

3/27/19
(Wed.)

Additional Public Hearing on budget request (if necessary)
8:00 P.M. - Weston Middle School Library

4/2/19
(Tues.)

Board of Finance Budget Deliberation Meeting
7:30 P.M.

4/11/19
(Thurs.)

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

4/24/19
(Wed.)

Annual Town Budget Meeting
8:00 P.M. - Weston High School Auditorium

5/4/19
(Sat.)

Proposed Referendum

5/9/19
(Thurs.)

Board of Finance meets after Town Meeting