

OXFORD PUBLIC SCHOOLS

FY19 BUDGET TIMELINE and PROCESS

(Revised 2-5-18)

<u>DATE</u>	<u>ACTION REQUIRED</u>	<u>INDIVIDUAL(S) RESPONSIBLE</u>
<i>Oct. 23, 2017 SC Meeting</i>	Directive for FY19 Budget development provided from SC	School Committee
<i>Nov. 6, 2017 EAC Meeting</i>	Directive and handouts to admin. leadership team for FY19 budget development	Superintendent
<i>Nov. 13-17, 2017</i>	Individual budget meetings (Principals, COFFEE Director, Director of Student Services, Technology Director, Athletic Director)	Superintendent and Administrators
<i>Nov. 20 & Dec. 4 2017 EAC Meetings</i>	Admin. team works to develop & prioritize preliminary budget information	Superintendent and Administrators
<i>Dec. 6, 2017 SC Meeting @Central Office</i>	Budget Books distributed to SC; Directors present budgets to SC	6:00 SPED 6:45 OMS 7:30 COFFEE
<i>Dec. 14, 2017 SC Meeting @Central Office</i>	Principals present budgets to SC	6:00 Chaffee 6:45 Barton 7:30 Technology 8:15 OHS
<i>January 8, 2018 EAC Meeting</i>	Admin Team continues budget discussions	Superintendent, Senior Accountant, and Administrators
<i>January 22, 2018 SC Meeting</i>	FY19 Budget discussions with SC, as needed	Superintendent, Senior Accountant, and Administrators
<i>February 26, 2018 EAC Meeting</i>	Revisions, edits, and further FY 19 budget discussion, as needed	Superintendent, Senior Accountant, and Administrators
<i>March 5, 2018 Special SC Meeting</i>	Continue FY19 Budget discussions with SC, as needed	SC, Superintendent, and Senior Accountant
<i>March 21, 2018 Joint SC & Finance Comm. Mtg.</i>	Joint SC/FinCom discussions working FY19 Budget session	SC, Superintendent, and Senior Accountant
<i>March 13, 2018 EAC Meeting</i>	Final FY19 Budget discussion, as needed	Superintendent, Senior Accountant, and Administrators
<i>March 14 – 23, 2018</i>	Building Staff Presentations	Superintendent
<i>March 26, 2018 SC Mtg.</i>	SC Public Hearing on FY19 Budget - SC votes FY19 Budget	SC, Superintendent, Senior Accountant, and Administrators
<i>May 2, 2018 Town Meeting</i>	FY19 Final Budget Town Approval	SC, Superintendent, and Senior Accountant