

**OXFORD PUBLIC SCHOOLS**  
**FY19 BUDGET TIMELINE and PROCESS**  
**(Revised 2-5-18)**

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