

*Town Mtg. March 4 2017***2017-2018 Sedgwick BUDGET DEVELOPMENT TIMELINE (FINAL)**

10/18/16	School Committee Meeting: Reviews budget timeline and process
11/15/16	School Committee Meeting: Approves budget timeline and suggests budget parameters
11/29/16	Superintendent gathers proposals for changes in staffing from Principal & Sped Dir.
12/01/16	Superintendent & Board Chair review budget timeline & parameters w/Sedgwick Selectmen and collect Selectmen's feedback
12/08/16	Superintendent gathers budget proposals from Principal & Sped Dir.
12/20/16	School Committee Meeting: Superintendent & Admin present Budget to School Committee
1/5/17	Superintendent & Board Chair present proposed budget draft to Sedgwick Selectmen
1/9/17	Special Budget Workshop (6:00 PM): Superintendent reviews proposed budget & takes questions
1/17/17	School Committee Meeting: Includes discussion of proposed budget, reviews suggested adjustments and votes on final changes
1/24/17	Special School Committee Meeting: School Board approves budget and warrant articles
3/4/17	Town meeting

2017-2018 SEDGWICK BUDGET DEVELOPMENT PROCESS

1. Parameters suggested & set by School Committee:
 - ⇒ Tax Impact
 - ⇒ Ideas to include
 - ⇒ Other guidance?
2. Superintendent develops budget:
 - ⇒ Expenditure Budget with line-item budget rationale for:
 - ✓ Equipment with unit cost over \$200
 - ✓ Classroom furniture
 - ✓ Specific maintenance projects
 - ✓ Special training/PD
 - ✓ Technology contracts and new hardware/software purchases
 - ✓ Staffing levels and personnel costs
 - ✓ Projection of spending as of 6/20/17 to estimate whether this year's budget is going to be in line
 - ⇒ Revenue Budget
3. Superintendent & Admin present budget to School Committee
4. Superintendent and School Board Chair present budget to Selectmen
5. School Committee approves budget and Warrant
6. Superintendent Presents budget and Warrant for inclusion in Town Warrant