

**ACTION PLAN - BUDGET**

**PLANNED ACTIVITIES**

Activity Dates	ACTION	RELATED OBJECTIVES	PERSON OR TEAM	MEASURABLE OUTCOMES/SUCCESS	Date Completed
July	School Committee goals for budget development are reviewed	3	School Committee	Budget goals as part of SC goals	
August	School Committee goals for budget development are approved	3	School Committee	Approved as SC goals, July - posted on website	
September	Review budget process; significant anticipated changes impacting budget; general needs	1; 2; 3	School Committee	[1]	
September	Information shared on media	2	PIO		
September	Discuss budget parameters & timeline	2; 3	School Committee		
October	Review current capital plans and potential changes	4	Admin & Maintenance Staff		
October	Review initial budget requests by department, school, program areas	2	Admin		
November	Initial budget expenditures	2	Admin		
November	Review of budget requests by administration	1; 2	School Committee		
November	Information shared on media regarding budget needs and presentations	2	PIO, Superintendent		
December	Joint Budget - District Needs/Goals				
December	Develop potential revisions to capital plan for school committee review	4	Admin & Maintenance Staff		
January	Review budget information and initial line item budget	3	School Committee		
January	Additional input and questions on line item budget	1; 2	School Committee		
January	Information shared on media regarding line item budget	2	PIO, Superintendent		
Jan/Feb	Develop assessment information based upon House 1 and House Budget projections	1; 2; 3	Admin		
March	Public Hearing - Budget	1; 2; 3	School Committee		
March	Information shared on media regarding proposed budget	2	PIO, Superintendent		
March	Budget Adopted by School Committee	1; 2; 3	School Committee		
March	Information shared on media regarding adopted budget	2	PIO, Superintendent		
February - March	Meet with town officials	1	School Committee		
January - March	School committee review and adoption of changes to capital plans	4	School Committee		
April - June	Annual Town Meeting dates promoted to families, staff		PIO		
May - June	Annual Town Meetings	1; 2; 3	Town Officials		

[1] Draft FY'19 Timeline [https://docs.google.com/document/d/1agX\\_2l1UjC-0-fceac\\_R9hgflZedQ1QmpNq9-emQvkw/edit?usp=sharing](https://docs.google.com/document/d/1agX_2l1UjC-0-fceac_R9hgflZedQ1QmpNq9-emQvkw/edit?usp=sharing)