



NEW HAVEN PUBLIC SCHOOLS

## FY 2021-2022 Budget Development Calendar

<u>Action</u>	<u>Person Responsible</u>	<u>Due Date</u>
Full time staff rosters sent to Principals and other leaders for review	Finance Office	Complete
Budget process overview for Principals and Administrators at Superintendent's meeting	Finance Office	Complete
Budget discussions with Principals and Executive Team	Finance Office/ELT	Complete
Updated staff rosters sent back to Finance office	Schools/ELT	December 10, 2020
Non-staff budget templates sent to Principals and Administrators	Finance Office	December 21, 2020
Meet with SAA and NHFT Budget Advisory Committee	Superintendent/ELT	December 28, 2020
Preliminary budgets due from schools and departments	Schools/Department	January 11, 2021
Internal budget reviews with Principals and Administrators	Schools/Superintendent/ELT	January 12, 2021 - January 14, 2021
Provide budget update to Principals and Administrators at the Superintendent's Meeting	Finance Office/ELT	Date TBD
Budget revisions due from schools and departments	Schools/Departments	January 18, 2021
First draft of budget compiled	Finance Office	January 17, 2021 - January 25, 2021
Budget Presentation to Finance and Operations Committee	Superintendent/CFO	February 1, 2021
Presentation to the Board of Education	Superintendent/CFO	February 8, 2021
First Community Forum on Budget	BOE/CFO/Superintendent	February 9, 2021
BOE Special Meeting on Budget	BOE/CFO/Superintendent	February 16, 2021
Review and adjust budget per Special Meeting	Superintendent/Finance Office	February 17-19, 2021
Superintendent's recommended budget presented to the Board of Education for approval	Superintendent/CFO	February 22, 2021
Second Community Forum on Budget	Superintendent/CFO	February 23, 2021
Budget Hearing Board of Alders Finance Committee	Superintendent/CFO	TBD - April
Board of Education adoption of Final 2022 Budget	Superintendent/BOE	TBD - May