



## FY 2024-25 Budget Development Calendar

NEW HAVEN PUBLIC SCHOOLS

**DRAFT**

<u>Action</u>	<u>Person Responsible</u>	<u>Due Date</u>
Full time staff rosters reviewed with Asst. Superintendents	Asst Superintendents	November 24, 2023
Budget process overview for Principals and Administrators at Superintendent's meeting - provide sample budget tools	Finance Office	December 6, 2023
Updated staff rosters reviewed with Finance/HR/Asst Supt	Finance Office	December 8, 2023
Non-staff budget templates sent to Principals and Administrators	Finance Office	December 8, 2023
Budget discussions with Principals and Executive Team - ZOOM	Finance Office/ELT	December 18, 19, 20, 2023
Meetings with Non School Department Heads	Finance Office	January 8 - 12, 2024
Preliminary budgets due from schools and departments	Schools/Department	January 16, 2024
Internal budget reviews with Principals and Administrators	Schools/Superintendent/ELT	TBD - as needed
Provide budget update to Principals and Administrators at the Superintendent's Meeting	Finance Office/ELT	January 10, 2024
First draft of budget compiled	Finance Office	Week of January 23, 2024
Budget Presentation to Finance and Operations Committee	Superintendent/CFO	February 20, 2024
Presentation to the Board of Education	Superintendent/CFO	March 2024 TBD
Community Forum(s) on Budget	BOE/Superintendent/CFO	March 2024 TBD
BOE Special Meeting on Budget	BOE/Superintendent/CFO	TBD
Review and adjust budget per Special Meeting	Superintendent/Finance Office	TBD
Superintendent's recommended budget presented to the Board of Education for approval	Superintendent/CFO	TBD - March 2024
Budget Hearing Board of Alders Finance Committee	Superintendent/CFO/BOE	TBD - April 2024
Board of Education adoption of Final 2023 Budget	Superintendent/BOE	TBD - May 2024