

# NORTON PUBLIC SCHOOLS

## Norton, Massachusetts

### FY18 Budget Timeline

**Date: November 1, 2016**

<b>Date</b>	<b>Action</b>	<b>Administrator(s) Involved</b>
November 10, 2016	Kick-off budget cycle with District Budget Participants	All Administrators, Department Heads
December 8, 2016	Administrators submit budget requests to Business Office	All Administrators, Department Heads
December 12, 2016 through December 16, 2016	Administrator's budget meetings with Superintendent and Business Manager (to be scheduled and only as needed)	All Administrators, Department Heads (only as needed)
December 19, 2016 to January 6, 2017	Business Manager and Superintendent consider Administrator requests and prepare following fiscal year budget	Dr. Baeta & Mr. Lynch
January 9, 2017	1 <sup>st</sup> Budget presentation to School Committee	Dr. Baeta & Mr. Lynch
January 21, 2017	School Committee Budget Workshop (Saturday)	All Administrators & School Committee
January 23, 2017	2 <sup>nd</sup> Budget presentation and School Committee vote	Dr. Baeta & Mr. Lynch

\*All subject to change based on deadline as per Town Charter once announced by Board of Selectman and Town Manager