



NORTON PUBLIC SCHOOLS

TO: Central Office Administrators, Principals, Administrative Assistants and Academic Coordinators

FROM: Lincoln Lynch, School Business Manager

DATE: December 4, 2017

SUBJECT: FY19 Budget Timeline

Hi all,

Please see the FY19 budget timeline below. Let me know if you have any questions.

FY19 Budget Timeline

DATE	ACTION	ADMINISTRATOR INVOLVED
December 4, 2017	Kick-off budget cycle with District Budget Participants (e-mail)	All Administrators, Department Heads
January 4, 2018	Administrators submit budget requests to Business Office via e-mail	All Administrators, Department Heads
January 8 – January 12, 2018	Administrator's budget meetings with Superintendent and Business Manager (to be scheduled and only as needed)	All Administrators, Department Heads (only as needed)
January 16 – February 2, 2018	Business Manager and Superintendent consider Administrator requests and prepare budget for School Committee	Dr. Baeta and Mr. Lynch
February 5, 2018	1 st Budget presentation to School Committee	Dr. Baeta and Mr. Lynch
February 10, 2018	School Committee Budget Workshop (Saturday)	Administrators and School Committee
February 26, 2018	School Committee votes on FY19 budget	Dr. Baeta and Mr. Lynch

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