

**Pelham School District**  
**2019 – 2020 Budget Development Calendar**

**SUPERINTENDENT’S REQUESTED BUDGET SCHEDULE**

All Level 1 budget reviews will be based on the functional account responsibilities of each Principal/Director.

| <b>Budget Segment</b>             | <b>Data Input Deadline</b> | <b>Superintendent Review Completion</b> | <b>School Board Presentation</b> |
|-----------------------------------|----------------------------|---|----------------------------------|
| Salary Guidelines                 |                            |   | <b>September 5</b>               |
| SAU & School Board <sup>1,2</sup> | <b>August 15</b>           | <b>August 30</b>                        | <b>September 5</b>               |
| Curriculum <sup>1,2</sup>         | <b>August 15</b>           | <b>August 30</b>                        | <b>September 5</b>               |
| Transportation                    | <b>August 15</b>           | <b>August 30</b>                        | <b>September 5</b>               |
| Food Service <sup>1,2</sup>       | <b>August 15</b>           | <b>August 30</b>                        | <b>September 5</b>               |
| PES <sup>1,2</sup>                | <b>August 15</b>           | <b>September 5</b>                      | <b>September 12</b>              |
| PMS <sup>1,2</sup>                | <b>August 15</b>           | <b>September 5</b>                      | <b>September 12</b>              |
| PHS <sup>1,2</sup>                | <b>August 15</b>           | <b>September 5</b>                      | <b>September 12</b>              |
| Facilities <sup>1,2</sup>         | <b>August 30</b>           | <b>September 12</b>                     | <b>September 19</b>              |
| Technology <sup>1,2</sup>         | <b>August 30</b>           | <b>September 12</b>                     | <b>September 19</b>              |
| Special Services <sup>1,2</sup>   | <b>September 5</b>         | <b>September 12</b>                     | <b>September 19</b>              |
| Salaries & Benefits               | <b>September 19</b>        | <b>September 26</b>                     | <b>October 3</b>                 |

Notes:

1. Segment reviews will include a discussion of salary overtime accounts and all Object accounts from 270 through 890, as well as any new or expanded staffing positions and programs. All salary and benefit costs will be prepared separately by SAU staff.
2. School Principal budget presentations will exclude all budget segments (functions) being presented separately by the responsible Director.
3. All School Board meetings will be held in the evening.

## SCHOOL BOARD’S RECOMMENDED BUDGET SCHEDULE

| SAU Preparation Deadlines:  | School Board Schedule:   |
|---|--|
| <b>Saturday, Sept. 22<sup>nd</sup> 9:00a – 12:00p School Site Walk (start PHS) with BudCom</b>                      |  |
| <b>Friday, Oct. 5</b> – Deliver Superintendent’s final Requested Budget to Board                                    | <b>Wednesday, Oct. 10</b><br><ul style="list-style-type: none"> <li>– Presentation of Superintendent’s final Requested Budget</li> <li>– Warrant Article discussion</li> </ul>   |
| <b>Friday, Oct. 12</b> – Distribution of draft default budget calculation to Board                                  | <b>Wednesday, Oct. 17</b><br><ul style="list-style-type: none"> <li>– Review and Vote of the final School Board Recommended Budget</li> <li>- Warrant Article discussion</li> <li>- Default budget initial review</li> </ul>           |
| <b>Friday, Oct. 19</b> – Deliver Budget Book to Budget Committee.<br>(Executive Summary due Oct. 25 <sup>th</sup> ) |  |
|   | <b>Wednesday, Nov. 7</b><br><ul style="list-style-type: none"> <li>- Approval of Warrant Articles</li> <li>- Default budget review</li> </ul>  |
| <b>Thursday, Nov. 8</b> –Deliver Warrant Articles to Budget Committee at Meeting.                                   |  |
| <b>Friday, Dec. 29</b> – Deliver reconsideration items to School Board  | <b>Wednesday, Jan. 2</b><br><ul style="list-style-type: none"> <li>– Budget reconsideration items review and approve</li> <li>– Approval of any Final Warrant Articles (negotiations)</li> <li>– Approval of Default Budget</li> </ul> |
|   | <b>Thursday, Jan 10</b> – Reconsideration  |
|   | <b>Wednesday, Feb 6</b> – School Deliberative, 1 <sup>st</sup> Session (estimated)   |
|   | <b>Tuesday, March 12</b> –Town Meeting 2 <sup>nd</sup> Session, Vote   |

**BUDGET COMMITTEE BUDGET SCHEDULE**  
**(All meetings at 7:30p at Sherburne Hall, except as noted)**

**Thursday, October 25:**

- PES Budget Review
- PMS Budget Review
- PHS Budget Review

**Thursday, November 1:**

- District, SAU, and School Board Budget Review
- Nutrition Services and Grants Fund Budget Review

**Thursday, November 8:**

- Review School Operating Budget
- School Warrant Articles Due

**Thursday, November 15, PES Media Center:**

- Review School Warrant Articles
- Vote School Operating Budget

**Thursday, December 6:**

- Vote School Warrant Articles