

**Pelham School District**  
**2020 – 2021 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 4</b>               |
| SAU & School Board <sup>1,2</sup> | <b>August 21</b>           | <b>August 28</b>                        | <b>September 4</b>               |
| Curriculum <sup>1,2</sup>         | <b>August 21</b>           | <b>August 28</b>                        | <b>September 4</b>               |
| Transportation                    | <b>August 21</b>           | <b>August 28</b>                        | <b>September 4</b>               |
| Food Service <sup>1,2</sup>       | <b>August 21</b>           | <b>August 28</b>                        | <b>September 4</b>               |
| PES <sup>1,2</sup>                | <b>August 21</b>           | <b>September 4</b>                      | <b>September 11</b>              |
| PMS <sup>1,2</sup>                | <b>August 21</b>           | <b>September 4</b>                      | <b>September 11</b>              |
| PHS <sup>1,2</sup>                | <b>August 21</b>           | <b>September 4</b>                      | <b>September 11</b>              |
| Facilities <sup>1,2</sup>         | <b>August 28</b>           | <b>September 11</b>                     | <b>September 18</b>              |
| Technology <sup>1,2</sup>         | <b>August 28</b>           | <b>September 11</b>                     | <b>September 18</b>              |
| Special Services <sup>1,2</sup>   | <b>September 4</b>         | <b>September 11</b>                     | <b>September 18</b>              |
| Salaries & Benefits               | <b>September 18</b>        | <b>September 25</b>                     | <b>October 2</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 – proposed**

| <b>SAU Preparation Deadlines:</b>   | <b>School Board Schedule:</b>  |
|---|--|
| <b>Friday, Oct. 4</b> – Deliver Superintendent’s final Requested Budget to Board                                    | <b>Wednesday, Oct. 9</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. 11</b> – Distribution of first draft default budget calculation to Board                            | <b>Wednesday, Oct. 16</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. 18</b> – Deliver Budget Book to Budget Committee.<br>(Executive Summary due Oct. 24 <sup>th</sup> ) |  |
| <b>Saturday, Oct. 19<sup>th</sup> 9:00a – 12:00p School Site Walk (start PHS) with BudCom</b>                       |  |
|   | <b>Wednesday, Nov. 6</b><br><ul style="list-style-type: none"> <li>- Approval of Warrant Articles</li> <li>- Default budget review</li> </ul>  |
| <b>Thursday, Nov. 7</b> –Deliver Warrant Articles to Budget Committee at Meeting.                                   |  |
|   | <b>Wednesday, Jan. 8</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>Friday, Jan. 10</b> – Deliver reconsideration items to School Board  | <b>Thursday, Jan 16</b> – Reconsideration  |
|   | <b>Wednesday, Feb 5</b> – School Deliberative, 1 <sup>st</sup> Session (Sherburne Hall 7 pm)   |
|   | <b>Tuesday, March 10</b> –Town Meeting 2 <sup>nd</sup> Session, Vote   |

**BUDGET COMMITTEE BUDGET SCHEDULE**  
**(All meetings at 7:30p at Sherburne Hall)**

**Thursday, October 24:**

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

**Monday, October 28:**

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

**Thursday, November 7:**

- Review School Operating Budget
- School Warrant Articles Due

**Thursday, November 21:**

- Review School Warrant Articles
- Vote School Operating Budget

**Monday, November 25:**

- Vote School Warrant Articles