

Pelham School District
2022 – 2023 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.

Budget Segment	Data Input Deadline	Superintendent Review Completion	School Board Presentation
Salary Guidelines			September 1
SAU & School Board ^{1,2}	August 19	August 25	September 1
Curriculum ^{1,2}	August 19	August 25	September 1
Transportation	August 19	August 25	September 1
Food Service ^{1,2}	August 19	August 25	September 1
PES ^{1,2}	August 19	September 1	September 8
PMS ^{1,2}	August 19	September 1	September 8
PHS ^{1,2}	August 19	September 1	September 8
Facilities ^{1,2}	August 27	September 8	September 15
Technology ^{1,2}	August 27	September 8	September 15
Special Services ^{1,2}	September 3	September 8	September 15
Salaries & Benefits	September 17	September 24	September 29

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:
Friday, Sept 24 – Deliver Superintendent’s final Requested Budget to Board	Wednesday, Sept 29 Presentation of Superintendent’s final Requested Budget – Warrant Article discussion
Friday, Oct. 1 to Oct. 5 – Coordinate Board Feedback for Board Voting Distribution of first draft default budget calculation to Board	Wednesday, Oct. 6 – Review and Vote of the final School Board Recommended Budget - Warrant Article discussion - Default budget initial review if ready
Friday, Oct. 14 – Deliver Budget Book to Budget Committee. (Executive Summary due Oct. 21)	
Saturday, Oct. 16th 9:00a – 12:00p School Site Walk (start PMS) with BudCom	
	Wednesday, Nov. 3 - Approval of Warrant Articles - Default budget review
Thursday, Nov. 4 –Deliver Warrant Articles to Budget Committee at Meeting.	
Thursday, Dec. 30 – Deliver reconsideration items to School Board	Wednesday, Jan. 5, 2022 – Budget reconsideration items review and approve – Approval of any Final Warrant Articles (if applicable) – Approval of Default Budget Amount
Friday, Jan. 7 (tent.) – Deliver reconsideration items to Budget Committee	Thursday, Jan. 13, 2022 – Reconsideration /Budget Hearing
	Wednesday, Feb. 2 – School Deliberative, 1 st Session (Sherburne Hall 7 pm)
	Tuesday, Mar. 8 –Town Meeting 2 nd Session, Vote

BUDGET COMMITTEE BUDGET SCHEDULE – AS PROPOSED
(All meetings at 7:00pm at Sherburne Hall) *Note the earlier start time

Thursday, October 21:

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

Thursday, October 28:

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

Thursday, November 4:

- Review School Operating Budget
- School Warrant Articles Due

Thursday, November 11:

- Review School Warrant Articles
- Vote School Operating Budget

Thursday, November 18:

- Vote School Warrant Articles