

Pelham School District
2023 – 2024 Budget Development Calendar - PROPOSED

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			August 31
SAU & School Board ^{1,2}	August 19	August 24	August 31
Curriculum ^{1,2}	August 19	August 24	August 31
Transportation	August 19	August 24	August 31
PES ^{1,2}	August 19	August 31	September 7
PMS ^{1,2}	August 19	August 31	September 7
PHS ^{1,2}	August 19	August 31	September 7
Food Service ^{1,2}	August 27	September 13	September 21
Facilities ^{1,2}	August 27	September 13	September 21
Technology ^{1,2}	August 27	September 13	September 21
Special Services ^{1,2}	August 27	September 13	September 21
Salaries & Benefits	September 16	September 23	September 28

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 programs. All salary and benefit costs will be prepared separately by SAU staff, including any Superintendent supported new or expanded positions.
2. School Principal budget presentations will include location-specific budget segments (functions) for Special Services and Technology areas, excluded from district-wide Director presentations.
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 23 – Deliver Superintendent’s final Requested Budget to Board	Wednesday, Sept 28 <ul style="list-style-type: none"> - Presentation of Superintendent’s final Requested Budget - Warrant Article discussion
Friday, Sept. 30 to Oct. 4 – Coordinate Board Feedback for Board Voting Distribution of first draft default budget calculation to Board	Wednesday, Oct. 5 <ul style="list-style-type: none"> - Review and Vote of the final School Board Recommended Budget - Warrant Article discussion
Friday, Oct. 14 – Deliver Budget Book to Budget Committee. (Executive Summary due Oct. 20)	
Saturday, Oct. 15th 9:00a – 12:00p School Site Walk (start PMS) with BudCom	
	Wednesday, Oct. 19 <ul style="list-style-type: none"> - Review of Warrant Articles - Default budget review
	Wednesday, Nov. 2 <ul style="list-style-type: none"> - Approval of Warrant Articles - Default budget review
Thursday, Nov. 3 –Deliver Warrant Articles to Budget Committee and Present	
Thursday, Dec. 29 – Deliver reconsideration items to School Board	Wednesday, Jan. 4, 2023 <ul style="list-style-type: none"> – Budget reconsideration items review and approve – Approval of any Final Warrant Articles (if applicable) – Approval of Default Budget Amount
Friday, Jan. 6 (tent.) – Deliver reconsideration items to Budget Committee	Thursday, Jan. 12, 2023 <ul style="list-style-type: none"> – Reconsideration /Budget Hearing
	Wednesday, Feb. 8, 2023 <ul style="list-style-type: none"> – School Deliberative, 1st Session (Sherburne Hall 7 pm)
	Tuesday, Mar. 7 –Town Meeting 2 nd Session, Vote

BUDGET COMMITTEE BUDGET SCHEDULE – AS PROPOSED

(All meetings at 6:30pm at Sherburne Hall)

Notice the earlier than normal meeting start time above.

Thursday, October 20:

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

Thursday, October 27:

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

Thursday, November 3:

- Review School Operating Budget
- School Warrant Articles Due
- Review School Warrant Articles

Thursday, November 10:

- Vote School Operating Budget
- Vote School Warrant Articles