

**Pelham School District**  
**2024 – 2025 Budget Development Calendar - APPROVED**

**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>
SAU & School Board <sup>1, 2</sup>	<b>August 18</b>	<b>August 23</b>	<b>August 30</b>
Curriculum <sup>1, 2</sup>	<b>August 18</b>	<b>August 23</b>	<b>August 30</b>
Transportation	<b>August 18</b>	<b>August 23</b>	<b>August 30</b>
PES <sup>1, 2</sup>	<b>August 18</b>	<b>August 25</b>	<b>September 6</b>
PMS <sup>1, 2</sup>	<b>August 18</b>	<b>August 25</b>	<b>September 6</b>
PHS <sup>1, 2</sup>	<b>August 18</b>	<b>August 25</b>	<b>September 6</b>
Food Service <sup>1, 2</sup>	<b>August 18</b>	<b>August 31</b>	<b>September 13</b>
Facilities <sup>1, 2</sup>	<b>August 25</b>	<b>August 31</b>	<b>September 13</b>
Technology <sup>1, 2</sup>	<b>August 25</b>	<b>August 31</b>	<b>September 13</b>
Special Services <sup>1, 2</sup>	<b>August 25</b>	<b>August 31</b>	<b>September 13</b>
Salaries & Benefits	<b>September 19</b>	<b>September 22</b>	<b>September 27</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

<b>SAU Preparation Deadlines:</b>	<b>School Board Schedule:</b>
<b>Friday, Sept 22</b> – Deliver Superintendent's final Requested Budget to Board	<b>Wednesday, Sept 27</b> Presentation of Superintendent's final Requested Budget
<b>Friday, Sept. 29 to Oct. 3</b> – Coordinate Board Feedback for Board Voting Distribution of first draft default budget calculation to Board	<b>Wednesday, Oct. 4</b> <ul style="list-style-type: none"> <li>- Review and Vote of the final School Board Recommended Budget</li> <li>- Warrant Article discussion</li> </ul>
<b>Thursday, Oct. 12</b> – Deliver Budget Book to Budget Committee. (Executive Summary due Oct. 19)	
<b>Saturday, Oct. 14<sup>th</sup> 9:00a – 12:00p School Site Walk (start PMS) with BudCom</b>	
	<b>Wednesday, Oct. 18</b> <ul style="list-style-type: none"> <li>- Review of Warrant Articles</li> <li>- Default budget review</li> </ul>
	<b>Wednesday, Nov. 1</b> <ul style="list-style-type: none"> <li>- Approval of Warrant Articles</li> <li>- Default budget review</li> </ul>
<b>Thursday, Nov. 2</b> –Deliver Warrant Articles to Budget Committee at Meeting.	
<b>Thursday, Dec. 28</b> – Deliver reconsideration items to School Board	<b>Wednesday, Jan. 3, 2024</b> <ul style="list-style-type: none"> <li>– Budget reconsideration items review and approve</li> <li>– Approval of any Final Warrant Articles (if applicable)</li> <li>– Approval of Default Budget Amount</li> </ul>
<b>Friday, Jan. 4</b> – Deliver reconsideration items to Budget Committee	<b>Thursday, Jan. 11, 2024</b> - Reconsideration /Budget Hearing
	<b>Wednesday, Feb. 7, 2024</b> – School Deliberative, 1 <sup>st</sup> Session (Sherburne Hall 7 pm)
	<b>Tuesday, Mar. 12, 2024</b> –Town Meeting 2 <sup>nd</sup> Session, Vote PHS

**BUDGET COMMITTEE BUDGET SCHEDULE**  
**(All meetings at 6:30 pm at Sherburne Hall unless noted)**

**Saturday, October 14:**

- School Site Walk (start at PMS) with School Representatives

**Thursday, October 19:**

- PES Budget Review

**Thursday, October 26:**

- PMS Budget Review
- PHS Budget Review

**Thursday, November 2:**

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

**Thursday, November 9:**

- Review School Operating Budget
- Review School Warrant Articles

**Thursday, November 16:**

- Vote School Operating Budget
- Vote School Warrant Articles

**Thursday, January 11, 2024:**

- Reconsideration / Budget Hearing