



	July/August	September	October	November	December	January	February	March
Process Tasks		- District org chart updated - Project student enrollment for following year - Establish baseline budget assumptions - Verify funding for all current positions	- Distribute school budget allocations to Principals (staff, RISE) - Distribute central office budget allocations - Web feedback form open (with notification to liaisons)	- Opportunities for idea-sharing across schools and departments	- State data arrives, projected funding updated	- Revise budget based on final funding estimates - Board approves final budget - Final budget documents posted to web		- Town Meeting to approve budget - New positions posted for hire - Any necessary reductions in force plans finalized
School-level		- Principals confirm staff rosters - Principals confirm enrollment	- Message in school newsletter - Principals form Advisory Groups and hold first meeting - Principals receive Advisory Group supporting materials - Principals meet with school leadership teams and faculty around budget	- Message in school newsletter - Advisory Groups invite input from stakeholders, including students - Advisory Groups finalize RISE proposals - Principals meet with school leadership teams and faculty around budget	- Message in school newsletter - Principals share budget plan with PTO - Advisory Groups revise RISE proposals if necessary - Principals finalize staffing plan and communicate with impacted staff	- Principals and Directors communicate to staff any possible position or significant potential budget changes		
District Actions	- Share budget timeline with Board and Cabinet	- Post budget timeline - Strategic Plan priority area teams align budget requests and 4 year plan map - Superintendents Departmental budget review	- Board presentation on school-based budget process - District directors review budget allocations with teams to identify priorities - Cabinet budget development meeting to prioritize needs and determine offsetting costs	- Advisory Groups invite input from stakeholder - Advisory Groups review web feedback - Cabinet concludes budget development work	- Advisory Groups revise RISE proposals if necessary	- Cabinet makes final adjustments to budget recommendations (if necessary) - City council budget presentation - Message from Superintendent to community	- Publicize availability of budget - Include budget in annual report	- Message of thanks from Superintendent - Notice any RIF's