

# Hadley Public Schools

## FY15 Budget Preparation Process

### Phase One – Planning

#### **Target Dates – October 1 through November 30**

The superintendent and school administrators begin assessing the needs of the school district. Items reviewed include enrollment projections, current and future staffing levels and needs, projected revenue estimates, facilities needs, etc. Discussions with the school committee regarding the type of budget desired (level-service, level-funded, etc.), as well as the funding level expected from the state and town should be held at this time. School Administrators should discuss school improvements and their budget implications with their respective school councils.

#### **Administrative Expectations**

- a. Meet with Chris prior to Nov. 1 to verify personnel and FTE's
- b. Begin in-house budget process, prioritizing requests and aligning with school goals
- c. Input your proposed budget into the electronic spreadsheet
- d. Be prepared to explain increases above 5% (enter in comments column).
- e. Justify any new staffing requests or recommendations for reductions
- f. Justify any alternative to level programming
- g. Prepare for meeting with Superintendent and Business Manager
  - 12/2 9:00 am Jeff Udall
  - 12/2 1:00 pm Pat Bell
  - 12/6 9:00 am Brian Beck

### Phase Two – Preparation

#### **Target Dates – December 1 through December 31**

A draft version of the budget is prepared. Any known relevant issues such as retiring teachers, known new special education students, etc. should be incorporated into this version of the budget. Meetings should be scheduled with the finance subcommittee to review the budget. The finance subcommittee updates the entire school committee of the budget status at the next meeting. Communication should remain open with the town administrator, board of selectmen and the town finance committee regarding the budget preparation and any possible shortfall of fundings.

### Phase Three – School Committee Review/Approval

#### **Target Dates – January 1 through March 31**

Meetings for tweaking the budget continue, with input from the finance subcommittee. The final version is brought to the full school committee. A public presentation is scheduled to be held during a school committee meeting, with questions from citizens addressed. The presentation is held at least seven days after a notice is published in the local newspaper. Presentations may also be done for senior citizens, PTO, BoS, Town Finance Committee, faculty of each school and other interested community groups. The budget will be completed and approved by the School Committee by March 31.

### Phase Four – Presentation to Local Government and Town Meeting Approval

#### **Target Dates – April 1 through Town Meeting Date**

The finished, approved budget is submitted to the town manager for inclusion in the overall town budget. The school budget (included in the overall town budget) is voted on at the town meeting.