

## MARLBOROUGH BOARD OF EDUCATION FY 2020-21 BUDGET DEVELOPMENT TIMELINE

DATE	TASK/TOPIC
September 26, 2019	Board of Education receives and adopts budget guidelines and timeline
October 7, 2019	Department budget requests process begins
October 8, 2019	Principal presents budget guidelines and timeline to MES faculty/staff at October staff meeting
October 25, 2019	Department budget requests submitted to building administrators
November-December 2019	Community outreach and opportunities for public input on budget through website, email address, newspaper, public forum
November 6-8, 2019	Building administrators review budget requests with Finance Assistant
November 18, 2019	Building Principal submits budget to Superintendent based on budget assumptions adopted by the Board
November 21, 2019	Board receives Building Maintenance Long-term Plan
December 2-6, 2019	Building administrators review budget with Superintendent and Finance Assistant and prepare Superintendent's budget to present to the Board
December, 2019	Board Public Forum for community input prior to December BOE meeting
January/February	Superintendent and Board presents Building Maintenance Long-term Plan to Board of Finance
January 23, 2020	Board of Education receives Superintendent's district budget and overview and post budget on website, solicits public comments at Board meetings, on website and open conversations with public
January 23, 2020	Board of Education begins budget line item analysis of 100, 200 and 300 Accounts
February , 2020	Board of Education continues line item budget analysis of 400, 500, 600, 700 and 800 Accounts and reviews entire FY 2018-19 budget
February 27, 2020	Board of Education adopts FY 2020-21 budget
March 2, 2019	Board of Education submits the FY 2020-21 budget to the Board of Finance
TBD	Superintendent and Board of Education present FY 2020-21 budget to the Board of Finance
TBD	Board of Finance reviews and adopts town and school budgets
TBD	Board of Education meets to discuss and make decisions following Board of Finance budget action
April 20, 2020	Town of Marlborough Public Hearing on FY 2020-21 budget
May 5, 2020	Town of Marlborough Referendum to Vote on FY 2020-21 Budget
TBD	Board of Education votes to adopt final FY 2020-21 budget

**1. Additional meetings may be scheduled following any action by the Board of Finance**

**2. This timeline is based on the Town Charter requirement that at least 60 days before the Annual Budget Meeting the BOE shall present to the Board of Finance the proposed public school budget.**

<p><b>January 23, 2020 Line Item Analysis</b></p>	<p><b>100 Account – Personnel</b>  111 Certified Personnel  111 Support Activities  112 Non-Certified Personnel  <b>200 Account – Employee Benefits</b>  <b>300 Account – Purchased Professional Services</b>  310 Official/Administrative Services  320 Professional Educational Services  330 Staff Development Services  340 Other Professional Services</p>
<p><b>TBD February 2020 Line Item Analysis</b></p>	<p><b>400 Account – Purchased Property Services</b>  410 Utility Services  420/430 Contracted Services  <b>500 Account – Other Purchased Services</b>  510 Student Transportation  520 Liability/Property Insurance  561 Magnet Schools Tuition  562 Out-of-District Placement  590 Other Purchased Services  <b>600 Account – Supplies and Materials</b>  611 Instructional Supplies  613 Custodial/Maintenance Supplies  620 Heating Oil  621 Propane Gas  627 Transportation Supplies  641 Textbooks  642 Library Books  690 Other Supplies  <b>700 Account – Capital Outlay</b>  730 New Instructional Equipment  739 Replace Instructional Equipment  740 Capital Projects  <b>800 Account – Other Objects</b>  810 Professional Dues/Fees  890 Meetings/Conferences  <b>900 Account – Other Items</b></p>