

MARLBOROUGH BOARD OF EDUCATION FY 2021-22 BUDGET DEVELOPMENT TIMELINE

DATE	TASK/TOPIC
September 24, 2020	Board of Education receives and adopts budget guidelines and timeline
October 5, 2020	Department budget requests process begins
October 6, 2020	Principal presents budget guidelines and timeline to MES faculty/staff at October staff meeting
October 23, 2020	Department budget requests submitted to building administrators
November-December 2020	Community outreach and opportunities for public input on budget through website, email address, newspaper, public forum
November 4-6, 2020	Building administrators review budget requests with Finance Assistant
November 16, 2020	Building Principal submits budget to Superintendent based on budget assumptions adopted by the Board
November 19, 2020	Board receives Building Maintenance Long-term Plan
November 30-December 2, 2020	Building administrators review budget with Superintendent and Finance Assistant and prepare Superintendent's budget to present to the Board
December 17, 2020	Board Public Forum for community input prior to December BOE meeting
January/February 2021	Superintendent and Board presents Building Maintenance Long-term Plan to Board of Finance
January 28, 2021	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 28, 2021	Board of Education begins budget line item analysis of 100, 200 and 300 Accounts
February 25, 2021	Board of Education continues line item budget analysis of 400, 500, 600, 700 and 800 Accounts and reviews entire FY 2021-22 budget
February 25, 2021	Board of Education adopts FY 2021-22 budget
March 1, 2021	Board of Education submits the FY 2021-22 budget to the Board of Finance
March 2021	Superintendent and Board of Education present FY 2021-22 budget to the Board of Finance
March 2021	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 19, 2021	Town of Marlborough Public Hearing on FY 2021-22 budget
May , 2021	Town of Marlborough Referendum to Vote on FY 2021-22 Budget
TBD	Board of Education votes to adopt final FY 2021-22 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>January 28, 2021 Line Item Analysis</p>	<p>100 Account – Personnel 111 Certified Personnel 111 Support Activities 112 Non-Certified Personnel 200 Account – Employee Benefits 300 Account – Purchased Professional Services 310 Official/Administrative Services 320 Professional Educational Services 330 Staff Development Services 340 Other Professional Services</p>
<p>February 25, 2021 Line Item Analysis</p>	<p>400 Account – Purchased Property Services 410 Utility Services 420/430 Contracted Services 500 Account – Other Purchased Services 510 Student Transportation 520 Liability/Property Insurance 561 Magnet Schools Tuition 562 Out-of-District Placement 590 Other Purchased Services 600 Account – Supplies and Materials 611 Instructional Supplies 613 Custodial/Maintenance Supplies 620 Heating Oil 621 Propane Gas 627 Transportation Supplies 641 Textbooks 642 Library Books 690 Other Supplies 700 Account – Capital Outlay 730 New Instructional Equipment 739 Replace Instructional Equipment 740 Capital Projects 800 Account – Other Objects 810 Professional Dues/Fees 890 Meetings/Conferences 900 Account – Other Items</p>