

December 12, 2017

**Budget Preparation Schedule**  
**FY2018 Department Budget Planning Dates for FY2019**  
**Weymouth Public Schools**

October 18, 2017	Meeting of Sub-Committee
November 1, 2017	Meeting of Sub-Committee
November 29, 2017	Budget Requests Sent to building principals and spending authorities due to Business Office
December 13, 2017	Meeting of Sub-Committee: Special Education, IT Special Update
December 20, 2017	Deadline for budget requests to be returned from building principals
Between December 21, 2017 and January 9, 2018	Meetings with buildings principals, department heads, Superintendent, business manager, finance manager to review budget requests
January 17, 2018	Meeting of the Budget Sub-Committee to review proposals: Athletics and Primary Schools
January 31, 2018	Meeting of Budget Sub Committee to review proposals: Curriculum, IT, Middle Schools
February 7, 2018	Meeting of the Budget Sub-Committee to review proposals: WHS, Johnson
February 14, 2018 (Send to Newspaper by Next Publication February 21st )	Publication in local Weymouth newspaper Proposed School Department Budget Summary; Date/Location budget document will be available for public display; Date/Time/Location of Public Hearing
February 21, 2018	Draft Proposal of School Department Budget Available for public display at the Superintendent's office or at any other place as determined by the school committee
<b>March 2018 TBA (Thursday)</b>	<b>Public Hearing on Budget by the School Committee (WHS Auditorium)</b>
March 14, 2018	Meeting of the Budget Sub-Committee to review proposals
<b>March 22, 2018 (Thursday)</b>	<b>Final approval of the School Department budget by the Weymouth School Committee</b>
March 29, 2018	Submit complete budget with supporting documentation to Mayor's Office
April 4, 2018	Meeting of the Budget Subcommittee
May 9, 2018	Meeting of the Budget Subcommittee
TBA	Mayor's Submission of Budget to Town Council
June 13, 2018	Meeting of the Budget Subcommittee
TBA	Meeting with Town Council Budget Management Committee

*\*All Budget Sub-Committee Meetings will be held at 6:00pm at the Administration Conference Room (111 Middle Street)*