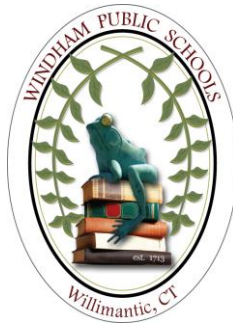


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Ms. Lynne Ide
 Chair of the Board of Education
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**Dr. Murphy Sewall**  
 Vice-chair of the Board of Education  
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Dr. Jaime Gomez
 Secretary of the Board of Education

**Every student, every day,
 in every classroom!**

Windham Public Schools - Budget Calendar

For Preparation of 2019-2020 Budget

- Oct 10 Meet with Superintendent to discuss calendar, process and approach
- Oct 24 Final Budget Calendar Presentation to Board
- Oct 31 Prepare transportation, tuition (regular & special education) budget
- Oct 31 Prepare utilities budgets
- Oct 31 Prepare maintenance budgets
- Oct 31 Prepare capital improvement plan
- Oct 31 Review enrollment figures

- Nov 5-16 Provide budget templates to administrators and central office departments

- Nov 26-Dec 7 Administrators meet with Superintendent to review school budgets and staffing plans

- Dec 7-Jan 14 Principals meet with SGC's to review budgets

- Jan 7-11 Submission of all completed budgets to Finance Department
- Jan 9 Meeting Finance & Audit Committee and BOE Discussion – budget and capital improvement plan review
- Jan 14-25 Work on Budgets with Departmental staff and principals
- Jan 14 Superintendent's Budget Forum
- Jan 23 Superintendent's Budget Workshop #1

- Feb 11 Finance sends administrators final school budgets to review and comment
 SGC budget acknowledgement due
- Feb 15 Completion of draft budget book - send to BOE members
- Feb 20 (5pm) Meeting with Finance & Audit Committee - review draft budget book
- Feb 20 (7pm) Superintendent's Budget Workshop #2
- Feb 27 Superintendent's presentation of budget to BOE along with capital plan and Board's approval

- Mar 4 Superintendent's budget forum
- Mar 13 * BOE budget presentation to Town Board of Finance

- Apr 2 Budget forum

- May 7 ** Town's Annual Budget Meeting - Formal Budget Presentation
- May Notice of referendum submitted to newspaper
- May *** Referendum on budget

* By Town Charter by March 15
 ** By Town Charter - First Tuesday in May
 *** By Town Charter - no later than 7 days after first Tuesday in May