

FY21 Granby Public Schools Budget Timeline		Operating Budget Deadline
10-year Small Cap forms to Administrators	Anna	September 3, 2019
Site Operating Budget data package to Administrators	Anna	September 6, 2019
Enrollment Data for Base Budget	Mark	October 1, 2019
Principal and Assistant Superintendent review new programs/courses/texts	Building Principal/ Christopher	September 20, 2019
Submit information for Base Budget <ul style="list-style-type: none"> ➤ Salaries – Existing Personnel (Liz) ➤ Utilities (Anna) ➤ Building Maintenance Contracts (Shannon) ➤ Transportation (Anna) ➤ Health Benefits (Mel) ➤ Special Education (Aimee) ➤ Retirees (Liz) ➤ Technology (Ed/Jon) ➤ Tuition & Choice Projections (Anna) 	Central Services	September 30, 2019 September 30, 2019 September 30, 2019 September 30, 2019 September 30, 2019 September 30, 2019 September 30, 2019 September 30, 2019 September 30, 2019
Submit Small Capital, New Program (+1) and Large Capital Requests	Administrators	September 30, 2019
New curriculum Programs to Board Subcommittee	Christopher	October 2, 2019
Site Budgets to Mark & Business Manager	Administrators	October 16, 2019
Begin budget review with individual administrators	All	October 21, 2019
Complete budget review with individual administrators	All	November 8, 2019
Review Plus One Budget @ AdCouncil: Requests vs. Resources	Mark/Anna	November 11, 2019
Review 1 st draft FY21 Operating and Small Cap Plan	Mark/Anna	November 22, 2019
Review 1 st draft w/administrators re: priorities	All	December 2, 2019
Review 2 nd draft w/administrators re: priorities	All	December 16, 2019
Present FY21 Plus One including Small Cap to BOE	Supt./Anna	January 2, 2020
Budget Book Pages Due	Aimee/Chris/Jon	January 10, 2020
Board Approval of FY20 Plus One		January 15, 2020
Plus One to the Town of Granby (Three-Board Meeting)	Superintendent	January 21, 2020
Complete Budget Book	Supt./Anna /Linda	February 21, 2020
BOF Finalizes Guidelines		February 24, 2020
Final Budget Book Produced and Reviewed at AdCouncil	Supt./Anna/Linda	March 2, 2020
Present Operating Budget to BOE	Supt./Anna	March 4, 2020
Budget Workshops (as-needed--please save dates)		March 11 & 25, 2020
Budget Approval at BOE Meeting		March 18, 2020
BOF Meeting		March 23, 2020
Budget Book to Town	Supt./Anna/Linda	April 1, 2020
Town of Granby Budget Public Hearing	All	April 6, 2020
Referendum		April 27, 2020

Administrators should plan to attend the March 4 (BOE Meeting), March 11 (BOE Budget Workshop), March 18 (BOE Meeting for Budget Approval), March 25 (Budget Workshop (if necessary)), and March 23 (BOF Meeting).