

<b>FY22 Granby Public Schools Budget Timeline</b>		<b>Operating Budget Deadline</b>
10-year Small Cap forms to Administrators	Anna	September 21, 2020
Site Operating Budget data package to Administrators	Anna	September 23, 2020
Principal and Assistant Superintendent review new programs/courses/texts	Building Principal/ Jennifer	September 30, 2020
Enrollment Data for Base Budget	Linda	October 1, 2020
<b>Submit information for Base Budget</b> <ul style="list-style-type: none"> <li>➤ Salaries – Existing Personnel (Liz)</li> <li>➤ Utilities (Anna)</li> <li>➤ Building Maintenance Contracts (Shannon)</li> <li>➤ Transportation (Anna)</li> <li>➤ Health Benefits (Mel)</li> <li>➤ Special Education (Aimee)</li> <li>➤ Retirees (Liz)</li> <li>➤ Technology (Ed/Jon)</li> <li>➤ Tuition &amp; Choice Projections (Anna)</li> </ul>	Central Services	October 15, 2020 October 15, 2020 October 15, 2020 October 15, 2020 October 15, 2020 October 15, 2020 October 15, 2020 October 15, 2020 October 15, 2020
<b>Submit Small Capital, New Program (+1) and Large Capital Requests</b>	<b>Administrators</b>	<b>October 15, 2020</b>
New Curriculum Programs/Texts to Curriculum Subcommittee	Jennifer	November 4, 2020
Health Meeting with Town and Gallagher	Anna/Jordan/BOE	Mid October/Early November
<b>Site Budgets to Jordan &amp; Business Manager</b>	<b>Administrators</b>	<b>October 30, 2020</b>
Begin budget review with individual administrators	All	November 2, 2020
Complete budget review with individual administrators	All	November 20, 2020
Review 1 <sup>st</sup> draft FY22 Operating and Small Cap Plan	Jordan/Anna	November 20, 2020
Review Plus One Budget @ AdCouncil: Requests vs. Resources	Jordan/Anna	November 23, 2020
Review 1 <sup>st</sup> draft of Plus One w/administrators re: priorities	All	December 7, 2020
Review final Plus One w/administrators re: priorities	All	December 21, 2020
Present FY22 Plus One including Small Cap to BOE	Jordan/Anna	January 6, 2021
Budget Book Pages Due	Aimee/Jenn/Jon	January 8, 2021
Board Approval of FY22 Plus One		January 20, 2021
Plus One to the Town of Granby (Three-Board Meeting)	Jordan	January 25, 2021
Complete Budget Book	Jordan/Anna /Linda	February 19, 2021
BOF Finalizes Guidelines		February 22, 2021
Final Budget Book Produced and Reviewed at AdCouncil	Jordan/Anna/Linda	March 1, 2021
<b>Present Operating Budget to BOE</b>	<b>Jordan/Anna</b>	<b>March 3, 2021</b>
<b>Budget Workshops (as-needed--please save dates)</b>		<b>March 10 &amp; 24, 2021</b>
<b>Budget Approval at BOE Meeting</b>		<b>March 18, 2021</b>
<b>BOF Meeting</b>		<b>March 23, 2021</b>
Budget Book to Town	Jordan/Anna/Linda	April 1, 2021
Town of Granby Budget Public Hearing	All	April 12, 2021
Referendum		April 26, 2021

**Administrators should plan to attend the March 3 (BOE Meeting), March 10 (BOE Budget Workshop), March 17 (BOE Meeting for Budget Approval), March 24 (Budget Workshop (if necessary)), and March 22 (BOF Meeting).**