



# Colchester School District

Administrative Offices, 125 Laker Lane, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • [www.csdvt.org](http://www.csdvt.org) • Fax: (802) 863-4774

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## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr.  
**Subject:** FY'20 Budget Timeline  
**Date:** October 12, 2018

Attached is the proposed budget development timeline for FY'20. Similar to last year, it should provide us with ample time to: (1) review and discuss all expenditure and revenue items internally, (2) prepare the expenditures baseline budget, (3) thoroughly discuss the baseline budget with the school board, employees and community, (4) prepare and discuss the superintendent's budget, and, (5) finalize a budget for the school board's approval and timely warning.

All of the dates noted fall on the scheduled school board meeting nights.

Please review and provide me with any feedback that you might have.

Thanks.

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**Amy Minor**  
Superintendent  
of Schools

**George Trieb**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction

<b>Board Meeting Dates</b>	<b>Budget Topic</b>	<b>Specific Budget Items</b>
10/16/18	Timeline	<ul style="list-style-type: none"> <li>Review budget timeline/process – general budget discussion</li> </ul>
11/6/18	Expenditures/Strategy	<ul style="list-style-type: none"> <li>General budget discussion – prioritize key budget items (strategy driven process)</li> <li>Building Operational Budgets- PPS, UMS, MBS, CMS, CHS.</li> <li>Enrollment history and projections</li> <li>Personnel Compensation - all schools &amp; programs</li> <li>Class size numbers – K-8 / FTE’s instructional</li> </ul>
11/20/18	Expenditures	<ul style="list-style-type: none"> <li>Grant/Medicaid funded programs and personnel</li> <li>Review and discuss baseline expenditure budget</li> <li>Discuss new/discontinued programs – Impact</li> </ul>
12/4/18	Expenditures	<ul style="list-style-type: none"> <li>Continue to review &amp; discuss expenditures</li> <li>Finalize expenditure budget</li> </ul>
12/18/18	Expenditures	<ul style="list-style-type: none"> <li>Present Superintendent’s recommended budget</li> </ul>
1/8/19	Revenue	<ul style="list-style-type: none"> <li>Discuss all potential sources of revenue – local, state, federal and SPED</li> </ul>
1/15/19	General	<ul style="list-style-type: none"> <li>Discuss the proposed Superintendent’s recommended budget impact on the education tax</li> <li>School Board approves budget and warning</li> </ul>
2/5/19	Budget Discussions	<ul style="list-style-type: none"> <li>Discuss and promote budget</li> </ul>
2/19/19	Budget Discussions	<ul style="list-style-type: none"> <li>Discuss and promote budget</li> </ul>
3/4/19	Town Meeting	<ul style="list-style-type: none"> <li>Town Meeting/School Report Night</li> </ul>
3/5/19	Meeting/Vote	<ul style="list-style-type: none"> <li>Obtain approval for school budget</li> </ul>

# CSD Budget Development Process

