



# Colchester School District

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## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr.  
**Subject:** FY'23 Budget Timeline  
**Date:** October 12, 2021

Attached is the proposed budget development timeline for FY'23. 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>
11/2/21	Expenditures/Strategy	<ul style="list-style-type: none"> <li>• Review budget timeline/process – general budget discussion</li> <li>• Enrollment history and projections</li> <li>• Class size numbers – K-8 / FTE’s instructional</li> </ul>
11/16/21	Expenditures	<ul style="list-style-type: none"> <li>• General budget discussion – prioritize key budget items (strategy driven process)</li> <li>• Budget Core Assumptions</li> <li>• Grant/Medicaid funded programs and personnel</li> <li>• Discuss new/discontinued programs – Impact</li> </ul>
12/7/21	Expenditures	<ul style="list-style-type: none"> <li>• Review and discuss baseline expenditure budget</li> <li>• Building Operational Budgets - PPS, UMS, MBS, CMS, CHS.</li> </ul>
12/21/21	Expenditures	<ul style="list-style-type: none"> <li>• Continue to review &amp; discuss expenditures</li> </ul>
1/4/22	Revenue	<ul style="list-style-type: none"> <li>• Present Superintendent’s recommended budget</li> <li>• Discuss all potential sources of revenue – local, state, federal and SPED</li> </ul>
1/18/22	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>
2/1/22	Budget Discussions	<ul style="list-style-type: none"> <li>• Discuss and promote budget</li> </ul>
2/15/22	Budget Discussions	<ul style="list-style-type: none"> <li>• Discuss and promote budget</li> </ul>
2/28/22	Town Meeting	<ul style="list-style-type: none"> <li>• Town Meeting/School Report Night</li> </ul>
3/1/22	Meeting/Vote	<ul style="list-style-type: none"> <li>• Obtain approval for school budget</li> </ul>

# CSD Budget Development Process

