

CAPE ELIZABETH SCHOOL DEPARTMENT

REVISED 1/19/09

The following is a draft schedule of the process for adoption of the FY 2010 budget. This document is based on the proposal that Michael McGovern has developed for the Town Council with our proposed plan added.

Pauline and Alan budget overview meetings with individual administrators	January 5 - 9, 2009
<i>Citizens Forum w/School &amp; Town Boards at 7 p.m. in Council Chambers</i>	<i>January 21, 2009</i>
<i>School &amp; Town Boards Joint Workshop at 7 p.m. in CEHS Cafeteria.</i>	<i>January 28, 2009</i>
Preparation of Budget Document	January 12 – February 4, 2009
Budget document to School Board	Wednesday, February 4, 2009
Regular School Board Meeting and budget overview	Tuesday, February 10, 2009
School Board Workshop and Public Hearing on Budget 7 p.m. CEHS Library	Thursday, February 12, 2009
School Board Workshop and Public Hearing on Budget 7 p.m. CEHS Library	Tuesday, February 24, 2009
School Board Workshop and Public Hearing on Budget (tentative) 7 p.m. CEHS Library	Thursday, February 26, 2009
School Board Budget Adoption Meeting	Tuesday, March 10, 2009
School Board Budget to Town Council (see below)	Thursday, March 19, 2009
School Board Budget Presentation to Finance Committee 7:30 p.m. Council Chambers (see below)	Monday, March 30, 2009
Finance Committee Review of School Budget <i>(if needed)</i> (see below)	Wednesday, April 1, 2009

**Town of Cape Elizabeth Budget Review Schedule for FY 2009 and Proposed for FY 2010**

<b>FY 2010 Draft Approved at Town Council Caucus</b>	<b>FY 2010</b>
Budget Submittal Dates	
Draft Municipal department budgets due to town manager	Friday, February 13, 2009
Manager's recommended Municipal budget delivered no later than this date to Town Council	Friday, March 6, 2009
School Board recommended budget delivered to Town Council	Thursday, March 19, 2009
<b>Budget Review Meetings and Other Council Meetings During the Budget Review Period</b>	
Regular March Town Council Meeting	Monday, March 9, 2009
Finance Committee Review of Accounts 100, 200, 400, 500, 600-635 and related 700 accounts	Thursday, March 19, 2009
Finance Committee Review of Accounts 300 and 640-660 and related 700 accounts Special Funds	Monday, March 23, 2009
Finance Committee Wrap-up of Municipal Budget 6 p.m.	Thursday, March 26, 2009
Finance Committee School Budget Presentation from School Board 7:30 p.m.	Monday, March 30, 2009
Finance Committee Review of School Budget (if needed)	Wednesday, April 1, 2009
Set Budget for Public Hearing	Wednesday, April 1, 2009
School Vacation – April 21-25, 2009	April 20--24, 2009
Regular Town Council Meeting and Budget Public Hearing	Monday, April 13, 2009
Budget Adoption Meeting	Thursday, April 30, 2009
Regular Town Council Meeting	Monday, May 11, 2009
<b>School Budget Validation Votes</b>	
Citizen Vote on Town Council Adopted School Budget	Tuesday, May 12, 2009
Second Budget Validation Vote	Tuesday, June 9, 2009 <i>(if needed)</i>
Third Budget Validation Vote	Tuesday, July 14, 2009 <i>(if needed)</i>