

**Westwood Public Schools**  
**FY'25 Budget Calendar**

Deliverable  
 Presentation

Thurs, Oct 12	<b>School Committee discussion on capital budget needs and priorities, and presentation on budget context</b>
Mon, Nov 6	Budget templates available to Cost Center leaders and shared with Admin Council
Thurs, Nov 16	Initial School Committee discussion about operating budget priorities
Mon, Nov 20	<b>K-12 Directors and Department Heads share and discuss draft budget requests</b> with Principals, Assistant Superintendent, Director of Student Services, Director of Technology, and Director of Equity, Integration, and Community Partnerships.  <i>Please forward a copy to the Director of Finance and Operations.</i>
Tues, Nov 21	Preliminary framing: Admin Council on budget priorities
Tues, Nov 28 - Wed, Nov 29	Superintendent and Director of Finance and Operations meet with Principals and Central Office
Friday, Dec 1	<b>Cost Center leaders submit final budget request forms</b> to Superintendent and Director of Finance and Operations
Mon, Dec 4 - Fri, Dec 8	Central office reviews budget submittals
Tues, Dec 5	<i>Discussion:</i> Admin Council on budget requests and priorities
Thurs, Dec 14	School Committee discussion about revenue-based activities and offsets, as well as follow-up on capital and budget priorities (as needed)
Tues, Dec 19	<i>Decisions:</i> Admin Council on budget requests and priorities (meeting extended to accommodate)
Thurs, Jan 4	<b>Proposed FY'25 budget delivered to School Committee members</b> (budget book)
Thurs, Jan 18	<b>Superintendent's recommended FY'25 budget presented to School Committee</b>
Thurs, Jan 25	Superintendent's recommended FY'25 budget presented to School Committee (as needed)
Thurs, Feb 8	School Committee FY'25 Budget Hearing
Mon, Feb 12	<b>School Department Budget Presentation to Fincom</b>
Tues, Feb 13 - Fri, Mar 8	School Department meets with FinCom Education Subcommittee
Tues, Mar 12	Fincom Subcommittee Presentation
Mon, Feb 26 - Fri, Mar 22	<b>Annual Town Meeting 2023 warrant book</b> - appendices submitted to Town
Mon, May 6	<b>Annual Town Meeting</b>