

File: D1

BUDGET PREPARATION, PLANNING AND SCHEDULES POLICY

The Superintendent, or his designee, will be responsible for the preparation of the following fiscal year's school budget.

School Department requests will be compiled; including personnel needs and maintenance issues. Salaries for all personnel will be projected for the following year. The format for the School Committee review should include: the current year's original appropriation, transfers to date, and the proposal for the up-coming fiscal year.

No later than the first School Committee Meeting in April annually, budget meetings will be scheduled by the Chairperson of the Finance and Budget Subcommittee. The annual public hearing of the School Committee will be posted in the newspaper not less than seven (7) days before such hearing and also may be posted on Cable Channel 5. At least one copy of the proposed budget shall be available at the Superintendent's office (or another place designated by the School Committee) not less than forty-eight (48) hours prior to such hearing. All interested persons shall be given an opportunity to be heard on the proposed budget at such hearing.

Upon vote of the School Committee, the School Department's proposal will be submitted, in triplicate, to the Mayor for review and inclusion in the City's budget, which will be forwarded to the City Council for review, and final approval.

The School Committee shall submit the budget to City Hall.

Legal Refs: M.G.L. Chapter 71, Section 38 N & Chicopee City Charter

1st reading: Reg SC Mtg 5/19/2010

2nd reading: Reg SC Mtg 6/2/2010

**Please refer to Budget Procedures (File: D1.1) and Budget Hearings and Reviews Procedures (File: D1.2) located in the Chicopee Public Schools Procedures Manual.*