

Windham School District

School Administrative Unit #95

Winfried Feneberg
Superintendent

Adam Steel
Director of Business, Finance, and Operations

Kori Alice Becht
Director of Curriculum, Instruction, and Assessment

Rosalyn Moriarty
Director of Student Services

Carol St. Pierre
Director of Human Resources

• 19 Haverhill Road, Windham, NH 03087 • Phone: (603) 425-1976 • Fax: (603) 425-1719 • www.windhamsd.org •

To: Winfried Feneberg, Superintendent

From: Adam Steel

RE: FY16 Budget Development Process

Monday, May 12, 2014

Dear Winfried,

The annual budget development process for the ensuing year's fiscal budget needs to be designed and confirmed at this time. Even though we have not even begun the FY15 fiscal year (which starts July 1, 2014 and runs through June 30, 2015), we need to confirm how the District will develop the FY16 budget that will be in effect from July 1, 2015 through June 30, 2016.

I am recommending that the Board endorse the same process as the prior four years, with one modification to include additional budget hearings with the School Board to discuss the school budgets. My recommended budget development schedule is below:

Action	Actual Date	Deadline per RSA	RSA's
District Administrator's Meeting	5/6/2014		
School Board Confirms Schedule	5/20/2014		
District Administrator's Meeting	8/13/2014		
Facilities Committee Determines Options for Due Diligence	4/21/2014-6/16/2014		
Facilities Committee Presents Options for Due Diligence to SB	6/17/2014		
School Board Authorizes Due Diligence on Options	7/1/2014		
Administration performs due diligence	7/2/2014-8/14/2014		
Administration presents final options and recommendation to SB	8/19/2014		
School Board Public Hearing on Facilities Options	9/16/2014		
School Board Commits to a Facilities Option	10/7/2014		
Budget Due to SAU	10/10/2014		
Meetings with Principals and SAU	October 13-17		

Group Meeting to Discuss Priorities	11/4/2014		
SB: Presentation: Overview of Budget	11/18/2014		
SB: Budget Review w/ Pre-School, GBS, and WCS	12/2/2014		
SB: Budget Review w/ WMS & WHS	12/9/2014		
SB: Final Review and Approval	12/16/2014		
Post notice: budget hearing	1/8/2015	1/13/2015	40:13, II-a (a)
Post notice: bond hearing (if applicable)	1/8/2015	1/13/2015	40:13, II-a (a)
Submit petition warrant articles		1/13/2015	40:13, II-a (b)
CBA Cost Items Finalized		1/13/2015	40:13, II-a (b), 273-A:1, III
Budget Hearing	1/16/2015	1/20/2015	40:13, II-a (c), 195:12
Bond Hearing (School Board, if applicable)	1/16/2015	1/20/2015	40:13, II-a (c), 33:8-a
SB: Warrant and default Finalized	1/20/2015		N/A
Post warrants, budget, and default	1/23/2015	1/26/2015	40:13, II-a (d), 32:5 VII (b)
Filing Period Opens	1/21/2015	1/21/2015	669:19:00
Filing Period Closes	1/30/2015	1/30/2015	
Deliberative Session	2/6/2015	1/31/2015-2/7/2015	RSA 40:13, III
Submit annual report		3/3/2015	RSA 40:13, II
Voting	3/10/2015	3/10/2015	RSA 40:13, VII
Submit forms to DRA		3/30/2015	RSA 21-J:34, II

Requested Board Actions

1. Motion: To authorize the FY16 budget development process as outlined above.