

**March – June 2017**

- School Board determines/updates goals for SRSD.

**September 2017**

- District prepares comprehensive Capital Replacement Plan for textbooks, technology, furniture and fixtures, music and athletic equipment.
- District prepares comprehensive Capital Improvement Plan for district facilities.
- School Board presents list of priorities to Superintendent for upcoming budget.
  - Include budget target
- Leadership team develops guidelines for budget preparation, criteria for new programs to be proposed in budget.

**October 13, 2017**

- Departmental budgets, purpose, goals and accomplishments and program budget and explanations are due to the Business Office.

**October 16, 2017**

- Administrators present budgets to Leadership Team, Leadership Team recommends final budget to Superintendent, all site budgets are updated in the accounting software, and administrators update narratives as necessary.

**October 27, 2017**

- Business Office to calculate estimated regular and special education tuition rate for the Fremont School District.

**November 1, 2017**

- Superintendent presents recommended budget to the School Board (during regular Board Meeting)
- School Board and Budget Committee review budgets with Superintendent, Business Administrator and Leadership Team

**November 6, 2017**

- School District Clerk to notify Supervisors of the Checklist in each town of the district meeting date.

**November 8, 2017**

- Tentative School Board meeting – Hold date if needed to complete School Board work from November 1<sup>st</sup> date.
- Due date for budget questions to be submitted to Administrators.

**November 15, 2017**

- Q&A follow-up to questions submitted to Administrators

**November 29, 2017**

- Tentative School Board budget review meeting – Hold date if needed to complete School Board budget work.

**December 1, 2017**

- Budget Finalized

**December 6, 2017**

- School Board approves preliminary budget.

**December 7, 2017**

- SAU office to submit the following public notices to Carriage Towne News for publication:

**December 13, 2017 and January 3, 2018 publications:**

January 9, 2018 – Deadline for petitioned warrant articles and collective bargaining agreements.

January 10, 2018 – Bond Hearing, if necessary (Snow date January 11, 2018), (To be held on or before the third Tuesday in January (*deadline January 16, 2018*), no earlier than 60 days before deliberative session).

January 11, 2018 – Budget Committee Public Hearing on proposed budget and articles requesting appropriations, (Snow date January 12, 2018), (To be held on or before the third Tuesday in January - *deadline January 16, 2018*).

**On or before December 13, 2017**

- Calculate Guaranteed Maximum Tuition Rate for Fremont using the November 1, 2017 enrollments for the 2017- 2018 school year.

**January 3, 2018**

- School board identifies possible warrant articles.

**January 9, 2018**

- Deadline for receiving petitioned articles for warrant and “budget submission date” for collective bargaining agreements. (Second

Tuesday in January).

**January 10, 2018**

- SAU office completes the final draft of the 2018-2019 budget documents, as approved by the school board.
- School Board approves preliminary school district warrant with petitioned articles.
- School Board holds bond hearing, if necessary (Snow date January 11, 2018), (To be held on or before the third Tuesday in January - *deadline January 16, 2018*).

**January 11, 2018 (snow date January 12)**

- Budget committee holds **public hearing** on proposed 2018-2019 budget and warrant articles requesting appropriations. Sanborn Regional High School in Kingston at 7:00 pm (On or before the third Tuesday in January - *deadline is January 16, 2018*).

**January 18, 2018**

- Budget committee to deliver budget and warrant article recommendations to the governing body for posting. (No later than the Thursday before the last Monday in January, 20 days prior to the deliberative meeting as per 32:16 IV – *deadline January 25, 2018*).

**January 19, 2018**

- Deadline for SAU to gather final preliminary budget information for inclusion in the annual report.

**January 24, 2018**

- Filing opens with School District Clerk for school district officers (school board, moderator, budget committee). (Begins seventh Wednesday before the election and ends the following Friday).
- Annual Report containing final budget and ballot questions available on the school district website (sau17.org) and copies made available to the general public.

**January 27, 2018**

- Warrants and budgets (MS-27) to be posted by School Board Chairperson and copies made available to the general public and on the school district website (www. sau17.org). (Last day is January 30).

**February 2, 2018**

- Filing closes for School District Officers at 5:00 PM. The School District Clerk will be available from 3:00 PM to 5:00 PM at the SAU Office, 17 Danville Road, Kingston, NH. (Begins seventh Wednesday before the election and ends the following Friday).

**February 7, 2018 (Snow Date February 8, 2018)**

- **First session of annual school district meeting** 7:00 pm at Sanborn Regional High School (Explanation, discussion and debate of each warrant article – *must be between February 3<sup>rd</sup> - February 10<sup>th</sup>, inclusive*).

**March 13, 2018**

- **Second session of annual school district meeting. Voting to be conducted by official ballot in each community in conjunction with town meeting voting.**

**Town of Kingston, Swasey Gymnasium – 8:00 am – 8:00 pm**

**Town of Newton, Newton Town Hall – 8:00 am – 8:00 pm**

**Within 20 days of meeting (deadline April 2, 2018)**

- SAU submits MS-22 (report of appropriations voted) to Department of Revenue Administration, Department of Education, and Boards of Selectmen.