

**IPSWICH PUBLIC SCHOOLS – OFFICE OF FINANCE & OPERATIONS
REVISED FY26 BUDGET TIMELINE – at 01/17/25 – REVISED**

DATE	TASK	RESPONSIBLE
November 2024	Budget Development	
11/26/24	Budget memo/history/spreadsheets sent to building principals, administrators	Superintendent Finance Director
Week of 11/25/24	Special Education budget meetings	Prog Mgrs/Principals/Dir. PPS/FD
Week of 11/25/24	Facilities & Operations budget meetings	Facilities Dir, IT Dir, Finance Dir & Supt
December 2024	Budget Development & Review	
12/17/24	Administrators meet with Budget Subcom. at 4pm, remote/via Zoom	Budget Subcommittee
12/23/24	Principals & Directors return completed budget worksheets to the Finance office	Building Principals
By 1/3/25	Superintendent & Finance Director review all administrator proposals	Superintendent Finance Director
January 2025	Ongoing Budget Review, Initial Presentations	
1/8/25 – 1/15/25	Initial budget review with Central office individual mtgs (Administrators, IT Dir, Facilities Dir, SFS Dir, EDP Dir, Athletic Dir)	Principals/Superintendent Director of Finance /Dept. Heads
1/14/25	Tri-Board Meeting, Overview of Town Budget by Town Manager, Superintendent	Select Board, School Committee, Finance Committee
1/20/25	Administrators submit amended budgets to Finance Director	Principals, Directors
1/29/25	WORKING DRAFT budget summaries to Budget Subcommittee & Administrators	Finance Director
1/30/25	Supt & Finance Dir meet with Budget Subcommittee to present budget proposals	Budget Subcommittee
February 2025	School Committee Presentations, Public Input	
2/4/25	Fin Dir to send Administrators & School Committee proposed, revised budget	Finance Director
2/5/25 & 2/6/25 2/5/25	Budget Presentations to School Committee; Budget proposal to be posted to IPS website	Supt/Finance Dir./Principals
2/27/25	School Committee Budget Public Hearing	Superintendent, Finance Dir.
2/27/25	School Committee to Vote on FY26 Budget	School Committee
March 2025	School Committee Presentations, Public Input	
3/11 & 3/12	Budget Presentation to Finance Committee	Superintendent/Principals/Finance Dir
3/14/25	Final Revisions, if any, of FY26 Budget, School Committee Vote, if needed	Superintendent, Finance Director, School Committee
Week of the 3/17/25	Final Finance Comm presentations, if any and Town Finance Comm Public Hearing (April 2025 meetings, as needed/requested)	Superintendent, School Committee Town Finance Committee
May 2025		
5/13/25	Annual Town Meeting	