Lexington Public Schools

Budget Process Overview

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Lexington Public Schools Budget Basics
Each year the School Department Committee develops its capital and operating budgets. This process is a collaborative and public process that engages the Board of Selectmen, School Committee, the Appropriations Committee, Capital Expenditures Committee, Town and School staff, and citizens annual goals, budget guidelines, and budget calendar. The Superintendent is tasked with developing a budget that advances the District with the outlined policy objectives. The School Committee is responsible for reviewing and approving the budget for incorporation with the full Town budget.

Budget Development Timeline:
Summer: School Committee establishes goals and priorities

Early Fall: School Committee approves annual budget guidelines and calendar

Fall: Staff develop budget recommendations

Late Fall/Early Winter: All departments meet with the Assistant Superintendent for Finance and Operations to review existing staffing levels, review budget priorities, and discuss anticipated budget requests. During this time, a series of working summit meetings including the Select Board, School Committee, Appropriations Committee, and Capital Expenditures Committee are conducted to discuss the current financial health of the Town, discuss budget issues, and provide policy guidance to the Town and School staff in finalizing budget recommendations. The

Superintendent, in consultation with the Assistant Superintendent for Finance and Operations and the School Department's Administrative Council, reviews budget requests and makes recommendations for all School programs to the School Committee.

Early Spring: The School Committee's approved budget is distributed to Town Meeting members and the finance committees; it is also available to citizens at the Library and Town Manager's Office.

Spring: The Annual Town Meeting adopts the School Department budget as part of the total Town budget.