

CHELMSFORD PUBLIC SCHOOLS

FY 2016 BUDGET GUIDELINES & PROCEDURES

GUIDELINES

1. The following departments will remain centralized:

Administration/System-wide

Special Education

Curriculum, Instruction & Assessment

Food Service (General & Revolving Funds)

Athletics (General & Revolving Funds)

Technology & Information

2. With the exception of the centralized departments, all budget accounts will be budgeted by SCHOOL. Salaries will be based upon existing contracts.
3. The following departments will remain self-supporting with no budget appropriations:
 - Community Education (including employee benefits)
4. The Principal will be responsible for constructing the non-salary budget for each school. Department Coordinators, in conjunction with the principal, will be responsible for constructing the budget for the academic programs.

PROCEDURES

1. DEADLINE DATES

January 7, 2015 -Deadline for submitting all FY 16 Budget Documents (Early submission is encouraged)

2. BUDGET REVIEW

- a. Mr. Antonelli has responsibility for reviewing and/or constructing the following budget areas with designated personnel:

Administration/System-wide -Central Admin Team

School Nutrition Services - Ms. April Laskey

Athletics - Mr. Scott Moreau

Community Education - Ms. Shari Dennis

- b. Dr. Hirsch has responsibility for reviewing and/or construction of the following budget areas with designated personnel regarding Curriculum, Instruction & Assessment:

World Language – Ms. Sharon Charbonnier

Fine Arts – Ms. Christina Whittlesey

Math – Dr. Matthew Beyranevand

Science – Dr. Matthew Beyranevand

ELA – Ms. Stephanie Quinn

Social Studies- Ms. Stephanie Quinn Reading –

Ms. Lori McDermott

Physical Education – Ms. Katie Simes

Health – Ms. Katie Simes

Family/Consumer Sci. – Ms. Katie Simes

- c. Ms. Fiore has responsibility for reviewing and/or construction of the following budget areas with designated personnel:

Technology & Information

Library Services

Technology Integration - Dr. Marilyn Sweeney

Business Department - Dr. Marilyn Sweeney

- d. Mr. Brooks has responsibility for reviewing and/or construction of the following budget areas with designated personnel:

Special Education – Ms. Marla de la Cruz; Ms. Lisa Diaz; Ms. Patty Doherty

Chips – Ms. Kara Saranich

Guidance – Mr. Tom Wright

- e. Dr. Tiano has responsibility for reviewing and/or constructing of the following budget areas with designated personnel:

Chelmsford High School – Mr. Charlie Caliri

McCarthy – Mr. Kurt McPhee

Parker – Dr. Jeff Parks

Byam – Mr. Jason Fredette

Center- Mr. Chris Raymond

Harrington – Mr. Mike LaCava

South Row – Dr. Molly McMahan

- f. Dr. Tiano is responsible for presenting a balanced budget to the School Committee.