INFORMATION SHEET 02/09/16 TRUSTEES' MEETING

ATTACHMENT: 7.4

TO: Jim Bridges

FOR: Board of Trustees

FROM: Mindy Maxedon

ISSUE: 2016-17 Budget Adoption Calendar

Attached is the proposed budget development calendar for fiscal year 2016-17 for your review and approval.

The calendar outlines the timeline and responsibility of the various aspects of the budget development and adoption process for our district.

I consider this calendar a 'working document' as dates and/or actions required may change given the ongoing issues surrounding the State's budget crisis and the effect these issues will have on education funding. I will update this calendar throughout the budget process, if needed, and review revisions with the Board as they happen.

JEFFERSON SCHOOL DISTRICT
BUDGET ADOPTION CALENDAR
2016-17

DATE	RESPONSIBILITY	ACTION
Monthly	Cabinet	Discuss enrollment trends, estimated projections and review input from sites and departments
Ongoing	Cabinet	Budget allocation & staffing formulas, enrollment trends, estimated projections, input from sites and departments, categorical and projected budget discussions by Principals/Cabinet
February	HR Director	Meet with site managers to discuss 2016-17 staffing
February	Human Resources	Identification of need for preliminary notice of layoff (if necessary)
February 4	Superintendent/CBO/HR	LCAP Working meeting with SJCOE
February 9	CBO/Board CBO	2016-17 Budget Calendar presented to Board for approval 2nd Interim Assumptions presented to Board for review
March	Superintendent Human Resources	2016-17 School/Class Size initial projections Present 2016-17 Layoff notices (if necessary)
March 1	Cabinet	Discuss LCFF, Site allocations & LCAP with Principals & Admin Team
March 8	Superintendent	Board review and approve 2015-16 Second Interim Report Board review 2015-16 Annual LCAP Update
March 18	Superintendent/CBO/HR	LCAP Working meeting with SJCOE
April	CBO/Superintendent	Meet with Principals to review budget worksheets, discuss plans for 2016-17 categorical funds
April 5	CBO/Cabinet	Distribute budget worksheets and categorical budgets to site and program managers
April 7	Superintendent/CBO/HR	LCAP Draft Review with SJCOE
April 12	CBO/Superintendent Superintendent/Board	Update Board on any changes to 2015-16 as well as 2016-17 Budget information Publish First Draft of LCAP
April 30	Human Resources	Personnel Salary Placements completed
May 6	Principals	Submit recommended 2016-17 budget development packets to Business Services
May 10	CBO Superintendent CBO/Superintendent	Final Cabinet review of budget and requested program changes Present Annual Update and Final Draft of LCAP to Board Present Board with update on budget development, 2016-17 Proposed Adoption Budget and make any necessary revisions
May 31	Superintendent/CBO/HR	Final LCAP Draft Review with COE
June 16	Board of Trustees	LCAP & 2016-17 Budget Public Hearing
June 21	Board of Trustees	LCAP & 2016-17 Budget Approval
June 24	Superintendent/CBO/HR	Submit Adoptted Budget to COE for approval and transmittal to State