INFORMATION SHEET 02/21/17 TRUSTEES' MEETING

ATTACHMENT: 7.4

TO: Jim Bridges

FOR: Board of Trustees

FROM: Mindy Maxedon

ISSUE: 2017-18 Budget Adoption Calendar

Attached is the proposed budget development calendar for fiscal year 2017-18 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 issues surrounding the State's budget 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
2017-18

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 2017-18 staffing
February	Human Resources	Identification of need for preliminary notice of layoff (if necessary)
February 7	Superintendent/CBO/HR	LCAP Working meeting with SJCOE
February 21	CBO/Board CBO	2017-18 Budget Calendar presented to Board for approval 2nd Interim Assumptions presented to Board for review
March	Superintendent Human Resources	2017-18 School/Class Size initial projections Present 2017-18 Layoff notices (if necessary)
March 6	Superintendent/CBO/HR	LCAP Working meeting with SJCOE
March 7	Cabinet	Discuss LCFF, Site allocations & LCAP with Principals & Admin Team
March 14	Superintendent	Board review and approve 2016-17 Second Interim Report Board review 2016-17 Annual LCAP Update
April	CBO/Superintendent	Meet with Principals to review budget worksheets, discuss plans for 2017-18 categorical funds
April 4	CBO/Cabinet	Distribute budget worksheets and categorical budgets to site and program managers
April 5	Superintendent/CBO/HR	LCAP Working meeting with SJCOE
April 11	CBO/Superintendent	Update Board on any changes to 2016-17 as well as 2017-18 Budget information
April 27	Superintendent/CBO/HR	Publish First Draft of the 2017-18 LCAP
April 30	Human Resources	Personnel Salary Placements completed
May 4	Superintendent/CBO/HR	Submit LCAP Draft to SJCOE
May 5	Principals	Submit recommended 2017-18 budget development packets to Business Services
May 8	Superintendent/CBO/HR	Meet with SJCOE for 2017-18 LCAP Draft review
May 9	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, 2017-18 Proposed Adoption Budget and make any necessary revisions
June 15	Board of Trustees	LCAP & 2017-18 Budget Public Hearing
June 23	Board of Trustees	LCAP & 2017-18 Budget Approval
June 23	Superintendent/CBO/HR	Submit Adopted Budget to COE for approval and transmittal to State