

Board Office Use: Legislative File Info.	
File ID Number	10-0989
Introduction Date	08-16-10
Enactment Number	
Enactment Date	



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Memo

To Board of Education

From Dr. Anthony Smith, Superintendent
Vernon Hal, Deputy Superintendent of Business & Operations *VH*

Board Meeting Date September 8, 2010

Subject 2011-2012 Budget Development Calendar

Action Requested Discussion by the Board of Education of the 2011-2012 Budget Calendar.

Discussion Presentation and review of the 2011–2012 budget calendar for academic and fiscal solvency.

Recommendation Discussion by the Board of Education of the 2011-2012 Budget Calendar.

Attachments

- 2011-2012 Budget Calendar

2011-2012 OUSD BUDGET DEVELOPMENT CALENDAR FOR ACADEMIC AND FISCAL SOLVENCY

Stakeholder Codes: S--Sites; P--Principals; ET--Executive Team;
 C--Cabinet; BC--Board Committee; B--Board; FS--Financial Services;
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 Development; RN -- Rexo's/Nexo's

Month	Task	S	RN	P	ET	C	BC	B	FS	S&F	HR	Co	TS	QCSD
Aug.														
7-Aug	Create 2011-2012 Budget Development Calendar and Prepare for Board Committee Submission					X			X					
8/16 - 8/30	Board FHRC (Finance and Human Resources Committee) reviews the Budget Development Calendar						X							
Sept.														
Strategic Alignment: Phase I Analysis and Scenario Reviews														
Sept-Nov	Board Budget Engagement Sessions: Host at least one session for each "Board District"							X				X		
	Strategic and policy framework for budget alignment and decision making developed					X			X					X
13-Sep	Budget Development Calendar and Strategic Framework submitted for review						X	X						
13-Sep	Board FHRC discusses and reviews Results Based Budget Policy for 2011-2012					X	X		X					X
	Quality Community School Dev.: Strategic Framework, Scope of 5-Year Plan					X	X	X						X
	Exec Team/ Cabinet: Build budget knowledge, strategic priority recommendations				X	X								
	Develop 2011-2012 Budget Assumptions; Draft programmatic and budget documents					X			X					
	Decision: School Strategic Plans and SPSA's		X			X								X
Oct														
Strategic Alignment: Phase I Analysis and Scenario Reviews														
Sept-Nov	Board Budget Engagement Sessions: Host at least one session for each "Board District"							X				X		
4-Oct	Board FHRC reviews and discusses 2011-2012 Strategic Budget Priorities							X						X
4-Oct	QCSD: Strategic Decisions and Processes					X								X
8-Oct	Executive Team Budget Retreat: RBB Policy and Budget Assumptions				X	X								
	Superintendent Ad-Hoc Budget Advisory Session (e.g. key stakeholders including unions)					X						X		
18-Oct	Board FHRC: 2011-2012 Budget Assumptions and RBB Policy Review													
	Asset Management Plan update					X								
Oct.	SPSA - Conduct SSC Trainings (Orientation, Responsibilities, etc.)	X	X						X		X	X		X
	Develop requirements - 2011-2012 budget communications plan and tools					X			X					
	Budget Principal Advisory Group launched: 2 meetings (Bumping Pool)			X		X			X					
	QCSD: Develop criteria for SPM Knots Analysis					X					X			X
28-Oct	All Site Administrators Meeting: Budget Development Overview			X		X			X					

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Nov	Strategic Alignment: Phase I Analysis and Scenario Review													
Sept-Nov	Board Budget Engagement Sessions: Host at least one session for each "Board District"							X						
	City Wide Forum for Superintendent and broad cross section of stakeholders					X						X		
8-Nov	Board FHRC: Reviews 2011-12 Priorities and Budgeting Process: RBB & SPSA							X	X					
Nov.	BOE Retreat: 2011-12 Budget Development Priorities and Board study sessions					X	X	X	X					
	Strategic Budget Sessions with key stakeholders at schools (e.g. SSC's) and Central Office teams	X			X	X								
	Budget Study Session with Superintendent and Executive Team				X	X								
	Superintendent Ad-Hoc Budget Advisory Session (e.g. key stakeholders including unions)					X						X		
	QCSD: Update to Cabinet, Board					X			X					X
12-Nov	Rexo's/Nexo's, Cabinet and FS: Review implications of enrollment projections		X			X								X
Dec	Strategic Alignment: Phase II/ Decisions, Funding reductions/ re-alignment													
	Budget Study Session with Superintendent and Executive Team				X	X								
	Strategic Budget Superintendent Ad-Hoc Advisory Session (e.g. key stakeholders including unions)					X						X		
	QCSD: Update to Cabinet, Board					X	X	X						X
6-Dec	Facilities Use Discussions and Update					X	X	X						X
6-Dec	Board FHRC: 2010-11 1st Interim Reports and Presentation (12/15 BOE Meeting)							X	X					
12/6-12/10	Site-based enrollment projections developed, appeals process begins (2nd week)	X	X						X					X
	Draft of 2011-12 Budget Handbook published for review by Cabinet					X			X					
	Implementation of approved modifications to RBB policy and process								X					
15-Dec	Board Mtg: 1st Interim Reports and Presentation; 2011-2012 Assumptions/Priorities				X			X	X					
15-Dec	Board: Reviews Superintendent's 2011-2012 Budget Targets for Schools & Central office							X						
12/17-12/31	Accounting begins revenue forecast for 2010-11 fiscal year								X					
12/17-12/31	RBB tool prepared with initial snapshot of current year (2010-2011) labor and non-labor (4th week)								X					
12/13-12/17	SPSA - 2011-2012 Draft Action Plan (Critical Practices Plan)	X			X					X				X
Sept-Dec	SPSA - Fall Cycle of Inquiry and Planning: Evaluating Implementation of Key strategies with '10 CST, Fall Benchmark, Fall School Climate, and Fall PD data	X			X					X				X
Dec-Feb	Conduct RBB training - 2011-2012 School Site Budgets	X			X				X	X			X	
Dec-Feb	SPSA - Conduct SPSA SSC Trainings	X			X					X		X		X

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Jan															
Strategic Alignment: Phase II/ Decisions, Funding Reductions/ Re-Alignment															
15-Jan	Options Window closes	X										X			
01/11-01/15	Accounting completes revenue forecast for 2010-11 fiscal year (2nd week)								X						
01/11-01/15	Governor releases CA State Budget proposal (2nd week)								X						
01/11-01/18	All Administrator's Meeting #2: Budget Assumptions and RBB Update	X	X	X					X						
01/18-01/22	2nd Board study session held on 2011-12 Budget						X	X	X						
01/18-01/22	Cabinet reviews Governor's budget proposal and prioritizes Central Office allocations (3rd week)					X			X						
01/18-01/22	Enrollment appeals process completed, enrollment finalized (Targets Set 3rd week)	X							X						
01/25-01/29	RBB allocations (Central and Schools) determined and loaded (based on Targets)								X	X					
01/25-01/29	Final draft of 2011-12 Budget Handbook published (4th week)								X						
	QCSD: Update to Cabinet, Board					X								X	
27-Jan	Board: Reviews & Approve Superintendent's strategic central office expenditures for 2011-12					X		X	X						
	Central Office managers engage in program inquiry process; Principals, RexO's, NExOs in results-based inquiry	X							X						
Jan-June	Student Assignment: Changes and impact - transfers of students (Facilities Usage)								X			X			
	Finalize Enrollment Projections								X					X	
	Examine Alternative Uses - Facilities Optimization					X			X					X	
Jan-Feb	SPSA - Mid-year Cycle of Inquiry with 2011-12 draft SPSA and RBB/ cost implications	X	X		X					X					
Dec-Feb	Conduct RBB Training; Principal Meetings with Fiscal Services and Human Resources	X			X					X					
Dec-Feb	SPSA - Conduct SPSA SSC Trainings	X			X					X					
Feb															
Strategic Alignment: Phase III/ Implementation Planning															
15-Feb	Staffing model completed based on Governor's January budget								X						
15-Feb	Board: Reviews Projected certificated & classified layoffs by job category.							X			X				
23-Feb	Board: Approves a resolution to issue March 15 notices to Certificated Staff.							X			X				
	QCSD: Update to Cabinet, Board					X								X	
02/01-02/07	RBB opened for schools and central office input by administrators	X							X						
02/10-02/28	RBB sessions held for schools complete by March 1st (HR and FS)	X							X		X				
Jan-June	Student Assignment: Changes and impact - transfers of students (Facilities Usage)								X			X			
	SPSA trainings for schools; RexO's/NexOs meet with schools to develop prelim SPSA/align budget	X	X							X	X				
	Generate school budgets based on finalized enrollment projections								X						
Dec-Feb	SPSA - Conduct SPSA/RBB training	X			X					X				X	
Dec-Feb	SPSA - Conduct SPSA parent trainings	X			X					X				X	
Feb-Mar	SPSA - Align Final Plan and budget within RBB tool	X			X				X			X	X	X	
Feb-Mar	SPSA - Provide technical assistance to PI Y4 & Y5	X			X					X		X	X	X	

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Mar															
Strategic Alignment: Phase IV/ Implementation															
10-Mar	Board: Reviews & adopts Superintendent's proposed 2010-2011 personnel reductions.							X							
10-Mar	Board: Reviews & adopts 2010-2011 Second Interim Budget Report and Presentation.							X							
	QCSD: Update to Cabinet, Board					X								X	
15-Mar	Deadline: 3/15 letters to certificated staff and consolidations submitted to HR										X				
03/07-03/25	RBB sessions held for central office complete by (2nd to 4th week)	X							X	X					
03/14-03/18	1st draft of District budget available (K-12 3rd week) in RBB								X						
	Budget completes matching of org keys in RBB (K-12)								X						
	RBB is closed for the K-12 and Central Sites input of fiscal and personnel data								X				X		
Jan-June	Student Assignment: Changes and impact - transfers of students (Facilities Usage)								X			X			
	Generate School Budgets Based on finalized enrollment projections								X						
Feb-Mar	SPSA - Final SPSA plan and budget with RBB tool	X			X				X				X		
Feb-Mar	SPSA - Provide technical assistance to Red schools/ PI Y4 & Y5	X			X					X			X		
3/14-4/8	SPSA Action Plans Sessions with Principals	X	X	X						X				X	
Apr															
Strategic Alignment: Phase IV/ Implementation															
Board: Review's Superintendent's Summary of Actual Staffing & Program Cuts															
04/1-04/30	Budget moves fiscal data and personnel data from RBB to IFAS (K-12 and Central Office)								X				X	X	
04/05-04/09	Fiscal Services validates budget data in IFAS, begins tech review for SACS (K-12 1st week)								X						
04/05-04/09	Targets are re-deliberated (1st week)					X			X						
04/12-04/16	Adjustments made as a result of deliberated targets (2nd week)								X						
04/19-04/23	Budget completes matching of org keys (3rd week)								X						
	QCSD: Update to Cabinet, Board					X								X	
04/19-04/23	3rd Board study session held on 2011-12 Budget						X	X	X						
04/26-04/30	Fiscal Services validates budget data in IFAS, begins tech review for SACS (K-12 1st week)								X				X	X	
	Generate school budgets based on finalized enrollment projections								X						
	Staff Reassignment (Consolidations)								X		X				
04/26	Schedule of 2011-2012 Budget Inspection "Public Notice" & Hearing Dates to ACOE								X						
Apr-Jun	SPSA - Collect SPSAs, review, and prepare for Board	X	X		X		X	X		X					
May															
Strategic Alignment: Phase IV/ Implementation															
1-May	SPSA's due to State and Federal (Full Package)	X	X	X						X				X	
05/10-05/14	Governor's May Revise budget released (2nd week)								X						
	Adjustment to Funding Allocations based on May Revise (as necessary)								X						
	Documents/Forms prepared for Adoption Budget submission to ACOE								X						
	Public Inspection of Draft - 2011-12 Budget submission							X	X						
26-May	Board: Reviews & adopts 2010-2011 3rd Interim Budget Report and Presentation.						X	X	X						
	Budget prepared for 1st Reading - 2011-2012 Budget								X						

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Apr-Jun	SPSA - Collect SPSAs, review, and prepare for Board	X	X		X		X	X		X				

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June	Strategic Alignment: Phase IV/ Implementation													
06/02	Budget adoption package and documents submitted to Board for review						X	X	X					
06/08	Board: Reviews Superintendent's proposed 2011-2012 Budget													
06/08	1st Reading of 2011-12 Adoption Budget and Budget Presentation						X	X						
06/17	2011-2012 Budget Publication and Notification on BOE website						X	X						
	Public Inspection of Draft - 2011-12 Budget submission							X	X					
	Documents finalized for Adopted Budget submission to ACOE								X					
06/17	Final documents and presentation delivered to Board FHRC for Adoption Budget							X	X					
06/22	Public Hearing -Board: 2011- 2012 Final Budget Presentation/Documents. Adopts 2011-2012 Budget.													
May-Jun	SPSA - Prepare final Packages and Present to Board	X	X		X					X				X