



DRAFT

2018-2019 BUDGET DEVELOPMENT CALENDAR

<u>DUE DATE</u>	<u>TASK</u>	<u>RESPONSIBLE DEPARTMENT</u>
-----------------	-------------	-------------------------------

August 2017

08/09/2017	Define Closures or Expansions (Program Needed)	Continuous School Improvement (CSI)
8/9/2017	Approve Budget Development Timeline	Board
08/23/2017	Board Action School Mergers & Expansions	Board

September 2017

09/19/17 - 11/30/2017	Local Control Funding Formula & Local Control Accountability Plan (LCAP) Training to New Employees	Academic & LCAP Team
09/20/17 - 10/1/2017	Fall Consolidations (Teachers)	Talent
<i>TBD</i>	<i>Progress Report Board Study Session: How Consolidations Impact Future Budget Planning</i>	<i>Chief Financial Officer (CFO)</i>

October 2017

10/01/17 - 10/31/2017	Fall Adjustments (Budget)	Budget Services
10/01/17 - 10/31/2017	Determine OUSD Budget Allocation Formula (Assumptions)	Executive Leadership
10/01/17 - 10/31/2017	School Sites	Executive Leadership
10/01/17 - 10/31/2017	Determine/ Create Staffing Formula Allocations	Executive Leadership
10/01/17 - 10/31/2017	Funding Assumptions (Programs and/or Direct Services offered)	Central School
10/01/17 - 10/31/2017	Process Assumptions - (Budget Session participation, Budget Handbook Information, School Engagement Sessions)	
10/01/17 - 10/31/2017	Program Updates/Changes- (Budget Handbook Information)	Central School
10/1/2017 - 10/31/2017	Alternative Education Closures or Expansions (Program Need)	Intensive Pathway Programs
10/1/2017 - 10/31/2017	Central Offices: New Site / Site # Requests (Re-orgs or New)	Central Departments
10/1/2017 - 10/31/2017	Central Offices: New Program (from Central to Schools) Request	Central Departments
10/1/2017 - 10/31/2017	Central Offices: New Direct- Services Request (Fiscal Analysis Required)/FTE or Services to be offered to sites – 5700's	Central Departments



DRAFT

2018-2019 BUDGET DEVELOPMENT CALENDAR

<u>DUE DATE</u>	<u>TASK</u>	<u>RESPONSIBLE DEPARTMENT</u>
10/1/2017 - 10/31/2017	Central Offices: Restricted Funding Carry-Over Request	Central Departments
10/1/2017 - 10/31/2017	Central Offices: Projected Re-orgs of Staff moving from one site to another	Central Departments
10/1/2017 - 10/31/2017	Central Offices: Projected New Grants/Donations (Documentation is required)	Central Departments
10/1/2017 - 10/31/2017	Department Requested Fund/Program Transfers	Central Departments
10/10/2017	LCAP Engagement for Staff & Labor	Community Engagement
10/18/2017	LCAP / Parent Student Advisory Committee General Meeting	Community Engagement

November 2017

11/08/2017	Progress Report on 2018-19 Local Control Accountability Plan and Budget Development	Superintendent
11/03/2017	Determine 2018-2019 Enrollment Projections (Inclusion, Newcomers, Programs for Exceptional Children, K-12)	Student Assignment
11/9/2017	District Prioritization Retreat	Superintendent
11/10/2017	Submit Final Enrollment Projections for Budget Development	Student Assignment
11/17/2017	Enrollment Projection Appeal Process	Student Assignment
TBD	BOARD STUDY SESSION	CFO

December 2017

12/1/2017 - 12/22/2017	Central Office Staff Trained on the Budget Central Department Planning Spreadsheet (CDPS)	LCAP
12/1/2017 - 12/15/2017	New Funding Models (i.e Board or Committee Approved use of Parcel Tax)	CFO
12/1/2017 - 12/15/2017	Categorical Funding Allocation - Federal Title Funding Central and School Site Allocations	Office of Accountability Partners (OAP)
12/1/2017 - 12/15/2017	Capital Facility Project Projections	Facilities Department
12/1/2017 - 12/15/2017	Early Childhood Education Funding Projections	Early Childhood Department (ECE)
12/1/2017 - 12/15/2017	Food Services Funding Projections	Nutrition Services Department
12/1/2017 - 12/15/2017	Special ED Federal Funding Projections	Special Education Department



DRAFT

2018-2019 BUDGET DEVELOPMENT CALENDAR

<u>DUE DATE</u>	<u>TASK</u>	<u>RESPONSIBLE DEPARTMENT</u>
12/1/2017 - 12/15/2017	Categorical Funding Allocation - Federal Title Funding Central and School Site Allocations	OAP
12/8/2017	Final Decisions about 2018-2019 Prioritization Shared with OUSD Staff	Executive Leadership
12/20/2017	LCAP/ Parent Student Advisory Committee General Meeting	Community Engagement
12/13/2017	Progress Report on 2018-2019 LCAP & Budget Development	Superintendent
12/13/2017	Approve 1st Interim Budget Report	Board
12/15/2017	Deliver 1st Interim to ACOE	CFO

January 2018

1/01/2018 - 2/28/2018	School Site Councils Review Site Budget	Community Engagement
1/11/2018	Budget Allocation Worksheets/ Handbook Released (Schools)	Budget
1/12/2018-1/18/2018	Appeals/Adds/Trades to Base Staffing Submittals	Academics / Schools
1/12/2018	Administrators' Budget Kick Off Meeting	Academics / Schools
1/19/2018	Budget Allocation Worksheets/ Handbook Released (Central)	Budget
1/19/2018 - 1/25/2018	Appeals/Adds and Trades Reviewed by Appeals Committee	Academics / Schools
1/25/2018 - 3/30/2018	Oakland Educators' Association Contract (Article 12) Phase 1 Hiring Opens	Talent
1/26/2018 - 3/12/2018	Administrative / Probationary-2 Release Determinations and Noticing	Talent
1/26/2018	Budget Tool Opens Without Appeals	Budget
1/26/2018 - 1/28/2018	Appeals Review by Superintendent and Executive Cabinet	Superintendent
1/29/2018	Final Approvals Submitted to Budget Office	Academics / Schools
1/29/2018 - 2/9/2018	Consultations and Budget Lock-In- Sessions – Schools	Budget / Talent /OAP
TBD	Staff Attend Governor's 2018-2019 Budget Proposal	CFO
1/24/2018	Hiring Freeze Resolution – Board Approval (2nd January Board meeting)	Talent

February 2018



DRAFT

2018-2019 BUDGET DEVELOPMENT CALENDAR

<u>DUE DATE</u>	<u>TASK</u>	<u>RESPONSIBLE DEPARTMENT</u>
2/07/2018	Progress Report on 2018-2019 LCAP and Budget Development	Superintendent
<i>2/10/2018 – 2/28/2018</i>	<i>Update for Board: Report Governor's 2018-19 Budget</i>	<i>CFO</i>
2/10/2018 – 2/28/2018	Consolidation Decisions and Notification	Talent
2/12/2018 – 2/28/2018	Consultations and Budget Lock-In- Sessions – Central	Budget / Talent

March 2018

3/1/2018 - 4/20/2018	Local Control Accountability Plan Writing in Academics and Budget Offices	Talent/Labor
3/5/2018 - 3/16/2018	Meet With Unions to Discuss Adds/Eliminations (Classified)	Talent/Labor
3/10/2018	Single Plan for Student Achievement (Draft #1) to Network Superintendents	Academics / OAP
<i>3/11/2018</i>	<i>Approve 2nd Interim Budget Report</i>	<i>CFO</i>
3/15/2018	Certificated Layoff Notice	Talent
3/15/2018	Statutory Deadline to Serve Possible Reassignment: <ul style="list-style-type: none"> • Certificated Employees • Possible Reassignments • Categorically Funded Certificated Staff • All Probationary Release 	Talent
<i>3/15/2018</i>	<i>Submit 2nd Interim to ACOE</i>	<i>CFO</i>
03/21/2018	Board Resolution: Position Adds/Eliminations (Classified)	Talent
03/23/2018 - 4/6/2018	Bumping Process (Classified)	Talent
3/29/2018	LCAP Engagement for Staff & Labor	Community Engagement
3/30/2018 - 5/5/2018	Advisory Matching (No External Teacher Hiring)	Talent
3/30/2018 - 5/5/2018	Oakland Educators' Association (OEA) Contract (Article 12) Phase 2 (Priority Matching Begins for Consolidated Teachers – 20 work days)	Talent



DRAFT

2018-2019 BUDGET DEVELOPMENT CALENDAR

<u>DUE DATE</u>	<u>TASK</u>	<u>RESPONSIBLE DEPARTMENT</u>
3/31/2018	Single Plan for Student (SPSA) Achievement (Draft #2)	Academics / OAP

April 2018

4/04/2018	Progress Report on 2018-2019 LCAP and Budget Development	Superintendent
4/9/2018 - 4/17/2018	Begin Meeting with Unions (Notifications)(Classified)	Talent
4/16/2018	Notice Certificated Temporary Employees	Talent
4/18/2018	LCAP / Parent Student Advisory Committee General Meeting	Community Engagement
4/20/2018 - 5/1/2018	Draft Local Control Accountability Plan Due to County	Academics / Budget
4/23/2018 - 4/28/2018	Classified Notices of Layoffs	Talent
TBD	BOARD STUDY SESSION	Superintendent

May 2018

5/1/2018 - 6/9/2018	Post Classified Layoff Impact Bargaining	Talent / Labor
5/1/2018	Statutory Deadline to Serve Classified Layoff Notices	Talent
5/2/2018	LCAP / Parent Student Advisory Committee General Meeting	Community Engagement
5/4/2018 - 5/15/2018	Return of Draft LCAP from Alameda County Office of Education with County Recommendations	Alameda County Office of Education
5/6/2018 - 6/30/2018	OEA Contract (Article 12) Phase 3 (All hiring - opens)	Talent
5/7/2018	Revise 2018-2019 Draft LCAP & Budget Based on County Recommendations	Academics / Budget
5/9/2018	2018-2019 LCAP & Adopted Budget (both with County Recommendations) Submitted to Board	Academics / Budget
5/23/2018	LCAP Public Hearing (at Board Meeting)	Superintendent
5/23/2018	2018-2019 Adopted Budget Public Hearing (at Board Meeting)	Superintendent

June 2018

TBD	Approve 3rd Interim Budget Report	CFO
------------	--	------------



DRAFT

2018-2019 BUDGET DEVELOPMENT CALENDAR

<u>DUE DATE</u>	<u>TASK</u>	<u>RESPONSIBLE DEPARTMENT</u>
6/1/2018	Deliver 3rd Interim Budget Report	CFO
6/13/2018	Board Approval of 2018-2019 School Site Plans (SPSAs)	Superintendent
6/13/2018	Board Approval of 2018-19 FINAL LCAP (Must Be Adopted Before Adopted Budget)	Superintendent
6/13/2018	Board Approval of 2018-19 Adopted Budget	Superintendent