

Budget & Staffing Calendar Legend

RESPONSIBLE DEPARTMENT	Lead department responsible for the task. Where "Board" is indicated, the item coincides with a public meeting of the Board
TYPE	<p>Decision/Deliverable A decision or result required to complete an informed budget process</p> <p>Engagement/Training Engagement or training decision to share information and gain input toward creating an informed budget</p> <p>Process A process with multiple steps that leads to a deliverable, decision or other result that impacts a informed budget</p>
YEAR	The budget year that the relates to. For example interim reports are for current year and allocation decisions are for next year.
FOCUS	The primary process that the task is focused on (i.e. Budget or Staffing).

Begin Date	Deadline	Task	Responsible Department	Type	Year	Focus	Level	Order
	Aug 9, 2017	Approve Budget Development Timeline	CFO / Board	Decision/Deliverable	Next Year	Budget	1	2
Sep 20, 2017	Oct 1, 2017	Fall Consolidations (Teachers)	Talent	Process	Current Year	Staffing	2	4
	TBD	Progress Report Board Study Session: How Consolidations Impact Future Budget Planning	CFO / Board	Engagement/Training	Current Year	Budget	1	5
Oct 1, 2017	Oct 31, 2017	Fall Adjustments (Budget)	Budget	Process	Current Year	Budget	2	6
Oct 1, 2017	Oct 31, 2017	Determine Budget Allocation Formulas & Assumptions (General)	Executive Leadership	Decision/Deliverable	Next Year	Budget	1	7
Oct 1, 2017	Oct 31, 2017	School Sites	Executive Leadership	Decision/Deliverable	Next Year	Budget	2	8
Oct 1, 2017	Oct 31, 2017	Determine/ Create Staffing Formula Allocations	Executive Leadership	Decision/Deliverable	Next Year	Budget	2	9
Oct 1, 2017	Oct 31, 2017	Funding Assumptions (Programs and/or Direct Services offered)	Central School	Decision/Deliverable	Next Year	Budget	2	10
Oct 1, 2017	Oct 31, 2017	Process Assumptions - (Budget Session participation, Budget Handbook Information, School Engagement Sessions)	Networks & Central School	Decision/Deliverable	Next Year	Budget	2	11
Oct 1, 2017	Oct 31, 2017	Program Updates/Changes- (Budget Handbook Information)	Central School	Decision/Deliverable	Next Year	Budget	2	12
Oct 1, 2017	Oct 31, 2017	Alternative Education Closures or Expansions (Program Need)	Intensive Pathway Programs	Decision/Deliverable	Next Year	Budget	2	13
Oct 1, 2017	Oct 31, 2017	Central Offices: New Site / Site # Requests (Re-orgs or New)	Central Departments	Decision/Deliverable	Next Year	Budget	2	14
Oct 1, 2017	Oct 31, 2017	Central Offices: New Program (from Central to Schools) Request	Central Departments	Decision/Deliverable	Next Year	Budget	2	15
Oct 1, 2017	Oct 31, 2017	Central Offices: New Direct- Services Request (Fiscal Analysis Required)/FTE or Services to be offered to sites – 5700's	Central Departments	Decision/Deliverable	Next Year	Budget	2	16
Oct 1, 2017	Oct 31, 2017	Central Offices: Restricted Funding Carry-Over Request	Central Departments	Decision/Deliverable	Next Year	Budget	2	17
Oct 1, 2017	Oct 31, 2017	Central Offices: Projected Re-orgs of Staff moving from one site to another	Central Departments	Decision/Deliverable	Next Year	Budget	2	18

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Oct 1, 2017	Oct 31, 2017	Central Offices: Projected New Grants/Donations (Documentation is required)	Central Departments	Decision/Deliverable	Next Year	Budget	2	19
Oct 1, 2017	Oct 31, 2017	Department Requested Fund/Program Transfers	Central Departments	Decision/Deliverable	Next Year	Budget	2	20
	Oct 10, 2017	LCAP Engagement for Staff & Labor	Community Engagement	Engagement/Training	Next Year	Budget	1	21
	Oct 18, 2017	LCAP / Parent Student Advisory Committee General Meeting	Community Engagement	Engagement/Training	Next Year	Budget	1	22
Oct 24, 2017	Nov 30, 2017	Local Control Funding Formula & Local Control Accountability Plan (LCAP) Training to New Employees	LCAP Office	Engagement/Training	Next Year	Budget	2	23
	Nov 3, 2017	Determine 2018-2019 Enrollment Projections (Inclusion, Newcomers, Programs for Exceptional Children, K-12)	Student Assignment	Decision/Deliverable	Next Year	Budget	1	24
	Nov 8, 2017	Progress Report on 2018-19 Local Control Accountability Plan and Budget Development	Superintendent / Board	Engagement/Training	Next Year	Budget	1	25
	Nov 9, 2017	District Prioritization Retreat	Superintendent	Process	Next Year	Budget	1	26
	Nov 9, 2017	Submit Final Enrollment Projections for Budget Development	Student Assignment	Decision/Deliverable	Next Year	Budget	1	27
	Nov 17, 2017	Enrollment Projection Appeal Process	Student Assignment	Process	Next Year	Budget	1	28
	TBD	<i>BOARD STUDY SESSION</i>	CFO / Board	Engagement/Training	Next Year	Budget	1	29
Dec 1, 2017	Dec 22, 2017	Central Office Staff Trained on the Budget Central Department Planning Spreadsheet (CDPS)	LCAP Office	Engagement/Training	Next Year	Budget	2	30
Dec 1, 2017	Dec 15, 2017	Determine Budget Allocation Formulas & Assumptions (Special Programs)	Various Special Programs	Decision/Deliverable	Next Year	Budget	1	31
Dec 1, 2017	Dec 15, 2017	New Funding Models (i.e Board or Committee Approved use of Parcel Tax)	CFO / Board	Decision/Deliverable	Next Year	Budget	2	31
Dec 1, 2017	Dec 15, 2017	Categorical Funding Allocation - Federal Title Funding Central and School Site Allocations	Local, State & Federal	Decision/Deliverable	Next Year	Budget	2	32
Dec 1, 2017	Dec 15, 2017	Capital Facility Project Projections	Facilities	Decision/Deliverable	Next Year	Budget	2	33

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Dec 1, 2017	Dec 15, 2017	Early Childhood Education Funding Projections	Early Childhood	Decision/Deliverable	Next Year	Budget	2	34
Dec 1, 2017	Dec 15, 2017	Food Services Funding Projections	Nutrition Services	Decision/Deliverable	Next Year	Budget	2	35
Dec 1, 2017	Dec 15, 2017	Special ED Federal Funding Projections	Special Education	Decision/Deliverable	Next Year	Budget	2	36
	Dec 13, 2017	Progress Report on 2018-2019 LCAP & Budget Development	Superintendent / Board	Engagement/Training	Next Year	Budget	1	39
	Dec 15, 2017	Approve 1st Interim Budget Report	CFO / Board	Decision/Deliverable	Current Year	Budget	1	40
	Dec 15, 2017	Deliver 1st Interim to ACOE	CFO	Decision/Deliverable	Current Year	Budget	2	41
	Dec 20, 2017	LCAP/ Parent Student Advisory Committee General Meeting	Community Engagement	Engagement/Training	Next Year	Budget	1	42
	Dec 21, 2017	Final Decisions about 2018-2019 Prioritization Shared with OUSD Staff	Executive Leadership	Engagement/Training	Next Year	Budget	2	38
Jan 8, 2018	Jan 31, 2018	Central Office Support Sessions for Budget CDPS	LCAP Office	Engagement/Training	Next Year	Budget	2	
Jan 11, 2018	TBD	Budget Allocation Worksheets/Handbook Released (Schools)	Budget	Decision/Deliverable	Next Year	Budget	1	44
Jan 12, 2018	Jan 18, 2018	Appeals/Adds/Trades to Base Staffing Submittals	CSI / Schools	Process	Next Year	Budget	2	45
	Jan 12, 2018	Administrators' Budget Kick Off Meeting	CSI / Schools	Process	Next Year	Budget	2	46
	Jan 19, 2018	Budget Allocation Worksheets/Handbook Released (Central)	Budget	Decision/Deliverable	Next Year	Budget	1	47
Jan 19, 2018	Jan 25, 2018	Appeals/Adds and Trades Reviewed by Appeals Committee	CSI / Schools	Process	Next Year	Budget	2	48
Jan 25, 2018	Mar 30, 2018	Oakland Educators' Association Contract (Article 12) Phase 1 Hiring Opens	Talent	Process	Next Year	Staffing	2	49
Jan 26, 2018	Mar 12, 2018	Administrative / Probationary-2 Release Determinations and Noticing	Talent	Process	Next Year	Staffing	2	50
	Jan 26, 2018	Budget Tool Opens Without Appeals	Budget	Process	Next Year	Budget	1	51
Jan 26, 2018	Jan 28, 2018	Appeals Review by Superintendent and Executive Cabinet	Superintendent	Process	Next Year	Budget	2	52

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	Jan 29, 2018	Final Appeal Approvals Submitted to Budget Office	CSI	Decision/Deliverable	Next Year	Budget	1	53
Jan 29, 2018	Feb 9, 2018	Consultations and Budget Lock-In- Sessions – Schools	Budget / Talent / OAP	Process	Next Year	Budget	1	54
	Jan 24, 2018	Hiring Freeze Resolution–Board Approval (2nd January Board meeting)	Talent / Board	Decision/Deliverable	Current Year	Budget	2	55
	Jan 24, 2018	Staff Attend Governor's 2018-2019 Budget Proposal	CFO	Engagement/Training	Next Year	Budget	2	56
	Feb 7, 2018	Progress Report on 2018-2019 LCAP and Budget Development	Superintendent / Board	Engagement/Training	Next Year	Budget	1	57
Feb 10, 2018	Feb 28, 2018	Board Update: Report Governor's 2018-19 Budget	CFO / Board	Engagement/Training	Next Year	Budget	1	58
Feb 10, 2018	Feb 28, 2018	Consolidation Decisions and Notification	Talent	Decision/Deliverable	Next Year	Staffing	2	59
Feb 10, 2018	Feb 28, 2018	Consultations and Budget Lock-In-Sessions for the Central Office	Budget / Talent	Process	Next Year	Budget	1	60
Mar 1, 2018	Apr 20, 2018	LCAP Writing in Academics and Budget Offices	LCAP Office	Process	Next Year	Budget	2	61
Mar 5, 2018	Mar 16, 2018	Meet With Unions to Discuss Adds/Eliminations (Classified)	Talent / Labor	Engagement/Training	Next Year	Staffing	2	62
	Mar 10, 2018	Single Plan for Student Achievement (Draft #1) to Network Superintendents	CSI / OAP	Decision/Deliverable	Next Year	Budget	1	63
	Mar 11, 2018	Approve 2nd Interim Budget Report	CFO / Board	Decision/Deliverable	Current Year	Budget	1	64
	Mar 15, 2018	Certificated Layoff Notice	Talent	Decision/Deliverable	Next Year	Staffing	2	65
	Mar 15, 2018	Statutory Deadline to Serve Possible Reassignment: <ul style="list-style-type: none"> • Certificated Employees • Possible Reassignments • Categoricaly Funded Certificated Staff • All Probationary Release 	Talent	Decision/Deliverable	Next Year	Staffing	2	66

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	Mar 15, 2018	Submit 2nd Interim to ACOE	CFO	Decision/Deliverable	Current Year	Budget	2	67
	Mar 21, 2018	Board Resolution: Position Adds/Eliminations (Classified)	Talent / Board	Decision/Deliverable	Next Year	Staffing	2	68
Mar 23, 2018	Apr 6, 2018	Bumping Process (Classified)	Talent	Process	Next Year	Staffing	2	69
	Mar 29, 2018	LCAP Engagement for Staff & Labor	Community Engagement	Engagement/Training	Next Year	Budget	1	70
Mar 30, 2018	May 5, 2018	Advisory Matching (No External Teacher Hiring)	Talent	Process	Next Year	Staffing	2	71
Mar 30, 2018	May 5, 2018	Oakland Educators' Association (OEA) Contract (Article 12) Phase 2 (Priority Matching Begins for Consolidated Teachers – 20 work days)	Talent	Process	Next Year	Staffing	2	72
	Mar 31, 2018	Single Plan for Student (SPSA) Achievement (Draft #2)	CSI / OAP	Decision/Deliverable	Next Year	Budget	1	73
	Apr 4, 2018	Progress Report on 2018-2019 LCAP and Budget Development	Superintendent / Board	Engagement/Training	Next Year	Budget	1	74
Apr 9, 2018	Apr 17, 2018	Begin Meeting with Unions - Classified Notifications	Talent	Engagement/Training	Next Year	Staffing	2	75
	Apr 16, 2018	Notice Certificated Temporary Employees	Talent	Decision/Deliverable	Next Year	Staffing	2	76
	Apr 18, 2018	LCAP/ Parent Student Advisory Committee General Meeting	Community Engagement	Engagement/Training	Next Year	Budget	1	77
	TBD	Draft (LCAP) Local Control Accountability Plan Due to County	CSI / Budget	Decision/Deliverable	Next Year	Budget	1	78
Apr 23, 2018	Apr 28, 2018	Classified Notices of Layoffs	Talent	Decision/Deliverable	Next Year	Staffing	2	79
	TBD	BOARD STUDY SESSION	Superintendent	Engagement/Training	Next Year	Budget	1	80
May 1, 2018	Jun 9, 2018	Post Classified Layoff Impact Bargaining	Talent / Labor	Process	Next Year	Staffing	2	81
	May 1, 2018	Statutory Deadline to Serve Classified Layoff Notices	Talent	Decision/Deliverable	Next Year	Staffing	2	82
	May 2, 2018	LCAP/ Parent Student Advisory Committee General Meeting	Community Engagement	Engagement/Training	Next Year	Budget	1	83

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May 4, 2018	May 15, 2018	Return of Draft LCAP from Alameda County Office of Education with County Recommendations	ACOE	Process	Next Year	Budget	2	84
May 6, 2018	Jun 30, 2018	OEA Contract (Article 12) Phase 3 (All hiring - opens)	Talent	Process	Next Year	Staffing	2	85
	May 7, 2018	Revise 2018-2019 Draft LCAP & Budget Based on County Recommendations	CSI / Budget	Process	Next Year	Budget	2	86
	May 9, 2018	2018-2019 LCAP & Adopted Budget (both with County Recommendations) Submitted to Board Office	CSI / Budget	Decision/Deliverable	Next Year	Budget	2	87
	May 23, 2018	LCAP Public Hearing (at Board Meeting)	Superintendent / Board	Engagement/Training	Next Year	Budget	1	88
	May 23, 2018	2018-2019 Adopted Budget Public Hearing (at Board Meeting)	Superintendent / Board	Engagement/Training	Next Year	Budget	1	89
	May 23, 2018	Approve 3rd Interim Budget Report	CFO / Board	Decision/Deliverable	Current Year	Budget	1	90
	Jun 1, 2018	Deliver 3RD Interim to ACOE	CFO	Decision/Deliverable	Current Year	Budget	2	91
	Jun 13, 2018	Board Approval of 2018-2019 School Site Plans (SPSAs)	Superintendent / Board	Decision/Deliverable	Next Year	Budget	1	92
	Jun 13, 2018	Board Approval of 2018-19 FINAL LCAP (Must Be Adopted Before Adopted Budget)	Superintendent / Board	Decision/Deliverable	Next Year	Budget	1	93
	Jun 13, 2018	Board Approval of 2018-19 Adopted Budget	Superintendent / Board	Decision/Deliverable	Next Year	Budget	1	94