

JEFFERSON COUNTY PUBLIC SCHOOLS  
FY'16-17 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Estimated Date Due	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION	DIVISION RESPONSIBILITY				
				Superintendent	Principals	Human Resources	Financial Services	Other
Jul-15	1	7/13/15	Submit Preliminary FY'16-17 Comprehensive Educational Financial Planning and Management Calendar to Human Resources and other departments for revisions			X	X	
Aug-15 Oct-15	2	8/3/15	Departments begin work on budget proposals for new-year using needs assessment, and review student outcome data on strategies. Cabinet selects existing programs for program review.					Dept. Heads, Planning and Evaluation Dept., and Cabinet
Sep-15	3	8/10/15	Submit Final FY'16-17 Comprehensive Educational Financial Planning and Management Calendar to Board of Education for approval	X				Board
Sep-15	4	9/8/15	Superintendent receives FY'15-16 preliminary Working Budget for review of WorkSession presentation				X	
Sep-15	5	9/8/15	State Department of Education provides District with FY'16-17 SEEK Revenue projection				X	
Sep-15	6	9/14/15	Work session provided to Board for review of the FY 15-16 Working Budget				X	Board
Sep-15	7	9/14/15	Send room use surveys to schools and update school program capacity based on school survey results.					Demographics
Sep-15	8	9/28/15	FY'15-16 Working Budget submitted to Board of Education to establish tax rates and official District budget based on current tax revenue projections.	X			X	Board
Sep-15	9	9/29/15	Working Budget sent to Division of Finance, Kentucky Department of Education <b>Regulatory deadline for KDE submittal - September 30th.</b>				X	
Oct-15	10	10/12/15	Receive first pupil month report from Pupil Personnel, and update projection database					Demographics
Nov-15	11	11/2/15	Department heads submit budget proposals to division chief for review and prioritization.					Dept Heads, Cabinet
Nov-15	12	11/16/15	Develop district-level and school-by-grade projection drafts based on (1) trend data on actual enrollment vs projections and (2) capacities based on room use surveys					Demographics

JEFFERSON COUNTY PUBLIC SCHOOLS  
FY'16-17 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Estimated Date	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION	DIVISION RESPONSIBILITY				
				Superintendent	Principals	Human Resources	Financial Services	Other
Dec-15	13	12/7/15	Send school enrollment projection drafts to principals for feedback and adjustments					<b>Demographics</b>
Dec-15	14	12/11/15	Revenue and expense projections for FY'16-17 presented to the CFO and CBO				<b>X</b>	
Dec-15	15	12/14/15	Approve annual District Improvement Plan					<b>Board</b>
Jan-16	16	1/20/16	Title I Free and Reduced Count taken to determine Title I allocations for schools					<b>Title I Director</b>
Jan-16	17	1/11/16	Demographics submits draft of projected student enrollment for FY'16-17 to Superintendent with a copy to Financial Planning & Management					<b>Demographics</b>
Jan-16	18	1/11/16	Financial Planning and Management provide Division Heads preliminary budgets for possible changes. Unit Budgets are discussed at Divisional levels. Final department allocations are posted for on-line distribution by departments. Unit spending blueprints are finalized.				<b>X</b>	<b>Cabinet</b>
Jan-16	19	1/11/16	Principals given projected enrollment for FY '16-'17 including information on 'Pre-School and ECE					<b>Demographics</b>
Jan-16	20	1/11/16	Personnel Services will send to cost center managers audit of personnel by certification			<b>X</b>		
Jan-16	21	1/11/16	Board and Superintendent receive overview of Draft Budget	<b>X</b>			<b>X</b>	<b>Board</b>
Jan-16	22	1/25/16	Board of Education receives and approves FY'16-17 student enrollment projections	<b>X</b>				<b>Board</b>
Jan-16	23	1/25/16	Financial Planning and Management receives Board approved enrollment data for FY'16-17 from Demographics					<b>Demographics</b>
Jan-16	24	1/25/16	Board of Education receives the Draft Budget for FY '16-17 and School Allocation projection amount. <b>Deadline for Board review is January 31st.</b>	<b>X</b>				<b>Board</b>
Jan-16	25	1/25/16	Tentative program placements made by program directors and personnel, including			<b>X</b>		<b>Program</b>

JEFFERSON COUNTY PUBLIC SCHOOLS  
FY'16-17 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Estimated Date	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION Pre-School, Kindergarten, Head Start, ECE, and ESL	DIVISION RESPONSIBILITY				
				Superintendent	Principals	Human Resources	Financial Services	Other  Directors
Jan-16	26	1/25/16	School Calendar for FY'16-17 sent to Board of Education for approval	X		X		
Feb-16	27	2/8/16	Training for principals on budget and new budget proposal Sharepoint and process.		X		X	Planning and Evaluation
Feb-16 Aug-16	28	2/8/16	Continue monitoring and processing final approvals of student applications in view of projected enrollment, capacity, and diversity guidelines.					Demographics
Feb-16	29	2/15/16	Staffing and budget data sent to special schools in District - TAPP, Minor Daniels Academy, Breckinridge Metro, Liberty H.S., Brown, Churchill Park, etc.				X	
Feb-16	30	2/5/16	Each School receives site-based budget allocation totals for FY '16-17 Regulatory deadline is March 1st.				X	
Feb-16	31	2/17/16	Title I sends schools tentative budget allocations					Title I Director
Feb-16	32	2/17/16	Request for assignment/return from leave and employment forms distributed.			X		
Feb-16	33	2/15/16	Cabinet complete budget hearings and submit Division FY'16-17 budgets to Financial Planning and Management for analysis. Final requests submitted for District support of programs, departments, and schools.					Dept. Heads Cabinet
Feb-16 Mar-16	34	2/8/16 3/7/16	Principals and SBDM Committee work sessions on site-based budgeting		X		X	
Feb-16 Mar-16	35	2/8/16 3/7/16	Bookkeeper and/or clerk and principal inservice for inputting the site-based budget into the FY'16-17 MUNIS Next Year Budget Entry		X		X	
Feb-16 Mar-16	36	2/8/16 3/7/16	Schools submit staff changes to Financial Planning and Management. March deadline for council changes (reference Budget Instructions).		X			
Mar-16	37	3/10/16	Staffing material sent to principals including tentative district overstaff forms and letters of restricted certification for distribution to the schools			X		
Mar-16	38	3/10/16	Personnel Services and principals work to determine building overstaffing based on		X	X		

JEFFERSON COUNTY PUBLIC SCHOOLS  
FY'16-17 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Estimated Date	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION program need and teacher certification. Related deadline: May 15th - Personnel notifications	DIVISION RESPONSIBILITY				
				Superintendent	Principals	Human Resources	Financial Services	Other
Mar-16	39	3/10/16	Re-employment forms and request for assignment/return from leave forms returned to Personnel			X		
Mar-16	40	3/7/16	Schools input FY'16-17 flex budget into on-line Distribution System		X			
Mar-16 Apr-16	41	3/11/16 4/29/16	Review and approve (1st level only) budget proposals for next year. Identify priority programs and cycles for next year. Develop delivery plans and timelines					<b>Cabinet Planning and Evaluation</b>
Mar-16	42	3/31/16	Staff/Vacancy lists and building overstaff to Personnel Services		X	X		
Mar-16	43	3/31/16	Tentative Budget submitted to the Superintendent for review				X	
Apr-16	44	4/25/16	Superintendent submits to the Board of Education the Tentative Budget for work session	X			X	<b>Board</b>
Apr-16	45	4/25/16	Deadline for Principals to submit Activity Fund Budgets		X			
May-16 Jun-16	46	5/2/16 6/1/16	Review implementation data on existing initiatives Review implementation data- District Improvement Plan Activities					<b>Dept. Heads Planning and Evaluation</b>
May-16	47	5/2/16	Principals submit textbook purchase plans, including Council approvals (if applicable).		X			
May-16	48	5/23/16	Board adopts Tentative FY'16-17 Budget Including Activity Fund budgets submitted by principals					<b>Board</b>
May-16	49	5/27/16	Schools submit textbook purchase plans to District office.		X			
May-16	50	5/27/16	Tentative Budget sent to Division of Finance, Kentucky Department of Education <b>Regulatory deadline for submittal - May 31st.</b>				X	
Jun-16	51	6/1/16	Board approves textbook purchase plans					<b>Board</b>
Aug-16	52	8/25/16	Demographics will provide school enrollment projections as of the 5th student day to Personnel Services and Financial Planning and Management					<b>Demographics</b>
Aug-16	53	8/25/16	Budget adjustments for elementary, middle, and high schools based on student count on the 5th day after school opens.				X	

JEFFERSON COUNTY PUBLIC SCHOOLS  
FY'16-17 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Estimated Date	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION	DIVISION RESPONSIBILITY				
				Superintendent	Principals	Human Resources	Financial Services	Other
Aug-16	54	8/25/16	All allocations to Personnel to handle changes in class size maximums. Staffing appeals submitted to Human Resources. Issues of space relative to class-size referred to Elementary Admin.	X		X		