

JEFFERSON COUNTY PUBLIC SCHOOLS
FY'17-18 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
Aug-16	1	8/9/16	Submit Preliminary FY'17-18 Comprehensive Educational Financial Planning and Management Calendar to Human Resources and other departments for revisions			X	X	
Aug-16 Nov-16	2	8/1/16	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
Aug-16	3	8/23/16	Submit Final FY'17-18 Comprehensive Educational Financial Planning and Management Calendar to Board of Education for approval	X				Board
Sep-16	4	9/6/16	Superintendent receives FY'16-17 preliminary Working Budget for review of Work Session presentation				X	
Sep-16	5	9/6/16	State Department of Education provides District with FY'17-18 SEEK Revenue projection				X	
Sep-16	6	9/13/16	Work session provided to Board for review of the FY 16-17 Working Budget				X	Board
Sep-16	7	9/13/16	Send room use surveys to schools and update school program capacity based on school survey results.					Demographics
Sep-16	8	9/27/16	FY'16-17 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-16	9	9/28/15	Working Budget sent to Division of Finance, Kentucky Department of Education Regulatory deadline for KDE submittal - September 30th.				X	
Oct-16	10	10/10/16	Receive first pupil month report from Pupil Personnel, and update projection database					Demographics
Nov-16	11	11/1/16	Department heads submit budget proposals to division chief for review and prioritization.					Dept. Heads, Cabinet
Nov-16	12	11/14/16	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

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				Superintendent	Principals	Human Resources	Financial Services	Other
Dec-16	13	12/12/16	Send school enrollment projection drafts to principals for feedback and adjustments					Demographics
Dec-16	14	12/12/16	Revenue and expense projections for FY'17-18 presented to the CFO and CBO				X	
Dec-16	15	12/13/16	Approve annual District Improvement Plan					Board
Jan-17	16	1/18/17	Title I Free and Reduced Count taken to determine Title I allocations for schools					Title I Director
Jan-17	17	1/24/17	Demographics submits draft of projected student enrollment for FY'17-18 to Superintendent with a copy to Financial Planning & Management					Demographics
Jan-17	18	1/16/17	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.				X	Cabinet
Jan-17	19	1/16/17	Principals given projected enrollment for FY '17-'18 including information on 'Pre-School and ECE					Demographics
Jan-17	20	1/16/17	Personnel Services will send to cost center managers audit of personnel by certification			X		
Jan-17	21	1/10/17	Board and Superintendent receive overview of Draft Budget	X			X	Board
Jan-17	22	1/10/17	Board of Education receives and approves FY'17-18 student enrollment projections	X				Board
Jan-17	23	1/24/17	Financial Planning and Management receives Board approved enrollment data for FY'17-18 from Demographics					Demographics
Jan-17	24	1/24/17	Board of Education receives the Draft Budget for FY '17-18 and School Allocation projection amount. Deadline for Board review is January 31st.	X				Board
Jan-17	25	1/24/17	Tentative program placements made by program directors and personnel, including			X		Program

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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-17	26	1/24/17	School Calendar for FY'17-18 sent to Board of Education for approval	X		X		
Feb-17	27	2/9/17	Training for new principals on budget.		X		X	Planning and Evaluation
Feb-17 Aug-17	28	2/9/17	Continue monitoring and processing final approvals of student applications in view of projected enrollment, capacity, and diversity guidelines.					Demographics
Feb-17	29	2/2/17	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-17	30	2/2/17	Each School receives site-based budget allocation totals for FY '17-18 Regulatory deadline is March 1st.				X	
Feb-17	31	2/13/17	Title I sends schools tentative budget allocations					Title I Director
Feb-17	32	2/13/17	Request for assignment/return from leave and employment forms distributed.			X		
Feb-17	33	2/15/17	Cabinet complete budget hearings and submit Division FY'17-18 budgets to Financial Planning and Management for analysis. Final requests submitted for District support of programs, departments, and schools.					Dept. Heads Cabinet
Feb-17 Mar-17	34	2/2/17 3/7/17	Principals and SBDM Committee work sessions on site-based budgeting		X		X	
Feb-17 Mar-17	35	2/2/17 3/7/17	Bookkeeper and/or clerk and principal input site-based budget flex funds (i.e. Section 6) into the FY'17-18 MUNIS Next Year Budget Entry		X		X	
Feb-17 Mar-17	36	2/2/17 3/7/17	Schools submit staff changes to Financial Planning and Management. March deadline for council changes (reference Budget Instructions).		X			
Mar-17	37	3/10/17	Staffing material sent to principals including tentative district overstaff forms and letters of restricted certification for distribution to the schools			X		
Mar-17	38	3/10/17	Personnel Services and principals work to determine building overstaffing based on		X	X		

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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-17	39	3/10/17	Re-employment forms and request for assignment/return from leave forms returned to Personnel			X		
Mar-17	40	3/7/17	Deadline for schools to input FY'17-18 flex budget into on-line Distribution System		X			
Mar-17 Apr-17	41	2/20/17 3/31/17	Review and approve (1st level only) budget proposals for next year. Identify priority programs and cycles for next year. Develop delivery plans and timelines					Cabinet Planning and Evaluation
Mar-17	42	3/31/17	Staff/Vacancy lists and building overstaff to Personnel Services		X	X		
Mar-17	43	3/31/17	Tentative Budget submitted to the Superintendent for review				X	
Apr-17	44	4/25/17	Superintendent submits to the Board of Education the Tentative Budget for work session	X			X	Board
Apr-17	45	4/25/17	Deadline for Principals to submit Activity Fund Budgets		X			
May-17 Jun-17	46	5/2/17 6/1/17	Review implementation data on existing initiatives Review implementation data- District Improvement Plan Activities					Dept. Heads Planning and Evaluation
May-17	47	5/1/17	Principals submit textbook purchase plans, including Council approvals (if applicable).		X			
May-17	48	5/23/17	Board adopts Tentative FY'17-18 Budget Including Activity Fund budgets submitted by principals					Board
May-17	49	5/29/17	Schools submit textbook purchase plans to District office.		X			
May-17	50	5/24/16	Tentative Budget sent to Division of Finance, Kentucky Department of Education Regulatory deadline for submittal - May 31st.				X	
Jun-17	51	6/1/17	Board approves textbook purchase plans					Board
Aug-17	52	8/16/17	Demographics will provide school enrollment projections as of the 5th student day to Personnel Services and Financial Planning and Management					Demographics
Aug-17	53	8/17/17	Budget adjustments for elementary, middle, and high schools based on student count on the 5th day after school opens.				X	

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Aug-17	54	8/25/17	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		