

JEFFERSON COUNTY PUBLIC SCHOOLS
FY'18-19 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Date Due	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION	DIVISION RESPONSIBILITY			
				Superintendent	Principals	Financial Services	Other
Jun-17	1	7/18/17	Departments begin work on budget projections on strategies most central to Vision 2020.				Dept. Heads, and Cabinet
Jul-17	2	7/18/17	Submit Preliminary FY'18-19 Comprehensive Educational Financial Planning and Management Calendar to Human Resources and other departments for revisions.			X	
Aug-17	3	8/8/17	Board discusses preliminary budget projections, funding priorities and provides feedback to Superintendent and cabinet on the most essential components for fulfilling Vision 2020.			X	Board
Aug-17	4	8/22/17	Submit Final FY'18-19 Comprehensive Educational Financial Planning and Management Calendar to Board of Education for approval	X		X	Board
Aug-17	5	8/22/17	Submit FY 2017-18 Tax rates for Board Approval	X		X	Board
Aug-17	6	8/23/17	Fifth Day Adjustment for FY 2017-18			X	Demographics
Aug-17	7	8/31/17	Superintendent receives FY'17-18 preliminary Working Budget for review of WorkSession presentation			X	
Sep-17	8	9/1/17 10/15/17	Extended Cabinet establishes budget priorities for 2018-19 based on Board feedback of initial list.	X		X	Extended Cabinet
Sep-17	9	9/12/17	Work session provided to Board for review of the FY 17-18 Working Budget			X	Board
Sep-17	10	9/12/17	Send room use surveys to schools and update school program capacity based on school survey results.				Demograhics
Sep-17	11	9/26/17	FY'17-18 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-17	12	9/29/17	Working Budget sent to Division of Finance,				

JEFFERSON COUNTY PUBLIC SCHOOLS
FY'18-19 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Date Due	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION Kentucky Department of Education Regulatory deadline for KDE submittal - September 30th.	DIVISION RESPONSIBILITY			
				Superintendent	Principals	Financial Services	Other
Sep-17	13	9/30/17	State Department of Education provides District with tentative FY'17-18 SEEK Revenue projection			X	
Oct-17	14	10/9/17	Receive first pupil month report from Pupil Personnel, and update projection database				Demographics
Nov-17	15	11/15/17 12/1/17	Dept. Heads and others are asked to complete an Intent. Finance and Evaluation and Planning compile list of identified proposals (Intents) to submit to Board			X	Dept Heads, Extended Cabinet Board
Nov-17	16	11/13/17	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
Dec-17	17	12/1/17 12/7/17	District administrators screen identified proposals (Intents) AND End of Cycle items.	X			Extended Cabinet
Dec-17	18	12/8/17 1/4/18	Identify items to convert to Competitive Offerings, and this is from Intents and End of Cycle items. Designated program administrator will enter standards and expectations into Budget Request System.			X	Planning and Evaluations Dept. Extended Cabinet
Dec-17	19	12/8/17 1/4/18	New goals and cycles to be completed for End of Cycle Items designated for sustainment. Possible small tweaking of strategies for those that pre-existed and that have already been deemed sustainable.		X	X	Cost Center Heads Planning and Evaluations Dept.
Dec-17	20	12/8/17 1/4/18	Roll existing programs into CIM as designated by cabinet			X	Planning and Evaluations Dept.
Dec-17	21	12/11/17	Send school enrollment projection drafts to principals for feedback and adjustments		X		Demographics
Dec-17	22	12/11/17	Revenue and expense projections for Draft Budget FY'18-19 presented to the CFO.			X	
Dec-17	23	12/12/17	Approve annual Comprehensive District Improvement Plan				Board
Jan-18	24	1/5/17	Review data to be added to items by Evaluations				Planning and

JEFFERSON COUNTY PUBLIC SCHOOLS
FY'18-19 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Date Due 1/15/17	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION and Planning as well as submitting cost center heads. This for new proposals and End of Cycle items.	DIVISION RESPONSIBILITY			
				Superintendent	Principals	Financial Services	Other Evaluations Dept. Cost Center Heads
Jan-18	25	1/9/18	Board and Superintendent receive overview of Draft Budget at Work Session	X		X	Board
Jan-18	26	1/15/17 1/25/17	Proposals reviewed by Assistant Superintendents and District Supervisors				Assistant Superintendents or Division Chiefs
Jan-18	27	1/15/18	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. Units spending blueprints are finalized.			X	Cabinet
Jan-18	28	1/15/18	Principals given projected enrollment for FY '18-'19 including information on 'Pre-School and ECE		X		Demographics
Jan-18	29	1/17/18	Title I Free and Reduced Count taken to determine Title I allocations for schools				Title I Director
Jan-18	30	1/23/18	Board of Education receives and approves FY'18-19 student enrollment projections	X			Board
Jan-18	31	1/23/18	Financial Planning and Management receives Board approved enrollment data for FY'18-19 from Demographics				Demographics
Jan-18	32	1/23/18	Board of Education receives the Draft Budget for FY 2018-19, enrollment projections, and School Allocation Standards. Deadline for Board review of Draft Budget is January 31st.	X			Board
Jan-18	33	1/26/18	Tentative program placements made by program directors and personnel, including Pre-School, Kindergarten, Head Start, ECE, and ESL				Program Directors
Jan-18	34	1/26/18 1/31/18	Anonymous review of proposals by Extended Cabinet			X	Extended Cabinet
Feb-18	35	2/1/18 2/7/18	Extended Cabinet Makes final budget recommendation	X		X	Extended Cabinet
Feb-18	36	2/5/18	Staffing and budget data sent to special schools in District - TAPP, Minor Daniels Academy, Breckinridge Metro, Liberty H.S., Brown, Churchill Park, etc.			X	

JEFFERSON COUNTY PUBLIC SCHOOLS
FY'18-19 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Date Due	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION	DIVISION RESPONSIBILITY			
				Superintendent	Principals	Financial Services	Other
Feb-18	37	2/5/18	Each School receives site-based budget allocation totals for FY '18-19 Regulatory deadline is March 1st.			X	
Feb-18	38	2/5/18	Title I sends schools tentative budget allocations				Title I Director
Feb-18 Mar-18	39	2/5/18 3/15/18	Principals and SBDM Committee meet to make decisions on school-based allocations, staffing, and other fund sources.		X	X	
Feb-18 Mar-18	40	2/5/18 3/15/18	Bookkeeper and/or clerk and principal input site-based budget flex funds (i.e Section 6) into the FY'18-19 MUNIS Next Year Budget Entry		X	X	
Feb-18 Mar-18	41	2/5/18 3/15/18	Schools submit position changes to Financial Planning and Management. March deadline for council changes (reference Budget Instructions).		X		
Feb-18	42	2/12/18	Training for new principals on budget.		X	X	
Feb-18 Aug-18	43	2/12/18	Continue monitoring and processing final approvals of student applications in view of projected enrollment, capacity, and diversity guidelines.				Demographics
Feb-18	44	2/13/18	Submit final budget recommendations for Board review	X		X	
Feb-18	45	2/27/18	Submit final budget recommendations for Board discussion and approval. Board approves final recommendations of new-year budget priorities AND End of Cycle Programs to be sustained. Board also receives list of declined items, and End of Cycle Programs not to be sustained.	X		X	
Feb-18	46	2/28/18	Notify cost center heads of approvals			X	
Mar-18	47	3/15/18	Deadline for schools to input FY'18-19 flex budget into on-line Distribution System		X		
Mar-18	48	3/28/18	Tentative Budget submitted to the Superintendent for review			X	
Apr-18	49	4/24/18	Superintendent submits to the Board of Education the Tentative Budget for work session	X		X	Board

JEFFERSON COUNTY PUBLIC SCHOOLS
 FY'18-19 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Date Due	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION	DIVISION RESPONSIBILITY			
				Superintendent	Principals	Financial Services	Other
Apr-18	50	4/25/18	Deadline for Principals to submit Activity Fund Budgets		X		
May-18	51	4/30/18	Principals submit textbook purchase plans, including Council approvals (if applicable).		X		
May-18	52	5/22/18	Board adopts Tentative FY'18-19 Budget Including Activity Fund budgets submitted by principals				Board
May-18	53	5/29/18	Schools submit textbook purchase plans to District office.		X		
May-18	54	5/29/18	Tentative Budget sent to Division of Finance, Kentucky Department of Education Regulatory deadline for submittal - May 31st.			X	
Aug-18	55	TBD	Demographics will provide school enrollment projections as of the 5th student day to Personnel Services and Financial Planning and Management				Demographics
Aug-18	56	TBD	Budget adjustments for elementary, middle, and high schools based on student count on the 5th day after school opens.			X	
Aug-18	57	TBD	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			