

DRAFT: 2017-18 High Level Budget Development Calendar by Month and Role/Responsibility - Last Update 10/15/2016

	October	November	December	January	February	March	April	May	June
Board	Board action on final adjustments to the 2016-17 budget. 2017-18 budget preview; discuss budget goals, guiding principles; seeking early input into strategic priority actions; present budget calendar and rationale for starting budget work earlier.	Referendum on revenue limits on November 8. At OWG, confirm calendar, budget goals & guiding principles. Lead with strategic priority actions. Update major planning assumptions for 2017-18. Begin public input after November referendum.	Based on November input, present Budget v2.0 for board consideration. OWG presentation will lead with employee benefits and total compensation. Board will provide direction for creating budget v3, focusing mainly on benefits/compensation plans. Report on public input.	Based on December input, we will present budget v3 for board discussion. Lead with discussion of staffing plan. Goal is to rough in all key budget elements so that a staffing plan can be created. Report on public input received thus far.	Based on January input, we will present budget v4 for board discussion. Lead with overview of all major budget components, then focus on staffing plan. Goal is to begin the staffing process on Feb.16 Possible update on state budget plans. Report on public input received thus far.	March Update at OWG; Lead with admin recommendations for final budget balancing; Provide input into form & content of April budget report. Update on state budget plans. Report on public input received thus far.	Begin Board Review of Proposed Budget; Confirm Process for BOE budget requests for information and possible amendments; Update on staffing process; Review and Approve Schedule of Opportunities for Public Input; Update on state budget plans.	Second Review of Proposed Budget; 4-week Window for Amendments; Request Add'l Information as Needed; Early approval requests for budget action at May regular meeting. Report on Public Input; Update on state budget plans.	Third Review of Proposed Budget; Report on Public Input Request Add'l Information as Needed; Possible Budget Adoption at June Regular Meeting.
SLT	Preview budget calendar; review master list of budget issues and opportunities; recommend budget goals, guiding principles and begin to narrow focus on strategic priority actions.	Further develop Priority Actions for Board review at OWG. Preview how priority actions fit into total budget plan for 2017-18. Lead departmental reviews for 17-18 departmental budget recommendations.	Focus on staffing plan; based on enrollment projection, how many FTE are required? Based on all other budget assumptions, how many FTE can be funded? Confirm the guidance and standards which drive the staffing workbook. Run v3 by end of month.	SLT overview of all major budget components, then focus on staffing plan. Preview the new e-workbook design. Goal is to begin the staffing process on Feb.16	<i>Final review of School Staffing Workbook Strategy</i> prior to 2/16 distribution to schools / Review Allocation of School Formula Budgets / Begin Build Decisions on Departments & Programs for Budget Balancing Purposes.	Chiefs Review Results of Staffing Plan for Each School / Adjust if Needed / Review Allocation of School Non-Personnel Formula Budgets / <i>Confirm Decisions on Departments & Programs for Budget Balancing Purposes.</i>	Confirm Final Budget Decisions / Review Draft of Budget Report / Assist in Communications with Schools & Departments	Monitor Board Budget Discussions / Assist in Communications with Schools & Departments / Help Prepare Responses to BOE Requests as Needed	Monitor Budget Discussions / Assist in Communications with Schools & Departments / Help Prepare Responses to BOE Requests as Needed
Budget Team	Complete fall adjustments to current year budget. Draft budget calendar for 2017-18. Create first phase of Promissory Note plan. Create v1 draft budget for internal use by 10/31/16.	Review budget v1; Develop recommendation on total amount of strategic priority actions; focus on benefits and compensation plans. Run v2 by end of month.	Focus on staffing plan; based on enrollment projection, how many FTE are required? Based on all other budget assumptions, how many FTE can be funded? Review mechanics of staffing process and updated staffing workbook. Run v3 by end of month.	Review all District-wide Departments for 2017-18 Budget / Integrate staffing process with T&L Dept. and HR / Review 2nd Friday Count. Run v4 by end of month.	Monitor to Ensure Staffing Plan is Created on Time and on Target/ Allocate School Formula Budgets / Allocate Departmental Budgets / Update Budget as Needed to Create balanced budget / Run v5 by end of month.	Final Budget Balancing / Prepare District Budget Report and Related Materials / Prepare Board Presentation / Coordinate web-based materials for budget	Complete full draft of budget report for Board / Submit for Editing / Create Presentation for OWG and Regular Meeting / Coordinate Printing and Website with Comm Dept.	Respond to Board / Public Requests for Add'l Information / Public Input Sessions on Budget / Follow Up Presentations as Needed	Respond to Board / Public Requests for Add'l Information / Public Input Sessions on Budget / Follow Up Presentations as Needed
Human Resources Team	Work with business office to confirm accuracy of total staff and each staff assignment for current year. Focus on benefits and compensation planning for 2017-18. Communicate with employee representatives about options.	Develop options and recommendations for 2017-18 benefit and total compensation options to be presented to the board next month. Communicate with employee representatives about options	Co-present to board on benefits and total compensation options, with recommendations.	Co-chair detailed staffing plan development with T&L and Budget Team; confirm budget plans for Salary, Wages, & Benefits / Define Wellness Plan and Budget for 2017-18	Review School Staffing Workbooks before Release / Support Schools with Workbook Needs / Early Postings for Key Vacancies / Advise on Admin and Teacher Retirements	Work with Budget Team to Finalize Benefits Strategy / Support Schools During Workbook Process / Start HR Processes for Placement for 17-18 / Early Postings for key Vacancies	Final Staffing Plan Included in April Budget Proposal to Board / Focus on Hiring Process / Finish Surplus and Placement Process	Postings, Interviews & Hiring	Postings, Interviews & Hiring
Communications Team / RAD	Focus on communications plan for November referendum.	Focus on communications plan for November referendum. Develop plan for public input into the budget development process.	Prepare summary of public input each month. Review and edit all budget related information on the MMSD website.	Post Budget Updates to website as Needed / Assist with Budget Communications / Track Incoming Questions & Replies / Summarize web-based input for Board Report	Post Budget Updates to website as Needed / Assist with Budget Communications / Track Incoming Questions & Replies / Summarize web-based input for Board Report	Post Budget Updates as Needed / Assist with Budget Communications / Track Incoming Questions & Replies / Summarize web-based input for Board report	Assist in Preparation of Final Budget Report (Graphics, Layout) and Presentation / Schedule Public Input Sessions / Summarize web-based input	Monitor Budget Discussions Respond to Requests for Info Schedule & Facilitate Public Input Sessions	Monitor Budget Discussions Respond to Requests for Info Schedule & Facilitate Public Input Sessions