

JEFFERSON COUNTY PUBLIC SCHOOLS
 FY'20-21 CALENDAR FOR COMPREHENSIVE STRATEGIC PLANNING OF FINANCES FOR STUDENT ACHIEVEMENT



MONTH DUE	ITEM NO.	Date Due	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION	DIVISION RESPONSIBILITY			
				Superintendent	Principals	Financial Services	Other
July-19	1	7/15/19	Submit Preliminary FY'20-21 Calendar for Comprehensive Strategic Planning of Finances for Student Achievement to Demographics and other departments for revisions.			X	
August-19	2	8/21/19	Fifth Day Adjustment for school for FY 2019-20			X	Demographics
	3	8/27/19	Submit Final FY'20-21 Calendar for Comprehensive Strategic Planning of Finances for Student Achievement to Board of Education for approval	X		X	Board
	4	8/31/19	Superintendent receives FY'19-20 preliminary summary of Working Budget for review			X	
September-19	5	9/10/19	Work session provided to Board for review of FY 19-20 Working Budget			X	Board
	6	9/10/19	Submit FY 2019-20 Tax rates for Board Approval	X		X	Board
	7	9/12/19	Send room use surveys to schools and update school program and optimal capacity based on school survey results.				Demographics
	8	9/24/19	FY'19-20 official Working Budget submitted to Board of Education on current tax revenue projections.	X		X	Board
	9	9/25/19	Working Budget sent to Division of Finance, Kentucky Department of Education Regulatory deadline for KDE submittal - September 30th.			X	
	10	9/30/19	State Department of Education provides District with tentative FY'19-20 SEEK Revenue projection			X	
October-19	11	10/8/19	Receive first pupil month report from Pupil Personnel Dept. and update projection database.				Demographics
	12	10/15/19	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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November-19	13	11/2/19	MAKING THE INFORMED DECISIONS WITHIN DIVISIONS Department Heads and Division Chiefs <u>initiate an</u> in-depth analysis of unmet needs for completion of final leg of Vision 2020. These divisional administrative teams will prioritize needs and finalize priorities among new items, end of cycle items, and existing programs under review.				Chiefs and their Dept. Heads
	14	11/2/19 11/15/19	SUBSEQUENT CONVERSATION ABOUT STRATEGIES AMONG CHIEFS AND SUPERINTENDENT Superintendent and Division Chiefs reconvene in order to produce list of top priorities for Board consideration for the completion of the final leg of Vision 2020.	X		X	Chiefs
	15	11/15/19	Send school enrollment projection drafts to principals for feedback and adjustments		X		Demographics
	16	11/15/19	INITIAL RECOMMENDATIONS TO THE BOARD ON STRATEGIES TO BE SUPPORTED IN 2020-21 Superintendent submits top priorities for Board Work Session Items are not yet entered into Investment Tracking System, but final list is hinged on Board feedback.	X			
	17	11/26/19	Review of District/Board Priorities for FY 2020-21. Board establishes new funding priorities for 2020-21	X		X	Board
December-19	18	12/8/19 1/4/20	CAPTURING AND QUANTIFYING THE RECOMMENDATIONS. What is JCPS able to eliminate in order to support the higher priorities that have greater impact on measured student achievement? What are the items that JCPS is able to redefine or hone in order to be more purposeful, relevant, and impactful? 1.) Convey to Finance which NEW priorities may be entered into Investment Tracking System. 2.) Identify which End-of-Cycle Items need to be sustained and which ones must be deleted in order to reinvest resources. 3.) Identify other programs that are marginal or ineffective via the evaluation process, and eliminate them or re-focus them. 4.) Identify other existing programs that can be rolled into ITS in order to increase intentionality and show outcome.			X	Chiefs and their Dept. Heads
	19	12/11/19	Revenue and expense projections for Draft Budget FY'20-21 presented to the CFO.			X	

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December-19 (continued)	20	12/10/19	Approve Annual Comprehensive District Improvement Plan				Board
	21	12/10/19	Board of Education receives the Draft Budget for FY 2020-21, enrollment projections, and School Allocation Standards. Deadline for Board review of Draft Budget is January 31st.	X			Board
	22	12/10/19	Board of Education receives and approves FY'20-21 student enrollment projections	X			Board
	23	12/15/19	Budget Department receives enrollment data for FY 2020-21 from Demographics				Demographics
January-20	24	1/5/20 1/15/20	Review data to be added to items by Systems Improvement Department as well as submitting cost center heads. This action is for new proposals and End of Cycle items.				Accountability and Research, Cost Center Heads
	25	TBD	Board and Superintendent receive overview of Draft Budget at Work Session	X		X	Board
	26	1/13/20	Budget Department to provide departmental budgets for on-line distribution by departments.			X	Chiefs and Dept. Heads
	27	1/13/20	Principals given projected enrollment for FY '20-'21 including information on 'Pre-School and ECE		X		Demographics
	28	1/15/20	Title I Free and Reduced Count taken to determine Title I allocations for schools				Title I Director
	29	1/13/20	Tentative program placements made <u>at schools</u> by program directors, including Pre-School, ECE, ESL, and others.				Program Directors
	30	1/15/20	Staffing and budget data sent to special schools in District - TAPP, Minor Daniels Academy, Breckinridge Metro, Liberty H.S., Brown, Churchill Park, etc.			X	
	31	1/15/20	Each School receives site-based budget allocations for FY 20-21. Regulatory deadline is March 1st.				
	32	1/22/20	Title I sends schools tentative budget allocations				Title I Director

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February-20	33	2/1/20 2/12/20	MAKING THE FINAL BOARD RECOMMENDATIONS Superintendent and Chiefs make final budget recommendations based on prioritization, proposals in the Investment Tracking System, and resource availability.	X		X	Chiefs
	34	2/5/20 3/15/20	Principals and SBDM Committee meet to make decisions on school-based allocations, staffing, and other fund sources.		X	X	
	35	2/5/20 3/15/20	Bookkeeper and/or clerk and principal input site-based flex funds (section 6) into the FY'19-20 MUNIS Next Year Budget Entry		X	X	
	36	2/5/20 3/15/20	Schools submit position changes to Budget Department. March deadline for council changes (see Budget Instructions)		X		
	37	2/12/20	Training for new principals on budget.		X	X	
	38	2/12/20	Continue monitoring and processing final approvals of student applications in view of projected enrollment, capacity, and diversity guidelines.				Demographics
	39	2/13/20	FINALIZING THE DIFFICULT DECISIONS Submit final budget recommendations for Board review prior to final approval.	X		X	
	40	2/24/20	Deadline for schools to input FY'20-21 flex budget into on-line Distribution System. Deadline for school councils' decisions on staffing with next opportunity for changes on August 25th.		X		
	41	TBD	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	Board
	42	2/28/20	Notify cost center heads of approvals			X	
March-20	43	3/28/20	Tentative Budget submitted to the Superintendent for review			X	

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April-20	44	TBD	Superintendent submits to the Board of Education the Tentative Budget for work session	X		X	Board
	45	4/25/20	Deadline for Principals to submit Activity Fund Budgets		X		
	46	4/30/20	Principals submit textbook purchase plans, including Council approvals (if applicable).		X		
May-20	47	TBD	Board adopts Tentative FY'20-21 Budget Including Activity Fund budgets submitted by principals				Board
	48	5/29/20	Schools submit textbook purchase plans to District office.		X		
	49	5/29/20	Tentative Budget sent to Division of Finance Kentucky Department of Education Regulatory deadline for submittal - May 31st.			X	
August-20	50	TBD	Demographics will provide school enrollment projections as of the 5th student day to Personnel Services and Financial Planning and Management				Demographics
	51	TBD	Budget adjustments for elementary, middle, and high schools based on student count on the 5th day after school opens.			X	