

JEFFERSON COUNTY PUBLIC SCHOOLS  
FY'21-22 COMPREHENSIVE FINANCIAL PLANNING CALENDAR

Board  
Schools  
Divisions



MONTH DUE	ITEM NO.	Date Due	COMPREHENSIVE FINANCIAL PLANNING EVENTS FOR ACTION	DIVISION RESPONSIBILITY			
				Superintendent	Principals	Financial Services	Other
August-20	1	8/18/20	Submit Final FY'21-22 Comprehensive Planning Calendar sent to Board of Education for approval	X		X	Board
	2	8/31/20	Fifth Day Budget Adjustment for school for FY 2020-21 Due to Non-Traditional Instruction, student membership numbers will also be reviewed for possible budget adjustments on September 2nd and 10th.			X	GIS Services
	3	8/31/20	Superintendent receives FY'20-21 preliminary summary of Working Budget for review			X	
September-20	4	9/1/20	Update Board on FY 2020-21 Tax rates	X		X	Board
	5	9/15/20	Work session provided to Board for review of FY 20-21 Working Budget			X	Board
	6	9/29/20	Send room use surveys to schools and update school program and optimal capacity based on school survey results.				GIS Services
	7	9/29/20	FY'20-21 official Working Budget submitted to Board of Education with current tax revenue projections.	X		X	Board
	8	9/29/20	Working Budget sent to Division of Finance, Kentucky Department of Education <b>Regulatory deadline for KDE submittal - September 30th.</b>			X	
	9	9/30/20	State Department of Education provides District with tentative FY'20-21 SEEK Revenue projection			X	
October-20	10	10/8/20	Receive first pupil month report from Pupil Personnel Dept. and update projection database.				GIS Services
	11	10/15/20	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				GIS Services

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November-20	12	11/2/20	<b>MAKING THE INFORMED DECISIONS WITHIN DIVISIONS</b> Department Heads and Division Chiefs <u>initiate an</u> in-depth analysis of unmet needs of the strategic plan for JCPS. These divisional administrative teams will prioritize needs and finalize priorities among new items, end of cycle items, and existing programs under review.				<b>Chiefs and their Dept. Heads</b>
	13	11/2/20 11/20/20	<b>SUBSEQUENT CONVERSATION ABOUT STRATEGIES AMONG CHIEFS AND SUPERINTENDENT</b> Superintendent and Division Chiefs reconvene in order to produce list of top priorities for Board consideration for the support of the strategic plan.	X		X	<b>Chiefs</b>
	14	11/20/20	Send school enrollment projection drafts to principals for feedback and adjustments		X		<b>GIS Services</b>
December-20	15	12/1/20	<b>INITIAL RECOMMENDATIONS TO THE BOARD ON STRATEGIES TO BE SUPPORTED IN 2021-22</b> 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			
	16	12/1/20	Review of District/Board Priorities for FY 2021-22. Board establishes new funding priorities for 2021-22.	X		X	<b>Board</b>
	17	12/2/20 1/11/21	<b>CAPTURING AND QUANTIFYING THE RECOMMENDATIONS.</b> <b>What is JCPS able to eliminate in order to support the higher priorities that have greater impact on measured student achievement?</b> <b>What are the items that JCPS is able to redefine or hone in order to be more purposeful, relevant, and impactful?</b> 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	<b>Chiefs and their Dept. Heads</b>

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	18	12/28/20	Revenue and expense projections for Draft Budget FY'21-22 presented to the CFO.			X	
	19	12/30/20	Budget Department receives enrollment data for FY 2021-22 from Demographics				GIS Services
January-21	20	1/12/21	Board and Superintendent receive overview of Draft Budget at Work Session	X		X	Board
	21	1/26/21	Board of Education receives the Draft Budget for FY 2021-22, enrollment projections, and School Allocation Standards. <b>Deadline for Board review of Draft Budget is January 31st.</b>	X			Board
	22	1/20/21	Title I Free and Reduced Count taken to determine Title I allocations for schools				Title I Director
February-21	23	2/1/21 2/12/21	<b>MAKING THE FINAL BOARD RECOMMENDATIONS</b> Superintendent and Chiefs make final budget recommendations based on prioritization, proposals in the Investment Tracking System, and resource availability.	X		X	Chiefs
	24	2/2/21	Each School receives site-based budget allocations for FY 21-22. Regulatory deadline is March 1st.				
	25	2/2/21	Budget Department to provide departmental budgets for on-line distribution by departments.			X	Chiefs and Dept. Heads
	26	2/2/21	Staffing and budget data sent to special schools in District - TAPP, Minor Daniels Academy, Breckinridge Metro, Liberty H.S., Brown, Churchill Park, etc.			X	
	27	2/3/21 3/15/21	Principals and SBDM Committee meet to make decisions on school-based allocations, staffing, and other fund sources.		X	X	
	28	2/3/21 3/15/21	Bookkeeper and/or clerk and principal input site-based flex funds (section 6) into the MUNIS Next Year Budget Entry		X	X	
	29	2/3/21 3/15/21	Schools submit position changes to Budget Department. March deadline for council changes (see Budget Instructions)		X		

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	30	2/16/21	Tentative program placements made <u>at schools</u> by program directors, including Pre-School, ECE, ESL, and others.				<b>Program Directors</b>
February-21 (continued)	31	2/16/21	Title I sends schools tentative budget allocations				<b>Title I Director</b>
	32	2/12/21	Training for new principals on budget.		X	X	
	33	2/12/21	Continue monitoring and processing final approvals of student applications in view of projected enrollment, capacity, and diversity guidelines.				<b>GIS Services</b>
	34	2/13/21	<b>FINALIZING THE DIFFICULT DECISIONS</b> Submit final budget recommendations for Board review prior to final approval.	X		X	
	35	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	<b>Board</b>
	36	2/28/21	Notify cost center heads of approvals			X	
March-21	37	3/15/21	Deadline for schools to input FY'21-22 flex budget into on-line Distribution System. Deadline for school councils' decisions on staffing with next opportunity for changes on August 25th.		X		
April-21	38	4/25/21	Deadline for Principals to submit Activity Fund Budgets		X		
	39	4/30/21	Principals submit textbook purchase plans, including Council approvals (if applicable).		X		
May-21	40	5/11/21	Superintendent submits to the Board of Education the Tentative Budget for work session	X		X	<b>Board</b>
	41	5/25/21	Board adopts Tentative FY'21-22 Budget				<b>Board</b>

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	42	5/29/21	Schools submit textbook purchase plans to District office.		X		
	43	5/29/21	Tentative Budget sent to Division of Finance, KDE <b>Regulatory deadline for submittal - May 31st.</b>			X	
	August-21	44	TBD	Demographics will provide school enrollment projections as of the 5th student day to Personnel Services and Financial Planning and Management			
	45	TBD	Budget adjustments for elementary, middle, and high schools based on student count on the 5th day after school opens.			X	