

Shoreline School District 2007- 2008 Budget Calendar

January 2007		February 2007		March 2007	
Dates	Tasks/Functions	Dates	Tasks/Functions	Dates	Tasks/Functions
3	Review Enrollment Projections	5	Distribute ASB Budget Packets	1-3	I-728 Analysis
8	Draft Budget Calendar	1-10	Initial Meetings w/Schools & Departments		Levy Spending Plan Analysis
8-22	Review Budget Calendar		I-728 Analysis	5-9	Letters to Cert Non-Continuing-via Princ.
22-26	Admin - Review projected enrollment	5	Enrollment Projections-Board Packet	6-10	Revenue Projections
25	Certificated Staff survey sent	5	BM-Enrollment Projections/Calendar	12	COW - Budget Review
30-31	Develop ASB budget packets	9	Staff survey due to HR		Budget Meetings w/Schools as requested
			Develop Funding Allocations		Budget Meetings w/Departments as requested
			Develop Budget Packets Schools/Departments	19	BM-Budgeting Staffing Review
			Develop Initial Staffing Allocations	31	Certificated/Classified hiring recommendations
			Distribute GF Budget Packets		On-Going Tasks: Meetings w/Princ regarding involuntary transfers & vacancies
			staff		On-Going Tasks:
On-Going Tasks:	Monitor Legislative/OSPI/WASBO Budget Info	On-Going Tasks:	Monitor Legislative/OSPI/WASBO Budget Info		Monitor Legislative/OSPI/WASBO Budget Info
	Review 2006-07 Cash Flow		Review 2006-07 Cash Flow		Review 2006-07 Cash Flow
			Implement staff changes in WISE		Input Budget Detail in WISE, implement staff changes in WISE
April 2007		May 2007		June 2007	
Dates	Tasks/Functions	Dates	Tasks/Functions	Dates	Tasks/Functions
1-7	Budget Meetings w/Schools as requested	1	Board declares RIF if necessary	1-8	Finalize all budget proposals
	Budget Meetings w/Departments as requested		Continue budget development work in WISE		Advertise Budget Public Hearing
	Advertise I-728 Public Hearing		ASB Budgets Due to Business Services	11	BM - Preliminary Budgets
7	Building/Department budgets Due		Certificated/Admin Contracts Due	15	Classified Staff & Sub Notices distributed
10-21	Input Building/Department budgets in WISE		Finalize Other Funds: CPF,DSF,ASB,TVF		Changes to Preliminary Budgets
11	Develop I-728 Presentation			22	Submit draft budget to PSESD for review
					Prepare udget presentation for BM
23	BM - Budget Update - I-728 Hearing		Budget Update for board packet	30	Deadline - last extract from HR to Budget
	Develop budget update information for BM	14	BM - Budget Update - COW		July 2007
30	Draft Revenues	17	Certificated & Admin Contracts distributed	10	Submit revised budget to ESD
30	Cert & Class staffing Finalized	15	Notice to cert staff & Admin of non-renewal	10	Proposed Budget available for review
					Public Notice of Budget Hearing
				15	Letter of Assurance - Classified
				15	Letter of Assurance - substitutes
On-Going Tasks:	Monitor Legislative/OSPI/WASBO Budget Info	On-Going Tasks:	Monitor Legislative/OSPI/WASBO Budget Info		August 2007
	Review 2006-07 Budget/Cash Flow		Review 2006-07 Budget/Cash Flow	1	August 1 Deadline for job share/partner
	Input Budget Detail in WISE		Input Budget Detail in WISE	6	Community Budget Workshop
				20	Public Hearing/ Budget
				27	BM - Adopt Final Budget for 2007-08