

San Mateo-Foster City School District
2011-12 Budget Development Calendar

Date	Assigned To	Activity
January 2011		
10	Fiscal Services	Community Workshop #1: School Finance Overview
11	Human Resources	Post Seniority List at each site and mail to certificated staff on leave
12	Cabinet (Executive)	Review and discuss information regarding Governor's 2011-12 Budget
13	Leadership Team Meeting	Provide a summary of the Governor's proposed mid-year cuts and 2011-12 Budget
		Present Tie Breaking and Skipping Criteria and Seniority List to Management
14	CBO and Director of Fiscal Services	Learn detail associated with Governor's 2011-12 Budget, and possible current mid-year reductions
18	Human Resources	Staff received certificated Seniority List corrections by the end of the day
19	Cabinet (Full)	Discuss budget development timelines and draft assumptions
20	Board	Receive an update on Governor's 2011-12 Proposed Budget and Budget Development Calendar (INFORMATION)
		Receive Tie Breaking and Skipping Criteria
		Receive Certificated Seniority List for Certificated staff (INFORMATION)
24	Fiscal Services	Community Workshop #2: Learn details of the District's revenue sources and how the District spends its revenue
	Human Resources	Post corrected Certificated Seniority List at each site
31	Fiscal Services	Community Workshop #3: Learn how and why our District is impacted and what the District is doing to weather the crisis.

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February 2011		
1 st Week	Fiscal Services	Distribute 2010-11 budgets and 2011-12 budget worksheets to program management
		Review 2010-11 budgets with program management and confirm FTEs
		Discuss and confirm proposed 2010-11 budgets with program management team
3	Board	Receive updated enrollment projections for 2010-11 (INFORMATION)
		Receive Second Budget Development Calendar (ACTION) and First Draft Budget Assumptions (INFORMATION)
		Approve updated Certificated Seniority List and Adopt Skipping/Tie Breaking Criteria
2 & 16	Cabinet (Full)	Budget studies; determine certificated layoffs that may be required
		Continue review of 2011-12 enrollment projections and staff allocations
17	Board	Receive updated Budget Calendar (ACTION ITEM)
		Receive Draft Budget Assumptions (INFORMATION)
		Receive Particular Kinds of Service (PKS) Lay Off Resolution (INFORMATION)
28	Human Resources	Classified Seniority List Posted

San Mateo-Foster City School District
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Date	Assigned To	Activity
March 2011		
2	Cabinet (Full)	Review initial site, unit, categorical budgets and provide budget update
		Determine whether classified layoffs may be required
	Fiscal Services and Human Resources	Provide preliminary staffing plans for 2011-12
3	Board	Receive updated Budget Assumptions (ACTION)
		Receive draft 2010-11 Second Interim Report (INFORMATION)
		Approval of Resolution Authorizing PKS lay-offs (ACTION)
		Present Classified Seniority list (INFORMATION)
10	Leadership Team	Budget Study Workshop: Discuss Preliminary Budget Reductions and Revenue Enhancements
11	Human Resources	March 15 Notices to Certificated Staff and Management
17	Board	Receive 2010-11 2 nd Interim, 3-year projections, projected ending balance (ACTION)
		Receive information regarding classified lay-offs (INFORMATION)
18	Human Resources	Request for Hearing Deadline (tentative)
25	Human Resources	Accusation Packet (tentative)
30	Human Resources	Notice of Hearing Deadline (tentative)
30	Cabinet	Review 2011-12 Budget
31	Board	Approve classified resolution authorizing reductions (ACTION)
		Receive Recommended Revenue Enhancements and Budget Reductions (INFORMATION)

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Date	Assigned To	Activity
April 2011		
13	Cabinet (Full)	Review 2010-11 draft budget
	Human Resources	Provide personnel update to Cabinet
**14	Board	Board budget study session (INFORMATION)
19	Human Resources	Attend Administrative Law Judge Hearing (Certificated Lay-offs) - Tentative
20	Human Resources	Notice classified employees
	Cabinet (Full)	Review 2011-12 draft budget
**21	Leadership Team	Review and discuss updated budget status, revenue enhancements and budget reductions
		Board budget development update
	Board	Receive Recommended Revenue Enhancements and Budget Reductions (INFORMATION)
		Receive updated enrollment (INFORMATION)
27	Cabinet (ALL)	Review and update 2011-12 draft budget

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Date	Assigned To	Activity
May 2011		
1st Week	Student Services	Finalize enrollment projections for final budget
5	Board	Approve Recommended Revenue Enhancements and Budget Reductions (ACTION)
		Hold a public hearing for Tier III Categorical grants transfer to other general education purposes
13	Human Resources	Final Lay Off Notices to Certificated Employees
19	Board	Receive May Revise detail to begin incorporating into our budget development process
		Approve updated budget assumptions (ACTION)
		Review draft all-funds budget
**26	Board	Provide possible Board budget study session, pending outcome of the May Revise

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Date	Assigned To	Activity
June 2011		
2	Board	Receive updated 2011-12 assumptions based on May Revise
		Receive DRAFT 2011-12 Budget (INFORMATION)
16	Board	Adopt 2011-12 Budget (ACTION ITEM)
July 2011		
	Fiscal Services	Close-out 2010-11 books
	Cabinet (Full)	Review final state budget (pending state budget status)

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Date	Assigned To	Activity
August 2011		
	Fiscal Services	Close 2010-11 books
	Board	Receive updated 2011-12 Budget within 30 days after final State budget is adopted (month depends on when State budget is adopted)
	Fiscal Services	Publish 2011-12 Budget Book (User friendly version)
September 2011		
	Board	Receive 2010-11 Unaudited Actuals -due to State by September 15, 2011 (ACTION)
		Provide Enrollment update
** Tentative. Suggested Board study sessions.		