

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, CA

2010-11 Budget Calendar

Date	Action	Responsibility
January		
January 8, 2010	Governor's 2010-11 budget proposal released	Governor
January 12, 2010	Board Meeting - Review draft budget guidelines, assumptions, and calendar - Present 2008-09 audited financial statements and report	Trustees, CBO, Ex. Dir. Fiscal Services External Auditors
January 13, 2010	Attend School Services Governor's Proposal Budget Workshop - Receive guidance on current and out-year budget considerations and impacts, and incorporate into budget development	Business Staff
January 19 - February 4, 2010	State of the School District presentations - Held at each high school, and includes budget discussion	Superintendent, CBO
January 22, 2010	Begin 2010-11 budget development, incorporating information from Governor's January proposal	Business Staff

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Date	Action	Responsibility
February		
Weekly	Initiate weekly 2010-11 budget planning and analysis discussions - Review current and projected budgets for sites and departments - Examine and realign categorically funded positions and programs - Prepare Second Interim report	Business Staff
Weekly	Initiate weekly 2010-11 budget planning and analysis discussions - Review budget guidelines, assumptions, and calendar - Discuss Governor's January budget proposal	CBO, Cabinet
February 9, 2010	Board Meeting - Present impact of Governor's January budget proposal, elicit input from Trustees - Approve budget guidelines, assumptions, and calendar	Trustees, CBO, Ex. Dir. Fiscal Services
February 19, 2010	Formulate and review preliminary enrollment and staffing projections - Prepare preliminary site budgets, and analyze impact to MYP	Business, Personnel, and Education Staff
February 22, 2010	Staff Budget Workshop - Examination of budgets at resource level to determine legal obligations and priorities - Review and examine core programs - Determine priorities within programs and activities	Superintendent, CBO, Business Staff, Program Managers
February 26, 2010	Finalize preliminary staffing - Develop certificated layoff recommendation (if applicable)	Business and Personnel Staff

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March		
Weekly	2010-11 budget discussions (as appropriate) - Analyze recommendations from staff budget workshop - Refine site budget allocations, based on enrollment and certificated staffing projections - Prepare budget scenarios based on the possibility of further State funding reductions (if applicable)	Business Staff
Weekly	2010-11 budget discussions (as appropriate) - Review and discuss findings from staff budget workshop - Determine programmatic priorities and activities	CBO, Cabinet
March 9, 2010	Board Meeting - Present Second Interim Report - Review Tier III categorical flexibility proposal - Update Board on 2010-11 budget development - Review risks to MYP and assumptions, based on updated information from State (if applicable) - Review potential budget reductions, elicit feedback - Approve certificated layoff resolution	Trustees, CBO, Ex. Dir. Fiscal Services, Personnel
March 15, 2010	Deadline to notify certificated staff of preliminary layoff	Personnel

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April		
Weekly	Continue 2010-11 budget discussions (as appropriate) - Formulate and review preliminary classified staffing - Refine and finalize site budget allocations, based on enrollment and staffing projections - Prepare Third Interim Report - Review and update 2009-10 fiscal year close	Business Staff
Weekly	Continue 2010-11 budget discussions (as appropriate) - Review data from Spring 2009 community suggestions - Prepare preliminary budget reduction recommendations	CBO, Cabinet
April 13, 2010	Board Meeting - Update Board on 2010-11 Budget Development - Review risks to MYP and assumptions, based on updated information from State (if applicable) - Review and refine potential budget reductions, elicit feedback	Trustees, CBO, Ex. Dir. Fiscal Services

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Date	Action	Responsibility
May		
Weekly	Continue 2010-11 budget discussions (as appropriate) - Analyze budget reduction recommendations - Review and update 2009-10 fiscal year close - Amend budget guidelines and assumptions, based upon Governor's May Revise	Business Staff
Weekly	Continue 2010-11 budget discussions (as appropriate) - Finalize budget reduction recommendations	CBO, Cabinet
May 11, 2010	Board Meeting - Present Third Interim Report - Update Board on 2010-11 budget development - Present draft 2010-11 budget recommendations, including reduction recommendations, elicit feedback	Trustees, CBO, Ex. Dir. Fiscal Services
Mid May	Governor releases May Revision to the proposed 2010-11 State Budget	Governor
May 28, 2010	Finalize enrollment projection for 2010-11, and make final staffing allocation adjustments	Business Staff
May 28, 2010	Attend Governor's May Revise Budget Workshop – School Services - Receive guidance on current and out-year budget considerations and impacts, and incorporate into Final Budget	Business Staff

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Date	Action	Responsibility
June		
June 15, 2010	Board Meeting - Review Governor's May Revise - Initial presentation of 2010-11 budget - Approve 2010-11 budget reductions - Hold Tier III categorical flexibility public hearing - Initial presentation of estimated actuals and estimated ending balance	Trustees, CBO, Ex. Dir. Fiscal Services
Mid June	Final 2010-11 budget available for public viewing	Public
June 29, 2010	Board Meeting - Hold public hearing on Final 2010-11 budget - Present and approve Final 2010-11 budget	Trustees, CBO, Ex. Dir. Fiscal Services
TBD	Within 45 days of Governor signing the annual State Budget, staff shall report the impact (if any) of the adopted State Budget upon the District	CBO, Ex. Dir. Fiscal Services

Presented for Draft Consideration: January 12, 2010

Revised: February 5, 2010

Presented for Board Approval: February 9, 2010