



## ***City School District of Albany***

### **2016-17 Budget Development Calendar**

October 29, 2015

To ensure transparency and provide ample opportunities for Board, public, and staff engagement, the City School District of Albany is providing the Budget Development Calendar for the 2016-17 school year. It contains 10 scheduled opportunities at Board meetings and workshops plus an additional 16 public budget meetings held in all school buildings in February and March by Principals to ensure an open process.

Upon adoption of the Budget by the Board of Education in April, there will be a Budget Hearing and approximately 8 additional community forums scheduled (dates TBD) throughout the City with PTA's, neighborhood associations, and other interested groups prior to the public vote on the Budget in May.

Over a six-month period, members of the Board, the public, and the staff are provided numerous opportunities to provide input and engage in the budget development process. **In total, there will be approximately 34 public meetings throughout the budget development process.** The *Budget Development Calendar* will be displayed numerous times throughout the budget process.

## **Board and Public Activities Relating to the 2016-17 Budget Research and Development**

### **Phase 01: Establishing the Process; Setting the Expectations, Guidance, Research and Development**

**10/29/15 (Thurs)**

**Board Meeting**

Office of the Superintendent will provide a draft Budget Calendar to the Board for discussion.

**10/30/15 (Fri)**

Office of Superintendent provides a Detail Line-Item Report to the Board of Education displaying a history of actual and budgeted expenses. Board members will convey any questions to staff regarding these reports by December 2, 2015.

**11/12/15 (Thurs)**

The Office of Superintendent, Principals, Directors, and Supervisors will meet to discuss the 2016 -17 Budget Development Process, and their expected roles and responsibilities in aligning budget allocations to

*Strategic Directions.* The budget packet (work papers) will be disseminated.

- 11/17/15 (Tues)** In accordance with the DCIP Plan SOP 1.3, The Office of the Superintendent will review staffing assignments for supplemental student services and student data identifying needs. From this data, FTE's will be assigned to buildings by January 15, 2016.
- 11/19/15 (Thurs)** **Board Meeting**  
Superintendent will present academic goals and objectives to provide guidance for budget development. Board and administration will discuss the 2016-17 Budget Development Process and related documents. The Board will be presented with the Budget Calendar for adoption.
- 12/2/15 (Wed)** Last day for Board members to convey any questions on the Detail Line-Item Report displaying a history of actual and budgeted expenses provided on October 30<sup>th</sup>.  
Building and departmental budgetary forms and requests are due from administrators to District Office.
- 12/3/15 – 12/23/15** Staff will respond to Board questions and/or meet with Board members as necessary on the Detail Line-Item Report issued October 30<sup>th</sup>.
- 12/3/15 – 3/31/16** Office of Superintendent will review staff input from the budget packets (work papers) and conduct budget meetings with principals, directors and supervisors. Packets are due to the Business Office by December 3rd.

## **Board and Public Activities Relating to the 2016-17 Budget**

### **Phase 02: Designing Budget Options with Consultation from the Public and Guidance from the Board**

- 01/5/16 (Tues)** **Public Budget Workshop I – 5:30-7:00** **Public input provided**  
This workshop will provide some basic information on Public School Finance 101 and allow for interactive group discussions where all people in attendance have an opportunity to voice their ideas and perspectives on the District's budget. To help guide the conversation in the best way possible, the District will invite community residents to submit a topic they would like to see discussed.
- 01/12/16 (Tues)** **Public Budget Workshop II – 5:30-7:00** **Public input provided**  
This second workshop will also provide some basic information on Public School Finance 101 and follow-up on discussions from the first Workshop. New topics for discussion will also be welcome. The Workshop will allow for interactive

group discussions where all people in attendance have an opportunity to voice their ideas and perspectives on the District's budget.

- 2/4/16 (Thurs)**      **Board Meeting**      **Public input provided**  
Office of Superintendent will present **1<sup>st</sup> Draft Budget**, and objectives and program strategies to support 2016-2017 budget development.
- 2/5/16 – 2/24/16**      **Administrator's feedback to Office of Superintendent**  
Office of Superintendent will hold discussions on administrator's feedback on the **1<sup>st</sup> Draft Budget**, objectives, strategies and school-based impact of details of programming, staffing, investment and change.
- 2/5/16 – 2/24/16**      **Principal led Community Connection**      **Public input provided**  
Principals will hold a budget session in their buildings with the community. The meetings are tentatively planned for February 8<sup>th</sup> or 9<sup>th</sup>, depending on the building.
- 2/25/16 (Thurs)**      **Board Meeting**      **Public input provided**  
Office of Superintendent will present **2<sup>nd</sup> Draft Budget**, outlining preliminary budget forecast and budget assumptions. Board will further discuss program strategies and initiatives along with associated budget implications. Board will submit requests to Office of Superintendent for any additional information or analysis.
- 3/1/16 (Tues)**      **Property Tax Cap Calculation Deadline** to the Office of the State Comptroller.
- 3/3/16 (Thurs)**      **Board Meeting**      **Public input provided**  
Board will discuss the **2<sup>nd</sup> Draft Budget** and Superintendent's recommendations.
- 3/4/16 – 3/16/16**      **Administrator's feedback to Office of Superintendent**  
Office of Superintendent will hold discussions on administrator's feedback on the **2<sup>nd</sup> Draft Budget**, objectives, strategies and school-based impact of details of programming, staffing, investment and change.
- 3/17/16 (Thurs)**      **Board Meeting**      **Public input provided**  
Office of Superintendent will present the **3<sup>rd</sup> Draft Budget**. Board will adopt a resolution to publish the **Required Legal Notice** to announce budget vote (first notice to be published before April 3, 2016).
- 3/18/16 – 3/23/16**      **Administrator's feedback to Office of Superintendent**  
Office of Superintendent will hold discussions on administrator's feedback on the **3<sup>rd</sup> Draft Budget**, objectives, strategies and school-based impact of details of programming, staffing, investment and change.

- 3/22/16 – 3/29/16**    **Office of the Superintendent Choice making**  
The Office of Superintendent will put forth recommendations to the Board.
- 3/31/16 (Thurs)**    **Special Budget Forum & Meeting**                      **Public input provided**  
The Office of Superintendent will present and Board will further discuss the **3<sup>rd</sup> Draft Budget**.
- 4/2/16 (Sat)**                      **Latest date** to publish first of four Legal Notices of Budget Hearing and Vote.

## **Board and Public Activities Relating to the 2016-17 Budget**

### **Phase 03: Finalization and Choice Making on Preferred Budget Option**

- 4/7/16 (Thurs)**                      **Board Meeting**    **Public input provided**  
Office of Superintendent will present the **FINAL BUDGET for ADOPTION**. The Board will provide input and discuss final adjustments to the budget. This is the last date that public comment can impact the budget if it is adopted. The Board may adopt the 2016-17 Budget.
- 4/14/16 (Thurs)**                      **Tentative Special Board Meeting for Budget Only**    **Public input provided**  
The Board will discuss and **ADOPT the FINAL BUDGET** (if it is not adopted on April 7<sup>th</sup>). If the Budget is adopted on April 7<sup>th</sup>, no meeting is necessary on April 14<sup>th</sup>.
- 4/8/16 (Fri) or  
4/15/16 (Fri)**                      The “**Property Tax Report Card**” will be submitted to SED and local newspapers of general circulation the day following the budget adoption. Publish second of four Legal Notices of Budget Hearing and Vote. No later than 4/23/16.
- 4/15/16 -5/16/16**                      **Community Forums**  
Up to eight (8) community forums will be scheduled throughout the City with PTA’s, neighborhood associations, and other interested groups prior to the public vote on the Budget in May. This is to inform and clarify the intent, strategies and specifics of the adopted BUDGET. Public comment at these meetings cannot impact or change the approved adopted Budget.
- 4/28/16 (Thurs)**                      Copies of the Budget Statements (binder) available at District Office and school office buildings (7 calendar days before the Budget Hearing). Budget Newsletter mailed to community (one week prior to Budget Hearing). Publish third of four Legal Notices of Budget Hearing and Vote.

**5/5/16 (Thurs)**

**Budget Hearing – (must be between May 3-10, 2016)**

Board will conduct a “**Budget Hearing**” to present the previously finalized budget. The budget cannot be changed based on public comment on this date. Publish fourth of four Legal Notices of Budget Hearing and Vote.

**5/6/16 (Fri)**

A “**School Budget Notice**” will be mailed to community (one day after Budget Hearing) to remind the public of the vote date and provide required financial information.

**5/17/16 (Tues)**

**Community Vote on Budget**