



City School District of Albany

2017-18 Budget Development Calendar

November 17, 2016

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 2017-18 school year. It contains 14 scheduled opportunities for input and feedback at Board meetings and workshops to ensure an open process.

Upon adoption of the Budget by the Board of Education in April, there will be a Budget Hearing and up to 10 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 24 public meetings throughout the budget development process.** The *Budget Development Calendar* and updated information will be displayed throughout the budget process.

Board and Public Activities Relating to the Development of the 2017-18 Budget

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

11/3/16 (Thurs)

Board Meeting

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

The Office of Superintendent, Principals, Directors, and Supervisors will meet to discuss the 2017 -18 Budget Development Process, and their expected roles and responsibilities in aligning budget allocations to *Strategic Directions*. The budget packet (work papers) will be disseminated.

11/4/16 (Fri)

The Office of Superintendent will provide a detailed Line-Item Expense Report to the Board of Education displaying a history of the actual and budgeted expenses. Board members will convey any questions to staff regarding these reports by December 2, 2016.

11/15/16 (Tues)

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 17, 2017.

Board and Public Activities Relating to the Development of the 2017-18 Budget

- 11/17/16 (Thurs)** **Board Meeting**
The Superintendent will present academic goals and objectives to provide guidance for budget development. The Board and administration will discuss the 2017-18 Budget Development Process and related documents. The Board will be presented with the Budget Calendar for adoption.
- 12/2/16 (Fri)** The last day for Board members to convey any questions on the Line-Item Expense Report displaying a history of actual and budgeted expenses provided on November 4th.
Building and departmental budgetary forms and requests are due from administrators to the District Office.
- 12/3/16–12/23/16** Staff will respond to Board questions and/or meet with Board members as necessary on the Line-Item Expense Report issued November 4th.
- 12/5/16–3/31/17** 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 2nd.

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

- 01/11/17 (Wed)** **Public Budget Workshop I – 5:30-7:00** **Public input encouraged**
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 discussed.
- 01/18/17 (Wed)** **Public Budget Workshop II – 5:30-7:00** **Public input encouraged**
The second workshop of the two-part series will also provide general 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.
- 2/2/17 (Thurs)** **Board Meeting** **Public input encouraged**
The Office of Superintendent will present **1st Draft Budget** including objectives and program strategies to support 2017-2018 budget development.

Board and Public Activities Relating to the Development of the 2017-18 Budget

- 2/3/17 – 2/15/17** **Administrator’s feedback to Office of Superintendent**
The Office of Superintendent will brief administrators on the *1st Draft Budget* including it’s: objectives, strategies and the school-based impact of programming, staffing, investment and change. The opportunity for feedback will be incorporated as part of the process.
- 2/16/17 (Thurs)** **Board Meeting** **Public input encouraged**
The Office of Superintendent will present the *2nd Draft Budget*, outlining the preliminary budget forecast and budget assumptions. The Board will further discuss program strategies and initiatives along with associated budget implications. The Board will submit requests to Office of Superintendent for any additional information or analysis.
- 3/1/17 (Wed)** **Property Tax Cap Calculation Deadline** to the Office of the State Comptroller.
- 3/2/17 (Thurs)** **Board Meeting** **Public input encouraged**
The Board will discuss the *2nd Draft Budget* and Superintendent’s recommendations. The Board will submit requests to Office of Superintendent for any additional information or analysis.
- 3/3/17 – 3/15/17** **Administrator’s feedback to Office of Superintendent**
The Office of Superintendent will brief administrators on the *2nd Draft Budget* including it’s: objectives, strategies and the school-based impact of programming, staffing, investment and change. The opportunity for feedback will be incorporated as part of the process.
- 3/6/17 – 3/9/17** **Principal-led Community Budget Meetings** **Public input encouraged**
Principals will present four regional budget meetings. On March 6th one will be held at Hackett and on March 7th one at Myers and one at 50 North Lark Street. And lastly on March 9th, one will be held in conjunction with the Parent University meeting at North Albany Academy.
- 3/16/17 (Thurs)** **Board Meeting** **Public input encouraged**
The Office of Superintendent will present the *3rd Draft Budget* and Superintendent’s recommendations. The Board will submit requests to Office of Superintendent for any additional information or analysis.
- 3/17/17 – 4/6/17** **Administrator’s feedback to Office of Superintendent**
The Office of Superintendent will brief administrators on the *3rd Draft Budget* including it’s: objectives, strategies and the school-based impact of programming,

Board and Public Activities Relating to the Development of the 2017-18 Budget

staffing, investment and change. The opportunity for feedback will be incorporated as part of the process.

3/30/17 (Thurs) **Special Budget Forum & Meeting** **Public input encouraged**
The Office of Superintendent will present and the Board will further discuss the **3rd Draft Budget**. The Board will submit requests to Office of Superintendent for any additional information or analysis.

3/31/17 (Fri) **Latest date** to publish first of four Legal Notices of Budget Hearing and vote.

Phase 03: Finalization and Choice Making on Preferred Budget Options

4/6/17 (Thurs) **Board Meeting** **Public input encouraged**
The 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 2017-18 Budget at this meeting.

4/12/17 (Wed) **Tentative Special Board Meeting for Budget Only** **Public input encouraged**
The Board will discuss and **ADOPT the FINAL BUDGET** (if it is not adopted on April 6th). If the Budget is adopted on April 6th, no meeting is necessary on April 12th.

**4/7/17 (Fri) or
4/14/17 (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 4/21/17.

4/17/17 -5/15/17 **Community Forums**
Up to ten (10) 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.

4/27/17 (Thurs) Copies of the Budget Statements (the binder) will be available at the District Office and school office buildings (7 calendar days before the Budget Hearing). The *Budget Newsletter* will be mailed to the community (one week prior to Budget Hearing). Publish third of four Legal Notices of Budget Hearing and vote.

Board and Public Activities Relating to the Development of the 2017-18 Budget

5/4/17 (Thurs)

Budget Hearing – (must be between May 3-10, 2017)

The 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.

5/5/17 (Fri)

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

5/16/17 (Tues)

Community Vote on Budget