



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

### **2019-2020 Budget Development Calendar**

**November 9, 2018**

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 2019-2020 school year. It contains 11 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 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 28 public meetings throughout the budget 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 2019-2020 Budget**

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

- 11/2/18 (Fri)** The Office of Superintendent will provide a detailed Line-Item Expense Report to the Board of Education displaying a 3-year history of the actual expenses and the current budget. Board members will convey any questions to staff regarding these reports by December 3, 2018.
- 11/8/18 (Thurs)** The Office of Superintendent, Principals, Directors, and Supervisors will meet to discuss the 2019-2020 Budget Development Process. The expected roles and responsibilities of staff will be discussed in aligning budget allocations to district priorities. The budget packet (work papers) will be disseminated to staff.
- 11/13/18 (Tues)** The Office of the Superintendent will begin planning budget development activities such as: identifying programing and staffing areas to review in-depth; identifying areas in need of additional resources; updating the Academic Plan; and examining potential new initiatives.

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11/15/18 (Thurs)	<b><u>Board Meeting</u></b> The Board will be presented with a draft of the proposed <u>Budget Development Calendar</u> for the 2019-20 school year.
11/26-29/18	Publicize the legislative priorities the Governmental Relations Committee will be advocating for on behalf of the District for the 2019-20 State-aid year.
11/29/18 (Thurs)	<b><u>Board Meeting</u></b> The Board will be presented the <u>Budget Development Calendar</u> for adoption.
12/3/18 (Mon)	The last day for Board members to convey any questions on the <u>Line-Item Expense Report</u> displaying a history of actual and budgeted expenses provided on November 2 <sup>nd</sup> .
12/3/18–12/21/18	Staff will respond to Board questions and/or meet with Board members as necessary on the <u>Line-Item Expense Report</u> issued November 2 <sup>nd</sup> .
12/7/18 (Fri)	Building and departmental budgetary forms and requests are due from administrators to the District Office.
12/12/18–2/28/19	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 <u>December 7th</u> .
01/3/19 (Thurs)	<b><u>Board Meeting</u></b> <span style="float: right;"><b>Public input encouraged</b></span> The Superintendent will provide an overview of the budget process and academic targets.

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

01/8/19 (Tues)	<b><u>Public Budget Workshop I – 5:30-7:00</u></b> <span style="float: right;"><b>Public input encouraged</b></span> 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.
01/15/19 (Tues)	<b><u>Public Budget Workshop II – 5:30-7:00</u></b> <span style="float: right;"><b>Public input encouraged</b></span> 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

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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.

- 01/17/19 (Thurs)**      **Board Meeting**      **Public input encouraged**  
The Governor's State-aid proposal for public schools will be reviewed.
- 1/31/19 (Thurs)**      **Board Meeting**      **Public input encouraged**  
The Office of Superintendent will present **1<sup>st</sup> Draft Budget** including objectives and program strategies to support 2019-2020 budget development. Information will also be provided to explain some of the significant changes in the budget.
- 2/1/19– 2/28/19**      **Administrator's feedback to Office of Superintendent**  
The Office of Superintendent will brief administrators on the **1<sup>st</sup> Draft Budget** including its 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.
- 2/14/19 (Thurs)**      **Board Meeting**      **Public input encouraged**  
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.
- 3/1/19 (Fri)**      **Property Tax Cap Calculation Deadline** to the Office of the State Comptroller.
- 3/7/19 (Thurs)**      **Board Meeting**      **Public input encouraged**  
The Office of Superintendent will present the **2<sup>nd</sup> Draft Budget** outlining the preliminary budget forecast and budget assumptions. The Board will discuss the **2<sup>nd</sup> Draft Budget** and Superintendent's recommendations. The Board will submit requests to Office of Superintendent for any additional information or analysis.
- 3/8/19 – 3/20/19**      **Administrator's feedback to Office of Superintendent**  
The Office of Superintendent will brief administrators on the **2<sup>nd</sup> Draft Budget** including its: 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.
- 3/4/19 – 3/7/19**      **Principal-led Community Budget Meetings**      **Public input encouraged**  
Principals will present four regional budget meetings. Three of the meetings will be held at each middle school and a fourth meeting will be held at an elementary school.

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- 3/21/19 (Thurs)**      **Board Meeting**      **Public input encouraged**  
The Office of Superintendent will provide updates on the budget. The Board will submit requests to Office of Superintendent for any additional information or analysis.
- 3/22/19 – 4/03/19**      **Administrator’s feedback to Office of Superintendent**  
The Office of Superintendent will continue refining the budget proposal and working with administrators on it’s: objectives, strategies and the school-based impact of programming. The opportunity for feedback will be incorporated as part of the process.
- 4/5/19 (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

- 4/4/19 (Thurs)**      **Board Meeting**      **Public input encouraged**  
The Office of Superintendent will present and the Board will discuss the *3<sup>rd</sup> Draft Budget*. The Board will submit requests to Office of Superintendent for any additional information or analysis.
- 4/11/19 (Thurs)**      **Special Budget Forum & 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 2019-2020 Budget at this meeting.
- 4/12/19 (Fri)**      The “**Property Tax Report Card**” will be submitted to SED and local newspapers of general circulation the day following the budget adoption; but no later than April 29<sup>th</sup>.
- 4/12/19 -5/3/19**      After the budget is adopted by the Board of Education, the Office of the Superintendent will brief administrators on the Budget including its objectives, strategies and the school-based impact of programming, staffing, and investment.
- 4/16/19 (Thurs)**      **Board Meeting**      **Public input encouraged**  
The Office of Superintendent will present the **FINAL BUDGET for ADOPTION**; if not adopted on the 11<sup>th</sup>. If the Budget is adopted on the 11<sup>th</sup>, this will become a regular Board meeting. The Board will provide input and discuss final adjustments to the budget. This is the last date that public comment can impact

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the budget if it is adopted.

- 4/22/19 (Mon)** The “**Property Tax Report Card**” will be submitted to SED and local newspapers of general circulation the day following the budget adoption; but no later than April 29<sup>th</sup>.  
Publish second of four Legal Notices of Budget Hearing and vote no later than 4/22/19.
- 4/22/19 -5/20/19** **Community Forums**  
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.
- 5/2/19 (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.
- 5/9/19 (Thurs)** **Budget Hearing – (must be between May 7-14, 2019)**  
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.
- 5/10/19 (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.
- 5/21/19 (Tues)** **Community Vote on Budget**
- 5/22/19 (Wed)** Upon approval of the budget by the voters, the Superintendent files the tax cap compliance data certification with the NYS Office of the State Comptroller.