

## BUDGET/SCIP/WORKFORCE PLANNING TIMELINE FOR 2009-2010

<b>December 2008</b>	
December 16, 2008	Certify Final Tax Levy to Set Revenue Expectations for the 2009-10 Fiscal Year
<b>January 2009</b>	
By End of January, 2009	Determine Revenue and Expenditure Projections for 2009-2010 Using Current Law and Adding Inflationary Increases
By End of January, 2009	Review and Revise Pupil Funding Formula
<b>February 2009</b>	
February 5, 2009	Intent to Return Letters Sent to Staff on Leave of Absence
February 10, 2009	Prepare Budget Guidelines for the 2009-2010 Budget and Budget Priorities
February 11, 2009	All Administrators Meeting to Begin SCIP Budget Discussion and Training
<b>March 2009</b>	
March 2, 2009	Voluntary Teacher Transfer Process Begins
March 2, 2009	Intent to Return Declarations due to Human Resources from Teachers on Leave
March 2, 2009	Involuntary Transfer Notices Due to Human Resources (Tenured Teachers wishing to be placed on the Involuntary List)
March 2, 2009	Last Day for Principals to Notify Job Share Teachers if the Job Share is being Discontinued
March 2, 2009	Budget Community Meeting
March 3, 2009	Information sent to Administrators and Program Managers Regarding the Probationary Teacher Nonrenewal Process and Probationary Employee Evaluations
March 4, 2009	School Allocations Staff Review
March 5, 2009	Building Allocations Distributed to Principals
March 5, 2009	Email Sent to Teachers/Administrators with Expiring Licenses
March 9-11, 2009	Distribute Centrally-Funded Budget Allocations to Budget Administrators
March 11-12, 2009	Train Building Administrators and Site Councils on the SCIP/Budget/Workforce Planning Process
March 15, 2009	Last Day for Retiring Teachers to Qualify for Retirement Incentive
March 17-20, 2009	SCIP Fairs
March 19-20, 2009	Community Budget Meetings
March 25, 2009	Budget Web Survey (Public)/Community Meeting
<b>April 2009</b>	
April 2, 2009	Reminder Email Sent – Annual Performance Evaluations for all Staff
April 7-8, 2009	Budget and Workforce Planning Help Sessions
April 15, 2009	Reminder Email Sent to Teachers/Administrators with Expiring Licenses
April 24, 2009	Principals and Program Managers provide written notification to teachers who will be nonrenewed (copies sent to Elementary/Middle/SH Executive Director and Executive Director of Human Resources)
April 24, 2009	Workforce Planning Worksheets Due (this information will identify cuts and vacancies)
By April 30, 2009	Executive Directors meet with teachers to be nonrenewed (if requested)
<b>May 2009</b>	
May 1, 2009	Executive Directors provide list of teachers to be nonrenewed to the Chief of Schools and Executive Director of Human Resources
May 1, 2009	Budgets and SCIP Due Note: Workforce Planning Worksheets due on April 24.
May 1, 2009	Title I Documents due to Title I/Funded Programs

May 5, 2009	COB Meeting Regarding Budget
May 8, 2009	Chief of Schools provides complete list of teachers to be nonrenewed to the Superintendent and the Executive Director of Human Resources
May 12, 2009	Staff Forum/Community Meeting on Budget
May 15, 2009	Performance Evaluations of Nonlicensed Staff Due to Human Resources
May 26, 2009	Staff Forum/Community Meeting on Budget
<b>June 2009</b>	
June 9, 2009	Board Approves Recommended Teacher Nonrenewals and Discusses 2009-2010 Budget
June 9, 2009	Last Day for Teaching Assistants and Educational Assistants
June 10, 2009	Last Day for Teachers
June 12, 2009	Non-Renewal Notice – Human Resources Notifies Probationary Teachers in Writing of Board of Action
June 12, 2009	12 month Employee Layoff and Placements
June 16, 2009	Board Approves Budget and, If Necessary, Layoff of Tenured Teachers
June 17, 2009	Tenured Teachers Layoff Letters Sent, If Necessary
June 17, 2009	Last Day for 10 Month Civil Service Employees
June 19, 2009	Last Day for Principals
June 19, 2009	Voluntary Teacher Transfer Process Ends
June 29, 2009	Involuntary Teacher Transfer Placement Process Begins
<b>July 2009</b>	
July 15, 2009	Notify Teachers/Administrators Whose Licenses are Still Expired
<b>August 2009</b>	
No later than August 10, 2009	Educational Assistant Placement/Layoff Letters Sent
No later than August 10, 2009	Teaching Assistant Placement/Layoff Letters Sent
No later than August 10, 2009	Civil Service Placement/Layoff Letters Sent
August 10, 2009	Principals, Assistant Principals and Lead Clerks Return
August 24, 2009	Counselors and Other Schools Clerks Return
August 28, 2009	New Teacher Orientation
August 31, 2009	Teachers and Educational Assistants Return
Ongoing Throughout the School Year 2009-2010	Additional EA, TA, C.S. Placements Due to Additional Cuts
<b>September 2009</b>	
September 8, 2009	First Day of School (Except Kindergarten)
September 8, 2009	Teaching Assistants Return
September 10, 2009	First Day of School for Kindergarten