

Cypress School District
2019/20 Fiscal Year Budget

Budget & Financial Planning Calendar

DATE	ACTION	RESPONSIBILITY
OCTOBER 2018		
Oct. 24, 2018	District Budget Advisory Committee – Meeting #1	Asst. Superintendent BS Fiscal Services Coordinator
NOVEMBER 2018		
Nov. 1, 2018	LCAP Meeting #1 – Conduct LCAP input/consultation meeting with community stakeholders (parents, teachers & classified staff)	Superintendent Director CIA Admin. Director HR Asst. Superintendent BS
DECEMBER 2018		
Dec. 13, 2018	Board Meeting <ul style="list-style-type: none"> Present 1st Interim Report (2018/19) Present and receive the 2017/18 Annual Financial Audit Report 	Trustees, Asst. Superintendent BS Business Staff Auditor
Dec. 15, 2018	Annual 2017/18 Financial Audit Report due to OCDE/CDE	Asst. Superintendent BS
January 2019		
Jan. 10, 2019	Governor's 2019/20 budget proposal released	Governor
Jan. 15, 2019	Cypress Education Foundation (CEF) Board Meeting <ul style="list-style-type: none"> Review quarterly reports Review Cypress Park Senior Community Limited Partnership Reports 	CEF Board of Directors Asst. Superintendent BS Business Services Staff
Jan. 16, 2019	Attend School Services Governor's Budget Proposal Workshop <ul style="list-style-type: none"> Receive guidance on current and out-year budget considerations and impacts Begin 2019/20 budget development, incorporating information from Governor's January proposal 	Cabinet Business Services Staff
Jan. 16, 2019	Begin coordinating 2019/20 Enrollment Projection & Staffing Review meetings with site principals & Director Special Ed/Student Services	Asst. Superintendent BS Admin. Director HR Director Student Support Fiscal Services Coordinator
Jan. 22 thru 31	Facilitate 2019/20 Enrollment Projection & Staffing Review meetings with site principals & Director Special Ed/Student Services	Asst. Superintendent BS Fiscal Services Coordinator Admin. Director HR Principals Director SE/SS
Jan. 31, 2019	Review prior year budget guidelines and assumptions, adjust to reflect January proposal	Asst. Superintendent BS Fiscal Services Coordinator
Jan. 31, 2019	2 nd Interim reporting period closes	n/a
February 2019		
Weekly	Initiate weekly 2019/20 budget planning and analysis discussions <ul style="list-style-type: none"> Review current projected budgets for sites and departments Examine and realign categorically funded positions & programs Develop and refine budget reduction recommendations (as applicable) Prepare the 2nd Interim report 	Business Services Staff
Weekly	Weekly 2019/20 budget planning and analysis discussions, including staffing recommendations <ul style="list-style-type: none"> Review budget guidelines, assumptions, and calendar Discuss Governor's January budget proposal 	Asst. Superintendent BS Cabinet

DATE	ACTION	RESPONSIBILITY
Feb. 1, 2019	Auditor Site Visits <ul style="list-style-type: none"> Site attendance audits 	Asst. Superintendent BS Business Services Staff Auditors Select School Site(s)
Feb. 14, 2019	Board Meeting – Budget Discussion /Budget Update <ul style="list-style-type: none"> General budget discussions to include: <ul style="list-style-type: none"> Present overview update of Governor’s 2019/20 January budget proposal Present overview update of LCAP and LCAP timeline 2019/20 development Trustee questions, input, and feedback Present draft budget guidelines, assumptions, and calendar 	Trustees Superintendent Asst. Superintendent BS Business Services Staff
Feb. 20, 2019	District Budget Advisory Committee – Meeting #2	Asst. Superintendent BS Fiscal Services Coordinator
Feb. 24 thru April 28	Seek feedback from community stakeholders regarding LCAP <ul style="list-style-type: none"> Make available online surveys via District website 	Director CIA Principals Asst. Superintendent BS
Feb. 3 thru 28	Continue analysis and development of 2019/20 major budget components based on January budget proposal <ul style="list-style-type: none"> Formulate and review preliminary 2019/20 enrollment & staffing projections Review preliminary site budgets and analyze impact to MYP Develop certificated/classified layoff recommendations (if necessary) 	Asst. Superintendent BS Cabinet Business Services Staff
March 2019		
TBD	Joint Cabinet/OCDE LCAP Meeting – Conduct LCAP input/consultation meeting with OCDE staff members (if needed)	Cabinet OCDE Staff
Weekly	2019/20 budget discussions (as appropriate) <ul style="list-style-type: none"> Develop and refine budget reduction recommendations (as applicable) Refine site budget allocations, based on enrollment and certificated staffing projections Prepare budget scenarios based on State funding projections (as applicable) 	Asst. Superintendent BS Business Services Staff
Weekly	2019/20 budget discussions (as appropriate) <ul style="list-style-type: none"> Develop and refine budget reduction recommendations (as applicable) Determine programmatic priorities and activities 	Asst. Superintendent BS Cabinet
Mar. 6, 2019	LCAP Meeting #2 – Conduct LCAP input/consultation meeting with community stakeholders (parents, teachers & classified staff)	Superintendent Director CIA Admin. Director HR Asst. Superintendent BS
Mar. 7, 2019	Board Meeting <ul style="list-style-type: none"> Present 2nd Interim Report Update Board on 2019/20 budget development (as needed) Review MYP and assumptions, based on 2nd Interim and updated information from State (if applicable) Approve certificated layoff resolution (if applicable) 	Trustees Superintendent Asst. Superintendent BS Admin. Director HR Business & HR Staff Cabinet
Mar. 15, 2019	Deadline to notify certificated staff of preliminary layoff	Admin. Director HR HR Staff
Mar. 15 through May 15	Student/Open Enrollment window begins	Admin. Director HR HR Staff
Mar. 11 through Mar. 15	Spring Recess all Traditional Schools	n/a

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March 25 through March 27	Auditor District Office Visit <ul style="list-style-type: none"> Interim District audit 	Asst. Superintendent BS Business Services Staff Auditors
Mar. 26, 2019	Cypress Education Foundation (CEF) Board Meeting <ul style="list-style-type: none"> Review & approve site lease extensions for 2019/20 (as applicable) Review & approve child care lease extensions for 2019/20 	CEF Board of Directors Asst. Superintendent BS Business Services Staff
Mar. 27, 2019	District Budget Advisory Committee – Meeting #3	Asst. Superintendent BS Fiscal Services Coordinator
April 2019		
Weekly	Continue 2019/20 budget discussions (as appropriate) <ul style="list-style-type: none"> Formulate and review preliminary classified staffing Refine and finalize site budget allocations, based on enrollment and staffing projections Develop and refine budget reduction recommendations (if applicable) Prepare 3rd Interim Report (if necessary) Review and update 2019/20 fiscal year closing (protocols, etc.) 	Asst. Superintendent BS Business Services Staff
Weekly	Continue 2019/20 budget discussions (as appropriate) <ul style="list-style-type: none"> Develop and refine budget reduction recommendations (as applicable) Prepare preliminary budget reduction recommendations (as applicable) 	Asst. Superintendent BS Cabinet
April 1 through April 24	Spring Recess for Year-Round School (Landell only)	
Apr. 11, 2019	Board Meeting – Budget Discussion /Budget Update <ul style="list-style-type: none"> (If needed) General budget discussions to include: <ul style="list-style-type: none"> Present overview update of LCAP and LCAP timeline, feedback received, etc. 2019/20 development Trustee questions, input, and feedback Present draft budget guidelines, assumptions, and calendar 	Trustees Superintendent Asst. Superintendent BS Business Services Staff
April 24, 2019	Budget Committee Meeting #4 (if needed)	Asst. Superintendent BS Budget Committee
May 2019		
Weekly	Continue 2019/20 budget discussions (as appropriate) <ul style="list-style-type: none"> Analyze budget reduction recommendations (if applicable) Finalize budget reduction recommendations for incorporation into budget document (if applicable) Review and update 2018/19 fiscal year closing Amend budget guidelines and assumptions, based on Governor's May Revise 	Asst. Superintendent BS Fiscal Services Coordinator Business Services Staff
Weekly	Continue 2019/20 budget discussions (as appropriate) <ul style="list-style-type: none"> Finalize budget reduction recommendations for incorporation into budget document (as applicable) 	Asst. Superintendent BS Fiscal Services Coordinator Business Services Staff
May 1, 2019	Classified 60-day layoff deadline (as appropriate)	Admin. Director HR
May 1, 2019	LCAP Meeting #3 – Conduct LCAP input/consultation meeting with community stakeholders (parents, teachers & classified staff)	Superintendent Director CIA Asst. Superintendent BS
May 9, 2019	Board Meeting <ul style="list-style-type: none"> LCAP Presentation (if necessary) Present 3rd Interim (if necessary) Update Board on 2019/20 budget development (if necessary) 	Trustees Superintendent Asst. Superintendent BS Director CIA Business Services Staff
May 10, 2019	Governor releases May Revision to the proposed 2019/20 State Budget	Governor

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May 15, 2019	Student Open Enrollment window closes	Admin. Director HR Asst. Superintendent BS
May 17, 2019	Enrollment Projection/Staffing Review Meeting with Principals <ul style="list-style-type: none"> Student & Staffing projections presented by BS & HR Intra/Inter District transfer request finalized with Principals 	Cabinet Principals
TBD	Attend Governor's May Revise Budget Workshop – School Services <ul style="list-style-type: none"> Receive guidance on current and out-year budget considerations and impacts, and incorporate 	Cabinet Business Services Staff
May 29, 2019	Last day of school (2018/19) for students attending Traditional Calendar schools (minimum school day)	n/a
June 2019		
June 7, 2019	2019/20 Budget available for public viewing	Asst. Superintendent BS Fiscal Services Coordinator Business Services Staff
June 10, 2019	Board Meeting – Budget Discussion/Update <ul style="list-style-type: none"> Present updated LCAP Hold LCAP public hearing Hold 2019/20 budget public hearing Present 2019/20 budget Review Governor's May Revise 	Trustees Superintendent Asst. Superintendent BS Fiscal Services Coordinator Director CIA Business Services Staff
June 20, 2019	Board Meeting <ul style="list-style-type: none"> Recommendation made to adopt revised LCAP – The plan adopted is effective for a period of 3-years and must be updated on or before July 1 of each year Approve 2019/20 budget 	Trustees Superintendent Asst. Superintendent BS Fiscal Services Coordinator Director CIA Business Services Staff
June 25, 2019	Due date to file adopted LCAP <ul style="list-style-type: none"> Not later than 5-days after the adoption of the plan or annual update, school district must file the plan with the County Superintendent of Schools 	Director CIA Asst. Superintendent BS
June 28, 2019	Last day of school (2018/19) for students attending Year-Round Calendar school (minimum day)	n/a
July 2019		
July 11, 2019	Board Meeting <ul style="list-style-type: none"> Update Board on 2019/20 state adopted budget (as appropriate, if needed) 	Asst. Superintendent BS
August 2019		
Aug. 8, 2019	School Starts – Both Traditional and Year-Round Schools	
Aug. 15, 2019	Board Meeting Within 45 days of Governor signing the annual State Budget, staff shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by the Budget Act (E.C. 42127[i][4]).	Trustees Asst. Superintendent BS Business Services Staff
Aug. 15, 2019	On or before August 15 th of each year, the County Superintendent of Schools may seek clarification, in writing, from the school district about the contents of the plan or annual update. <ul style="list-style-type: none"> Within 15 days, the school district must respond in writing to the request for clarification 	OCDE Asst. Superintendent BS Cabinet

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Aug. 21, 2019	Reporting of actual attendance (10 th day) for the 2019/20 school year (Year Round School only) <ul style="list-style-type: none"> Staffing update provided by Business Services & HR 	Business Services Staff School Sites
September 2019		
Sept. 12, 2019	Board Meeting <ul style="list-style-type: none"> Approve 2019/20 (current year) Gann Limit Approve 2019/20 (prior year) Unaudited Actuals Revise current year budget to match final State Budget, file changes with OCDE (if applicable) 	Trustees Asst. Superintendent BS Business Services Staff
Sept. 15, 2019	Due date to file Unaudited Actuals with County Office	Asst. Superintendent BS Business Services Staff
Sept. 30 through Oct. 3	Auditor District Office Visit <ul style="list-style-type: none"> Complete year-end audit testing 	Asst. Superintendent BS Business Services Staff Auditors
October 2019		
Oct. 1, 2019	On or before October 1, 2019, the State Board of Education shall adopt evaluation rubrics to assist school districts in evaluating their strengths, weaknesses, and areas that require improvement and to identify school districts in need of technical assistance or intervention.	State Board of Education
Oct. 5, 2019	On or before October 5 th , the OCDE shall approve the District's LCAP <ul style="list-style-type: none"> If LCAP is <u>not</u> approved, school district may be identified in need of intervention 	OCDE
TBD	LCAP Meeting #1 – Conduct LCAP input/consultation meeting with community stakeholders (parents, teachers & classified staff)	Superintendent Director CIA Admin. Director HR Asst. Superintendent BS
Oct. 10, 2019	Board Meeting – Budget Discussion/Update (if necessary) <ul style="list-style-type: none"> Present any LCAP updates Beginning of school year information Any 2017/18 Budget updates 	Trustees Asst. Superintendent BS Business Services Staff
Oct. 23, 2019	District Budget Advisory Committee – Meeting #1	Asst. Superintendent BS Fiscal Services Coordinator
Oct. 31, 2019	1 st Interim reporting period closes	n/a
November 2019		
Nov. 14, 2019	Board Meeting	
December 2019		
Dec. 12, 2019	Board Meeting <ul style="list-style-type: none"> Present 1st Interim Report 	Trustees Asst. Superintendent BS Fiscal Services Coordinator Business Services Staff
Dec. 15, 2019	Annual 2018/19 Financial Audit Report due to OCDE/CDE	Asst. Superintendent BS Fiscal Services Coordinator Business Services Staff Auditors
Dec. 23 thru Jan. 3	Winter Recess – Traditional Schools	n/a
Dec. 9 thru Jan. 3	Winter Recess – Year-Round School	
January 2020	<i>Be here before you know it!</i>	