

2008-2009 Combined Budget Timeline
Oregon School District

What	When Due	From Whom	To Whom	What's Expected
Requests for additional information for goals and budget process	January	Buildings	District Services	
Second Friday Count	January 11	Buildings & District Services	Admin. Asst. to Supt. DPI	DPI student count due-Jan. 28 th due
Recommendation of Budget Timeline Process	January 28	District Services	BOE	Recommend Timeline for Budget Process
Post Approved Budget Timeline on Budget Websites	January 29	District Services	Oregon Website	All budget materials will be available at http://www.oregonsd.org/Budget.cfm
Capital Maintenance Projects	February 1	Buildings	Director of Main. & Oper.	Capital Maintenance Project Forms completed and submitted
Recommendation of Budget Targets for departments and Building Tier Model for BOE approval	February 11	District Services	BOE	Budget Process Packet complete includes timeline, process, and forms.
Board Review of enrollment projections	February 11	District Services	BOE	District Services rolls up prior year enrollment numbers and estimates kindergarten data.
Preliminary action on non-renewals	February 11	District Services	BOE	<p>Performance related 2.07 Non Renewal</p> <p>2.07.01 Teachers employed in the District are subject to nonrenewal or discharge on a statutory basis as prescribed in Section 118.22 of the State Statutes during the first two (2) years of seniority.</p> <p>2.07.01 A In the event a teacher is being considered for nonrenewal, a written notice of this consideration shall be sent to the teacher prior to March 1. A copy of this notice shall be sent to the OEA within five (5) days of the issuance.</p> <p>2.07.01 B In the event a teacher is nonrenewed by the Board, a written notice of the confirmation of nonrenewal shall be sent to the teacher on or before March 15, with a copy sent to</p>

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				the OEA.
Updated Enrollment Projections	February 12	District Services	Buildings	Post updated enrollment projections on budget website.
Approval of Open Enrollment Program/Space Availability	February 25	Superintendent	BOE	Projection of space availability for open enrolled students
Discussion of financial goals and state imposed revenue caps	February 25	District Services	BOE	
Job Share Proposals	March 3	All requests	Superintendent	Building Administrators bring forward
Staffing Based on Enrollments K-8	March 3	Buildings	Superintendent	Complete Staffing Based on Enrollment Forms and submit.
Professional & Support Staff requests	March 10	All Requests	Superintendent	Professional & Support Staff requests based on enrollment, include justifications
Recommendation of position additions and deletions based on enrollments and sign ups (9-12)	March 10	District Services	BOE	
Actions on contracts and non-renewals	March 10	District Services	BOE	
Approval/denial of open enrollment student applications	March 10	District Services	BOE	Approval of applications based on space availability
Approval of Capital Maintenance Projects	April 14	District Services	BOE	Presentation of updated Capital Maintenance Projects
Layoff Notices Approved to be Issued	April 14	District Services	BOE	2.13.02 D No teacher(s) shall be laid off or reduced after April 15 for the subsequent school year if said teacher is contracted to teach for that year. The teacher shall be given written notice of layoff before April 15. A copy shall be sent to the OEA within five (5) days of issuance.
Discussion Conferences	April 14-18	Buildings/Coordina	Superintendent/Distric	Site Council, Coordinator, and Director

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		tors/Directors	t Services	presentations to district administration
Functional Analysis Results	April 21	Administration/Buildings/Coordinators/Directors	Business Manager	Results of Functional Analysis combined to form recommendations
Preliminary Building Budgets Due	April 28	Buildings	District Services	Preliminary Building Budgets completed and submitted to District Services Office
Program Goal Coordination	June/July	Buildings/Coordinators/Directors	Superintendent	Site Level Goals Form completed and submitted
Tier Indicator Outcome Data	June 9	Buildings	BOE	Download outcome data prior to June 9
Recommendation of 2007-2008 budget changes for publication	June 23	District Services	BOE	
Collect, analyze, and share data and reports (Tier I, II, III)	July/August	Buildings	BOE	Share Tier Data for 1. Competency 2. Culture 3. Community 4. Character
Final Building and Department Budgets Due	August 11	Buildings	District Services	Final Building budget provided to District Services Office in downloadable excel file or information has been completed in the Budget Database.
Aid Certification Data	August 22-approx.	District Services	DPI	Data submitted to DPI
Review of Year End and Annual Meeting Materials	September 8	District Services	BOE	Presentations
First Draft of Budget	September 8	District Services	BOE	Accumulation of expected costs by District; incorporated into total budget. Including identifying and prioritizing needs, administrative review of building requests, and budget priorities.
Publish Budget	September 11	District Services	Oregon Observer	Publish budget documents in the Oregon Observer
Audit	September 12-Appox.	District Services	DPI	Audit due to DPI
Third Friday Enrollment Count	September	Buildings	Admin. Asst to Supt.	Submit data to complete DPI Report – due to

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	19	District Services	DPI	DPI October 3 approx.
Annual Meeting and Budget Hearing	September 22	District Services	BOE	Presentation
Full Annual Report	October 1- Approx.	District Services	DPI	Report Submitted to DPI
Presentation of Building/Department Program Goals for adoption	October 13	Administration/District Services/Buildings/ Site Councils	BOE	
Adopt Original Budget and Tax Levy	October 27	District Services	BOE	Budget Packet including tax levy information
Recommendation of short term borrowing for approval	October 27	District Services	BOE	Cash Flow documents supporting recommendation for borrowing
Certify Tax Levy to Municipal Clerks	November 5- Approx.	District Services	Municipalities	Forms certifying tax levy signed and mailed
Budget Report	December 5- Approx.	District Services	DPI	Fall budget report due to DPI