

SITE OPERATIONS CIRCULAR NO. 1044
Office of the Chief Administrative Officer

SAN DIEGO CITY SCHOOLS

Date: June 16, 2006

To: All School Principals, Division and Department Heads

Subject: BUDGET AND STAFFING ALIGNMENT DEADLINES

Department and/or Persons Concerned: Site and Central Office Administrators

Due Date: Deadlines listed below

Action Requested: Complete all 2006/07 PARs by **December 1, 2006**, and observe critical deadlines established below.

Brief Explanation:

The Financial Operations Division—Budget Operations Department is continually looking for ways to become more efficient and to increase the amount of time that principals have to spend on instructionally-related duties and projects. The current budget process was a step toward removing budget development and realignment from a year-round basis. In previous years principals adjusted their site budgets at the semester and then went immediately into tentative planning for the next school year, thereby putting principals in a continual budget development cycle.

The following schedule, for the final 2006/07 and the tentative 2007/08 budget cycles, will be implemented. This next evolution of the process should provide principals with additional time to devote to instructional issues, concerns, and projects. A significant , implemented during 2005/06 cycle, will again require all sites and departments to submit all PARs to realign 2006/07 certificated and classified staff by **Friday, December 1, 2006**. After this date, only PARs filling vacant positions or adding authorized additional staff members will be honored. This change improves the stability and reliability of the budget reports as we minimize the “churn” of changes that had been occurring very late in the school year. Requests for realignments after this date will not be honored.

2006//07 and 2007/08 Budget Cycles

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|----------------------|---|
| July—August | <ul style="list-style-type: none">• Principals staff vacancies and prepare alignment plan• Principals submit known PAR changes (budget, hours, etc) |
| September | <ul style="list-style-type: none">• Principals continue to staff vacancies• Principals submit PARs to align staff with funds• Principals monitor enrollment and student drops |
| October—
November | <ul style="list-style-type: none">• Pupil Accounting determines final enrollment first week of October• Principals continue to align staff with funding sources using PARs |

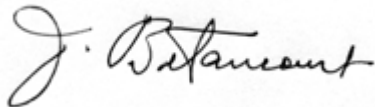
Deadlines

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|----------------------------------|---|
| September 29, 2006 | <ul style="list-style-type: none">• Principals certify that all no-show students are dropped• Pupil Accounting collects site data to produce enrollment report |
| October 4, 2006 | <ul style="list-style-type: none">• Principals will notify Human Resources of excess staff members by Wednesday, October 4, 2006 |
| October 20, 2006 | <ul style="list-style-type: none">• Budget Analysts prepare final allocations based on enrollment and publish to schools by October 20, 2006• Budget Analysts schedule individual site conferences with principal, timekeeper and or/budget staff and instructional leader |
| October 30—
November 17, 2006 | <ul style="list-style-type: none">• Budget meetings occur at Eugene Brucker Education Center. Staff alignment, budget alignment, bell schedule, and PAR alignment plan will be finalized at the conference. |
| November 20-24, 2006 | <ul style="list-style-type: none">• Thanksgiving Break for all school sites |
| December 1, 2006 | <ul style="list-style-type: none">• Final day to submit PAR adjustments to 2006-07 staffing as a result of realignment of funding sources |
| December 6, 2006 | <ul style="list-style-type: none">• Budget conference and tentative allocations for 2007-08. |
| February 2, 2007 | <ul style="list-style-type: none">• Principals submit tentative workbook to Assistant Superintendents and Budget Analysts |

The process is designed to allow enough time for collaboration and the required School Site Council (SSC) meetings at school sites. In addition, with the submission of the tentative workbook on February 2, 2007, the formal budgeting process at the site level is complete until the last week of October 2007. For questions or concerns, please contact Mike Price at (619) 725-7560.

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Financial Operations Division

APPROVED:



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SHP:jv

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