

SITE OPERATIONS CIRCULAR NO. 1043
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: June 30, 2005

To: All School Principals

Subject: BUDGET AND STAFFING ALIGNMENT
DEADLINES

**Department and/or
Persons Concerned:** Site Administrators and Financial Clerks

Due Date: Deadlines listed below

Action Requested: Complete all 2005/06 PARs by **December 2, 2005**, 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 2005/06 and the tentative 2006/07 budget cycles will be implemented. The next evolution of the process should provide principals with additional time to devote to instructional issues, concerns, and projects. A significant change in this regard is that sites must plan to submit all PARs to realign 2005/06 certificated and classified staff by **Friday, December 2, 2005**. After this date, only PARs filling vacant positions or adding authorized additional staff members will be honored. This will improve the stability and reliability of the budget reports as we eliminate the “churn” of changes that have recently been occurring very late in the school year. Realignment after this date will not be honored.

2005/06 and 2006/07 Budget Cycles

- | | |
|----------------------|---|
| 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

- | | |
|----------------------------------|---|
| September 30, 2005 | <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 5, 2005 | <ul style="list-style-type: none">• Principals will notify Human Resources of excess staff members by Wednesday, October 5, 2005 |
| October 21, 2005 | <ul style="list-style-type: none">• Budget Analysts prepare final allocations based on enrollment and publish to schools by October 21, 2005• Budget Analysts schedule individual site conferences with principal, timekeeper and or/budget staff and instructional leader |
| October 31—
November 18, 2005 | <ul style="list-style-type: none">• Budget meetings occur at Eugene Brucker Education Center. Staff alignment, budget alignment, bell schedule, PAR alignment plan will be finalized at the conference. Second semester alignment and CPU conversion will be completed for secondary sites. <i>(The Budget Operations Department is currently developing a streamlined approach to the secondary school, second semester CPU adjustment process. More information to come.)</i> |
| November 21-25, 2005 | <ul style="list-style-type: none">• Thanksgiving Break for school site staffs |
| December 2, 2005 | <ul style="list-style-type: none">• Final day to submit PAR adjustments to 2005-06 staffing as a result of realignment of funding sources |
| December 7, 2005 | <ul style="list-style-type: none">• Budget conference and tentative allocations for 2006-07 |
| January 27, 2005 | <ul style="list-style-type: none">• Principals submit tentative workbook to Instructional Leaders 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 January 27, 2006, the formal budgeting process at the site level is complete until the fifth week of October 2006. For questions or concerns, please contact Mike Price at (619) 725-7562.

Scott H. Patterson
Chief Financial Officer
Financial Operations Division

APPROVED:



Mary Hopper
Chief Administrative Officer

SHP:jv

Distribution: Lists B, D, E, and F