

SCHOOL PLAN OF OPERATION TIMELINE

January 15

- Schools receive strategic budget for the upcoming school year.
- The School Performance Plan template for the upcoming school year is opened.

January 15 – February 15

- The principal, with the assistance and advice of the School Organizational Team, develops the Plan of Operation, consisting of the strategic budget and School Performance Plan.
- The principal presents the Plan of Operation in a public Team meeting.

February 15

- The principal submits the Plan of Operation to the School Associate Superintendent for approval.

February 19-20

- The School Associate Superintendents review, verify, and approve School Plans of Operation.
- Final budgets must be approved and submitted to the Strategic Budget Resources department by close of business.

March

- The principal posts the approved Plan of Operation on the school website.

April – August

- Schools adjust School Performance Plans, based upon achievement data, feedback, and state requirements.

September –

- District staffing count day (*on or about the fourth week of each school year*).
- The principal holds Results Season meeting and presents school achievement and survey data for the prior year in a public meeting, sets measurable objectives, and revises plan as necessary.
- The principal, in consultation with the School Organizational Team, sets measurable objectives and makes revisions to their School Performance Plan and makes adjustments to strategic budgets based on actual student enrollment. *If the Plan of Operation requires significant change, an amendment to the plan is submitted to the School Associate Superintendent for approval.*

TIMELINE FOR BUDGET DEVELOPMENT AND REVIEW

January 15 - Budgets available to schools

January 15-February 21 - Schools develop strategic budgets and work with School Associate Superintendents for review and approval.

February 21 - Budgets approved by School Associate Superintendents by the end of the business day.

February 22-26 - Strategic Budget Department and Human Resources review of Strategic Budgets

March 1 - School Plan of Operation to Budget and Finance