



**WILLIAMSBURG-
JAMES CITY COUNTY
PUBLIC SCHOOLS
FY 2011-2012**



BUDGET CALENDAR NARRATIVE for FY2011-2012

Budget Process Summary

As a prelude to developing the Superintendent’s Proposed Operating Budget, a public hearing is conducted to gather community input. Williamsburg-James City County Public Schools’ personnel develop departmental and school budget requests and a budget review process is conducted. The School Board establishes, consistent with the Strategic Plan, budget goals and priorities, which serve as the basis for educationally-based, budget-supported decisions made throughout the budget development process.

There are three primary phases in the budget development process: 1) *Superintendent’s Proposed Operating Budget* (administrative recommendation presented to the School Board), 2) *School Board Proposed Budget* (School Board recommendation to the County Board of Supervisors and the City Council, and 3) *School Board Adopted Budget* (School Board adopted operating budget based on funding authorization/appropriation by County and City).

Changes may be made during each phase and opportunities for public input are provided throughout the budget process, which generally runs from September to May.

DATE	PROCESS	RESPONSIBLE PARTIES	DETAIL
September 18, 2010	Develop a Budget Calendar and Goals	WJCC School Board & Superintendent	School Board discusses budget development process and goals at the School Board Retreat.
October 2010	Presentation of Budget Plans to Superintendent's Council	Superintendent & Asst. Supt. for Administrative Services	The Superintendent’s Council discusses the proposed budget formation process.
October 5, 2010 <i>School Board Meeting</i>	Approval of Budget Goals	WJCC School Board	Approval of School Board budget goals.
October 19, 2010 <i>School Board Work Session</i>	Budget Discussion	WJCC School Board & Superintendent	Review of school system staffing (teachers, support, and administration).

DATE	PROCESS	RESPONSIBLE PARTIES	DETAIL
November 2010	Present 5-Year Enrollment Projections	Superintendent & Asst. Supt. for Admin. Svcs	Updated enrollment projections based on September 30 th enrollment projections will be made available.
November 2010	Prepare Cost Center Budget Requests	Cost Center Managers	Distribute instructions to Cost Center Managers. With guidance from the WJCC Finance Department, schools and departments prepare their respective budget request.
November 16, 2010 <i>School Board Work Session</i>	Budget Discussion	WJCC School Board & Superintendent	Review of operational items (transportation, custodial, etc.).
December 2010	Submit Cost Center Budget Requests	Cost Center Managers	After developing their respective budget requests, schools and departments submit their budget proposals to central office for consideration.
December 21, 2010 <i>School Board Work Session</i>	Budget Discussion	WJCC School Board & Superintendent	Preliminary review of revenue assumptions.
December 2010	Consolidate Budget Requests	Superintendent & Asst. Supt. for Administrative Services	The Finance Department compiles proposals made by individual schools and departments. In addition, cost estimates for system-wide costs are calculated.
January 2011	Present Preliminary Revenue Estimates	Superintendent & Asst. Supt. for Administrative Services	Preliminary revenue estimates are formed after the Governor introduces the Commonwealth's budget.
January 2011	Review of Expenditure Requests and Estimated Revenues	Superintendent & Asst. Supt. for Administrative Services	Proposed cost center expenditure plans are reviewed and clarification sought where appropriate.
January 15, 2011	School Board Retreat	WJCC School Board & Superintendent	School Board Retreat to discuss the FY2011-2012 Budget.
January 18, 2011 <i>6:30pm Public Hearing prior to Regular School Board Meeting</i>	Conduct Pre-Budget Public Hearing	WJCC School Board & Superintendent	As a prelude to the development of budget proposals, a public hearing is conducted to gather community input as to their priorities and suggestions.
January 2011	Budget Deliberations	Superintendent's Council	Prior to the Superintendent's Budget being finalized, the Superintendent's Council meets to review proposals and offer input for the Superintendent's consideration.

DATE	PROCESS	RESPONSIBLE PARTIES	DETAIL
February 2011 <i>Meeting Date: To Be Determined</i>	Joint Meeting	WJCC School Board, JCC Board of Supervisors, Williamsburg City Council	Joint meeting to discuss budget matters and other matters of interest.
February 2011	Prepare Budget Document	Finance Department	In preparation for presentation to the School Board, the final Superintendent's Proposed Operating Budget is prepared for distribution and released.
February 15, 2011 <i>School Board Work Session</i>	Presentation of Superintendent's Proposed Budget to School Board	Superintendent & Asst. Supt. for Administrative Services	Superintendent presents the recommended budget proposal for the School Board's consideration. VA §22.1-92. <i>Estimate of moneys needed for public schools; notice of costs to be distributed.</i> states "It shall be the duty of each division superintendent to prepare, with the approval of the school board, and submit to the governing body or bodies appropriating funds for the school division, by the date specified in §15.2-2503, the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division. The estimate shall set up the amount of money deemed to be needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary."
March 2011	Update Revenue Estimates based on General Assembly	Superintendent & Asst. Supt. for Administrative Services	Revenue estimates are refined based on any General Assembly action or on the basis of current information related to other revenue sources.
March 1, 2011 <i>Public Hearings before the Regular School Board Meeting</i>	Conduct Public Hearings on Proposed Budget	WJCC School Board	So that the School Board has the benefit of hearing public opinion in regard to the budget, a public hearing is conducted to gather input. The applicable law is VA §22.1-92. <i>Estimate of moneys needed for public schools; notice of costs to be distributed</i> which states "Before any school board gives final approval to its budget for submission to the governing body, the school board shall hold at least one public hearing to receive the views of citizens within the school division."

DATE	PROCESS	RESPONSIBLE PARTIES	DETAIL
March 15, 2011 <i>Special Session after Work Session</i>	Approval of School Board Proposed Budget	WJCC School Board	After deliberation, the School Board approves its budget proposal to forward to the County and City for their consideration of appropriation levels.
May 17, 2011 <i>Special Session after Work Session</i>	Adoption of the School Board Budget	WJCC School Board	Based on the funding level provided by the County and City, the School Board is required to make any necessary adjustments to the proposed budget so that it meets the approved funding level.

9-20-2010
Revised: 2-01-2011