

SAMPLE PLANNING PROCESS

	July	August	September	October	November	December	January	February	March	April	May	June	July
SBB Policy and Formula:			Board: Approve student-based budgeting (SBB) formula	Finance: SBB guidebooks finalized							SBB Design Team: Review previous year's data and makes revision to process/formula		
Budgets							Finance: Allocation sheets go to schools	Principals: School budgets submitted to finance and HR		Board: District budget adopted			
Strategic School Design			Innovation and Principal Supervisors: Finish revising SIP to support SBB and strategic school design		Principals: 2 year school strategic plans are due	Principals: Set school staffing, scheduling, and budget goals. Choose a master scheduling template							
Principal PD		Innovation and Principal Supervisors: First principal PD session on SBB 101, including process and timeline	Innovation and Principal Supervisors: Principal PD session on school strategic plan's comprehensive needs assessment		Innovation and Principal Supervisors: Principal PD session on potential resource shifts to address urgent needs		Innovation and Principal Supervisors: Principal PD session on building a budget	Innovation and Principal Supervisors: Principal PD session on teacher and team assignment					
Hiring						Board: Approve displaced list and mutual consent policies		Principals: Hiring off transfer list begins	Principals: External hiring begins		HR: Notification of nonrenewal of contracts for any teachers are due	HR: Reduction in force window closes	
Student-School Assignment				Office of Enrollement and Special Programs: Initial enrollment projections due	Office of Enrollment and Special Programs: Enrollment projections finalized	Office of Enrollment and Special Programs: Magnet lottery opens	Office of Enrollment and Special Programs: Magnet lottery run	Office of Enrollment and Special Programs: Deadline for families to accept single best magnet offer					
Portfolio					Board: Any school opening or closing decisions must be finalized			Innovation: Innovation schools formally designated					