

APPENDIX X – 4

### 2017-18 USP BUDGET DEVELOPMENT PROCESS

The following schedule and budget information for the 2017-18 910G Budget Development Process is delineated below.

Date(s)	Action
October – December 2016	The District shall initiate: assessments of 910G requirements for sites and departments; assessments of 910G capital needs; development of 2017-18 Magnet Site Plans.
November 15, 2016	The District shall provide the plaintiffs, special master and budget expert with all District formulas used or required in the allocation of funds (with all changes from previous year noted), including ELD FTE and Teacher Assistant formulas and/or standards, school level staffing/FTE formulas (and, beginning in FY 19, CRC Itinerant-Teacher ratios and Mentor-Teacher ratios).
November 29-30, 2016	The parties shall meet in Tucson to discuss the proposed USP budget to discuss budget priorities, draft templates, formulas, expectations, and other key budget-related issues.
No later than December 8, 2016	Finalize the draft budget development process (including templates); submit to Special Master and Plaintiffs for final review and comment.
December 15, 2016 [no later than five (5) business days after the process is received]	Plaintiffs and Special Master review draft development process and submit comments.
December 21, 2016	Submit final budget development process to Special Master and Plaintiffs, including final templates.
<b>DRAFT #1: NARRATIVE</b> [no later than January 20, 2017]	District submits Draft #1 narratives using the final narrative template. On a separate form, the USP Budget Criteria information shall be provided for each proposed new or expanded program in the budget. All Student Support Forms shall be provided for each proposed new or expanded student support program separately. Any systematic evaluation of the program should be attached. The narrative will include information explaining the District's approach to mentor-teacher ratios and CRC itinerant-CRC teacher ratios.
January 23, 2017 [one business day after receipt of Draft #1 Narrative]	Budget Expert in consultation with SM will confirm and note that the above information has been received by all. Lack of information provided will be noted.
No later than January 25, 2017	The District shall file with the Court a Notice of Disclosure and/or Compliance (including, if applicable, an explanation of any failures to comply with the January 20, 2017 benchmark)
February 6, 2017 [no later than 10 business days after Draft #1 is received]	Plaintiffs and Special Master will review Draft #1 and submit comments.

Date(s)	Action
No later than February 24, 2017	A meeting of the parties will be scheduled in Tucson between April 10-21 to review and discuss the proposed budget and other budget-related issues.
February 27, 2017	The District shall initiate and finalize the enrollment projections that will be used to develop 910G allocations and share the projections with the Special Master and Plaintiffs.
<p><b>DRAFT #2</b></p> <p>No later than March 10, 2017</p>	<p>The 2017-18 Proposed USP Budget Draft #2 will include:</p> <ul style="list-style-type: none"> <li>• a rationale for any differences between the Draft #2 proposed 2017-18 and the 2016-17 allocated amounts, including a rationale for any non-incremental increase or decrease in funding for the activity during the current budget year (2016-17), if applicable [Cover Letter]</li> <li>• a summary of the Draft #2 proposed aggregated allocations broken out by allocation from 910G and any other USP related funding sources, by activity with the 2017-18 Proposed Allocation [Form 1-A], the 2016-17 Allocation [Form 1-B], and the variance between the Draft #2 2017-18 proposed allocation and the 2016-17 allocation [Form 1-C]</li> <li>• Draft #2 proposed allocation for the activity in the proposed budget year (2017-18), the current budget year (2016-17), and the previous budget year (2015-16), [Form 2]</li> <li>• Actual expenditures for each activity for the previous budget year (2015-16), allocations and projections for each activity for the current budget year (2016-17), proposed allocations for each activity for the proposed budget year (2017-18) [Form 5]</li> <li>• 910G budget detail, including Draft #2 proposed 2017-18 allocations, current year (2016-17) budgeted allocations, and comments relating to any position and/or program changes [Form 3] and specific line item allocations by department [Form 4]</li> <li>• all Magnet Plans shall be submitted separately (including Magnet Site Plans and Transition Plans, with budgets)</li> <li>• proposed 2017-18 magnet allocations shall be included in Draft #2</li> <li>• on a separate form, the USP Funding Criteria information shall be provided for each new or expanded program in Draft #2 of the budget that was not delineated in the Draft #1 narrative</li> <li>• student support criteria forms for ongoing student support programs</li> <li>• PD assessment (participants, amounts, delivery methods, costs)</li> </ul>
March 13, 2017 [one business day after receipt of Draft #2]	Budget Expert in consultation with SM will confirm and note that the above information has been received by all. Completed and/or lack of information provided will be noted.

Date(s)	Action
No later than March 15, 2017	The District shall file with the Court a Notice of Disclosure and/or Compliance (including, if applicable, an explanation of any failures to comply with the March 10, 2017 benchmark)
March 24, 2017 [no later than 10 business days after Draft #2 is received]	Plaintiffs and Special Master review and comment period. A phone conference with the parties may prove supportive of the process during this time.
March 2017	Budget Expert in consultation with SM will confirm and note all RFI's and Responses. Any continuing RFI's will be noted.
<b>DRAFT #3</b>  April 7, 2017	<p>District submits Draft #3 using a format similar to Draft #2 (all changes between drafts emphasized); the 2017-18 Proposed USP Budget Draft #3 will include:</p> <ul style="list-style-type: none"> <li>• a rationale for any differences between Draft #3 and Draft #2, including a rationale for any non-incremental increase or decrease between drafts, if applicable [Cover Letter]</li> <li>• a summary of the Draft #3 proposed aggregated allocations broken out by allocation from 910G and any other USP related funding sources, by activity with the 2017-18 Proposed Allocation [Form 1-A], the 2016-17 Allocation [Form 1-B], and the variance between the Draft #3 2017-18 proposed allocation and the 2016-17 allocation [Form 1-C]</li> <li>• Draft #3 proposed allocation for the activity in the proposed budget year (2017-18), the current budget year (2016-17), and Draft #2 [Form 2]</li> <li>• Actual expenditures for each activity for the previous budget year (2015-16), allocations and projections for each activity for the current budget year (2016-17), proposed allocations for each activity for the proposed budget year (2017-18) [Form 5]</li> <li>• 910G budget detail, including Draft #3 proposed 2017-18 allocations, current year (2016-17) budgeted allocations, and comments relating to any position and/or program changes [Form 3] and specific line item allocations by department [Form 4]</li> <li>• the USP Funding Criteria and/or Student Support Criteria forms shall be provided for each new or expanded program in Draft #3 of the budget that was not delineated in Draft #2 or the Draft #1 narrative.</li> </ul>
April 10, 2017	Budget Expert in consultation with SM will confirm and note that the above information has been received by all. Completed and/or lack of information provided will be noted.
No later than April 12, 2017	The District shall file with the Court a Notice of Disclosure and/or Compliance (including, if applicable, an explanation of any failures to comply with the April 7, 2017 benchmark)

Date(s)	Action
April 12-13, 2017	The parties shall meet in Tucson to discuss the proposed USP budget and other related issues.
April 21, 2017 [no later than 10 business days after Draft #2 is received]	Plaintiffs and Special Master review and comment period limited to newly proposed allocations in Draft #3 except when new changes in proposed allocations affect specific proposals in Draft #2 or when a rationale is provided as to why the comment was not provided in Draft #2. The Plaintiffs and Special Master may also restate comments related to prior drafts. A phone conference with the parties may prove supportive of the process during this time.
May 5, 2017 [within 10 business days of plaintiffs comments on Draft #3, per court order]	Special Master submits any suggestions for modification related to proposed allocations reflected in Draft #3 to the District.
May 12, 2017	Plaintiffs submit any and all “continuing objections” and any objections or comments they have on the Special Master’s suggestions.
May 2017	Budget Expert in consultation with SM will confirm and note all RFI’s and Responses. Any continuing RFI’s will be noted.
<b>FINAL DRAFT</b> June 5, 2017	District presents Final Proposed Budget to the Special Master and Plaintiffs and presents Final Proposed Budget, Special Master suggestions for modification, and Plaintiffs’ continuing objections to the Governing Board. The Final Proposed Budget will be in the approved format.
June 9, 2017	Budget Expert in consultation with SM will confirm and note that the above information has been received by all. Completed and/or lack of information provided will be noted.
June 13, 2017	The District provides a copy of the “Final Draft” 2017-18 Proposed USP Budget that will be considered by the Governing Board with any allocation revisions using the approved format. Any changes from Draft #3 and other previous drafts shall be noted in the same way as described in previous formats. If approved, the District will file the Final USP Budget on this date, if possible, or no later than June 14, 2017.
No later than June 23, 2017	Within ten (10) calendar days of filing, if necessary, any plaintiff may file objections to the Final USP Budget.
June 30, 2017	Within seven (7) calendar days of the filing date of plaintiff objections, the District may file a response (which may include commitments to reallocate funds in response to objections).
July 1, 2017	Special Master will file a request for expedited ruling within 30 days.