




UNITED INDEPENDENT SCHOOL DISTRICT

Laida P. Benavides, CPA
Assistant Superintendent for Business and Finance

MEMO

TO: Board of Trustees

FROM: Laida P. Benavides 

THROUGH: Roberto J. Santos, Supt. of Schools
Eduardo Zuniga, Associate Supt. for Student Support Services

RE: Budget Board Initiatives and Budget 2010 Calendar

DATE: December 5, 2008

Adopting the budget for the school district is one of the primary duties of a trustee of the school board. In preparing the budget, the long intensive process involves input from many individuals, including the Board of Trustees.

Staff has prepared a budget planning worksheet(s) to facilitate the input from board members for the budget year 2009-10. There is an individual worksheet provided for each of the seven (7) District goals

The budget timeline allows for the board members to prepare their initiatives and submit to staff by January 1, 2009. Staff will then compile the data and present to the Board at a scheduled budget workshop for discussion.

UNITED INDEPENDENT SCHOOL DISTRICT

Budget 2010 Board Calendar

TIMELINE	ACTIVITY/PROCESS
September 2008	Approved 2008-2009 operating budget for General Operating, Food Service, and Debt Service funds implemented.
November 24, 2008	Board Workshop- Overview of District Departments; Board Goals & Priorities
Oct.-Dec. 2008	Review 2008-09 information-enrollment, class sizes, budget issues, etc. Enrollment projection study reviewed. Boundary changes proposals reviewed. Staffing guidelines revised, if necessary. Review of department staffing guidelines with management team; effect on budget. Budget input from Administrators - Review capital asset planning with appropriate departments
December 9, 2008	Board Workshop- UHS: Budget Calendar and Goals: 2003 Bond Program
Jan-09	81st Legislature session begins. Student projections per campus established. Review enrollments/boundaries. Receive state values from State Comptroller's office.
January 13, 2009	Board budget workshop-Review Board Initiatives, projected enrollments, and proposed boundary changes, if necessary.
January 21, 2009	Board approves new boundaries, if necessary. (Regular Board meeting)
Mid-February	Staffing meetings with campuses and Human Resources Department to determine staffing needs for new school year 2009-10.
February 10, 2009	Board Budget Workshop (tentative)
February 28, 2009	Controlled Budget Management process in effect for campuses.
March 10, 2009	Board Budget Workshop (tentative): Discuss campus/dept. budget requests.
April 7, 2009	Board Budget Workshop (tentative) -2008-09 Mid Year Program Review - Board review 2009-10 projected staffing needs; campus needs and non-campus needs. Review projected local/state revenue for 2009-10.
May 12, 2009	Board Budget Workshop (tentative)
May 15, 2009	All budgets need to be turned in to the Finance Department.
June 2009	Final "draft" budget document delivered to Board of Trustees for review. Controlled Budget Management process in effect for departments.
June - July 2009	U.I.S.D. Board of Trustees budget workshops to be held as determined by the Superintendent and Board of Trustees; campus and department budgets will be reviewed along with prioritized programs and projects as determined by the Superintendent. Associate and Assistant Superintendents; prioritized projects will include recommended salary adjustments for teachers, paraprofessionals, manual trades, and administrative staff.
August 2009	Public hearings on proposed 2009-2010 tax rate and proposed budget. A quorum must be present for public hearing on proposed tax rate. Final 2009-2010 budget and final 2009-10 tax rate approved at a scheduled Board of Trustees meeting. Certified property values approved at a scheduled Board of Trustees meeting.
September 1, 2009	Approved 2009-2010 operating budget for General Operating, Food Service, and Debt Service funds implemented.

BUDGET 2009-10
PLANNING DOCUMENT
BOARD INITIATIVES

District Goal #1: Provide consistent quality TEKS based instruction and/or an alternative curriculum for all students, resulting in improved student achievement.

Board Member Name:

**BUDGET 2009-10
PLANNING DOCUMENT
BOARD INITIATIVES**

District Goal #2: Provide a safe and nurturing environment for all students and staff.

Lined area for writing initiatives, featuring a faint circular watermark in the background.

Board Member Name:

**BUDGET 2009-10
PLANNING DOCUMENT
BOARD INITIATIVES**

District Goal #3: Increase the district's graduation rate through the implementation of effective drop-out and instructional interventions.

Board Member Name: _____

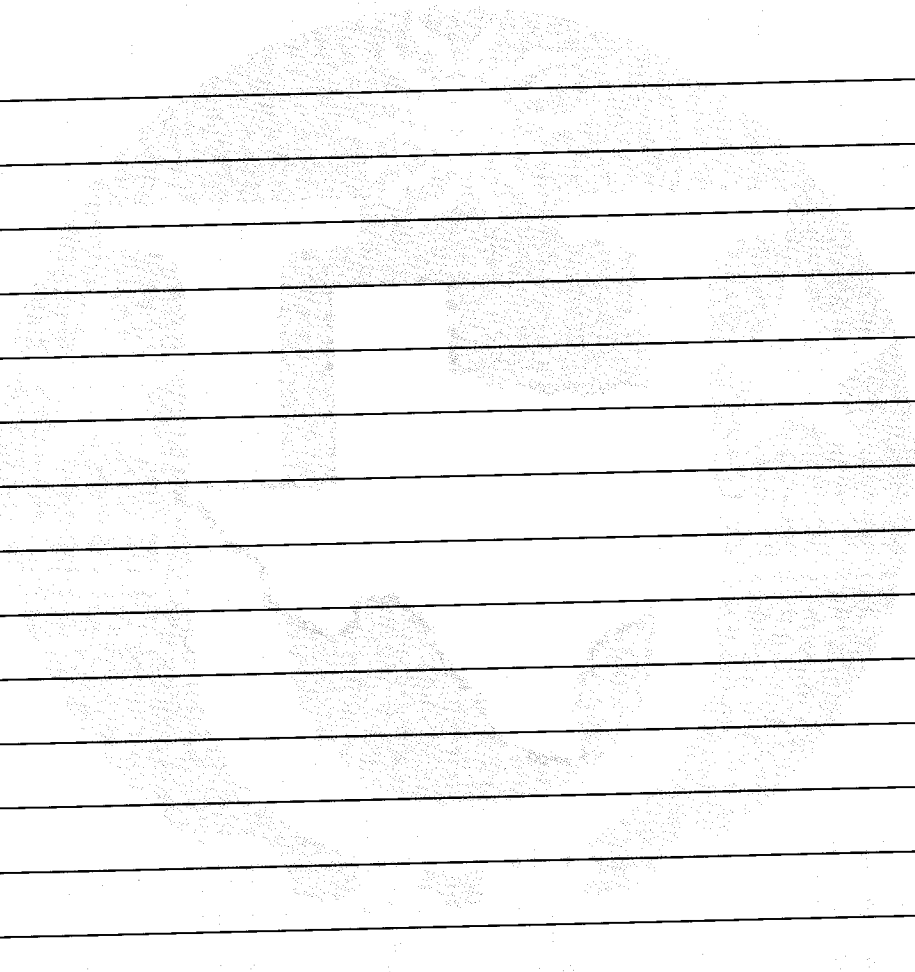
**BUDGET 2009-10
PLANNING DOCUMENT
BOARD INITIATIVES**

District Goal #5: Promote partnerships and parental involvement.

Board Member Name:

**BUDGET 2009-10
PLANNING DOCUMENT
BOARD INITIATIVES**

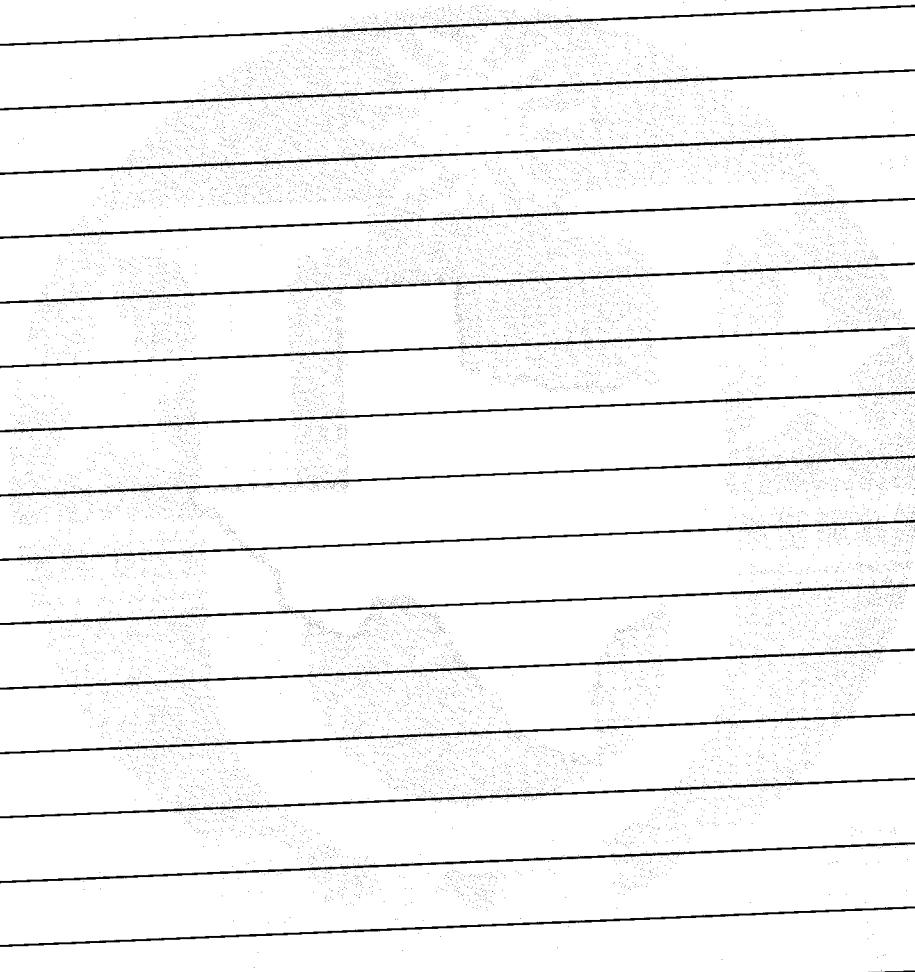
District Goal #6: Ensure that the District is fiscally accountable and fiscally efficient; including efforts in the maximum reduction in the District's electricity consumption.



Board Member Name:

**BUDGET 2009-10
PLANNING DOCUMENT
BOARD INITIATIVES**

District Goal #7: Implement initiatives to ensure employee recruitment, development, and retention.



Board Member Name: