

SISD				
2018-2019 Budget Calendar				
Date	Activity/Process	Time	Responsible	
11/14/2017	Discuss Budget Calendar and Process at Administrative Staff Meeting		EXDR Finance	
12/4/2017	Send email to all staff on Supplemental Budget Request Information		EXDR Finance	
12/18/2017	Give Proposed Budget Calendar to Board Members		EXDR Finance	
1/8/2017	Supplemental Request to Campus Administrators		Staff	
1/12/2018	Supplemental Request Due to Business Office with Principal Ranking		EXDR Finance	
1/15/2018	Comply list of Supplement Request		EXDR Finance	
1/16/2018	Board Approves Budget Calendar		Superintendent	
1/30/2018	Review budget owners and make corrections		EXDR Finance	
2/5/2018	Executive Team Budget Recommendation Planning Session		Superintendent & EXCR	
2/13/2018	Discuss Budget Calendar and Process at Administrative Staff Meeting		EXDR Finance	
2/13/2018	Supplemental Request Review at Administrative Staff Meeting		EXDR Finance	
2/13/2018	Prepare line item five year trend data for all budget owners and distribute		EXDR Finance	
2/13/2018	Begin Program Evaluation & Campus Needs Assessment		Federal Program Staff	
2/15/2018	Release Formal Budget Instructions		EXDR Finance	
2/19/2018	Board Receives Log of all Supplemental Request w/administrative comment		EXDR Finance	
2/20/2018	Open Skyward Processes for Administrators to begin entry process		EXDR Finance	
3/1/2018	Prepare Student Enrollment Projections		EXDR Finance/EXDR Student	
3/5/2018	Agree on Enrollment Projections		Superintendent & EXDR	
3/8/2018	Complete template for 18-19 with agreed enrollment		EXDR Finance	
3/19/2018	Board returns ranked supplemental request		Board Members	
3/28/2018	Campus/Department Budgets entry deadline		Staff/Budget Owners	
3/30/2018	All detailed information submitted for budget request		Staff/Budget Owners	
4/6/2018	Begin work on Salary Negotiations based on current salary		EXDR Finance	
4/16/2018	First draft of Salary Negotiations completed		EXDR Finance	
4/17-19/2018	Administrative Budget Review Process (17, 18, & 19)		All Budget Owners	
5/4/2018	Initial Revenue Projections completed		EXDR Finance	
5/7/2018	Review Process with Administrators at Executive Cabinet		Superintendent & EXDR	
5/8/2018	Give Board First Draft Budget and details		EXDR Finance	
5/14/2018	Board Work Session	5:30 PM	Board Members	?
6/7/2018	Campus Needs Assessments Complete		Administrators	
6/7/2018	Campus Budget impacts from needs assessment		Administrators	
6/11/2018	Administrative Budget Meeting		Superintendent and Asst.	
6/12/2018	Complete Revised Template with year end PEIMS data		EXDR Finance	
6/15/2018	Complete Options for Salary Schedules with impact		EXDR Finance	
6/18/2018	Board Work Session	4:30 PM	Board Members	?
6/18/2018	Board Regular Session and Budget Review with options	5:30 PM	Superintendent & Board	
6/18/2018	Approved Salary Hiring Schedules for 2018-2019	5:30 AM	Superintendent & Board	
6/25/2018	Campus/Department date for revisions based on needs assessment		Administrators	
6/18/2018	Regular Board Meeting Update and Review			
7/25/2018	Receive certified values		EXDR Finance	
7/30/2018	Final Draft Presented to the Board and approve "proposed" tax rate	5:30 PM	Superintendent & EXDR Fin	
7/31/2018	Calculation of Rollback rate		EXDR Finance	
8/1/2018	Complete ad for public hearing to appear on 8/4/2018		EXDR Finance	
8/18/2018	Complete Budget Document delivered to Board Members and posted		EXDR Finance	
8/20/2018	Conduct public hearing as part of regularly scheduled meeting	5:30 PM	Superintendent & Board	
8/27/2018	Adopt Budget and Set Tax Rate for 2018-2019--NOON	12:00 PM	Superintendent & Board	?
8/30/2018	Budget Allocations complete and funds available for staff use		EXDR Finance	