

SISD				
2019-2020 Budget Calendar				
Date	Activity/Process	Time	Responsible	
11/28/2018	Send email to all staff on Supplemental Budget Request Informantion		EXDR Finance	
12/17/2018	Give Proposed Budget Calendar to Board Members		EXDR Finance	
12/17/2018	Supplemental Request to Campus Adminstrators		Staff	
12/17/2019	Email Board Supplemental Request Forms		EXDR Finance	
1/10/2019	Supplemental Request Due to Business Office		EXDR Finance	
1/15/2019	Compile list of Supplement Request		EXDR Finance	
1/22/2019	Board Approves Budget Calendar		Superintendent	
1/30/2019	Review budget owners and make corrections		EXDR Finance	
1/30/2019	Email Board Supplemental Request Forms Reminder		EXDR Finance	
2/4/2019	Executive Team Budget Recommendation Planning Session		Superintendent & EXCR	
2/7/2019	Prepare Supplemental List with Board Additions		EXDR Finance	
2/12/2019	Discuss Budget Calendar and Process at Administrative Staff Meeting		EXDR Finance	
2/12/2019	Supplemental Request Review at Administrative Staff Meeting		EXDR Finance	
2/13/2019	Prepare line item five year trend data for all budget owners and distribute		EXDR Finance	
2/13/2019	Begin Program Evaluation & Campus Needs Assessment		Federal Program Staff	
2/15/2019	Release Formal Budget Instructions		EXDR Finance	
2/18/2019	Board Receives Log of all Supplemental Request w/administrative comment		EXDR Finance	?
2/20/2019	Open Skyward Processes for Administrators to begin entry process		EXDR Finance	
2/28/2019	Prepare Student Enrollment Projections		EXDR Finance/EXDR Student	
3/4/2019	Agree on Enrollment Projections		Superintendent & EXDR	
3/8/2019	Complete template for 19-20 with agreed enrollment		EXDR Finance	
3/18/2019	Board returns supplemental request choices		Board Members	
3/25/2019	Campus/Department Budgets entry deadline		Staff/Budget Owners	
3/29/2019	All detailed information submitted for budget request		Staff/Budget Owners	
4/5/2019	Begin work on Salary Negotiations based on current salary		EXDR Finance	
4/15/2019	First draft of Salary Negotiations completed with existing staff		EXDR Finance	
4/9-17/2019	Administrative Budget Review Process		All Budget Owners	
4/23/2019	Initial Revenue Projections completed		EXDR Finance	
4/29/2019	Review Process with Administrators at Executive Cabinet		Superintendent & EXDR	
5/1/2019	Load Salary Negotiations to Prelim Budget with existing staff		EXDR Finance	
5/6/2019	Combine Prelim budget with salary negotiations		EXDR Finance	
5/8/2019	Send confirmations of Prelim from Skyward to all Budget Owners		EXDR Finance	
5/10/2019	Load detail line item budget in Board Book for Review		EXDR Finance	
5/13/2019	Board Work Session	5:30 PM	Board Members	
5/22/2019	Work up Salary Schedule Options		EXDR Finance	
6/7/2019	Campus Needs Assessments Complete		Administrators	
6/7/2019	Campus Budget impacts from needs assessment		Administrators	
6/7/2019	Complete Revised Template with year end PEIMS data		EXDR Finance	
6/10/2019	Administrative Budget Meeting		Superintendent and EXDR's	
6/10/2019	Called Board Budget Meeting	5:30 PM	Superintendent & Board	
6/13/2019	Complete Options for Salary Schedules with impact		EXDR Finance	
6/17/2019	Board Regular Session and Budget Review with options	5:30 PM	Superintendent & Board	
6/17/2019	Board Work Session	6:30 PM	Board Members	
6/17/2019	Approved Salary Hiring Schedules for 2019-2020	5:30 AM	Superintendent & Board	
6/25/2019	Campus/Department date for revisions based on needs assessment		Administrators	
7/26/2019	Receive certified values		EXDR Finance	
7/29/2019	Final Draft Presented to the Board and approve "proposed" tax rate	5:30 PM	Superintendent & EXDR Fin	
7/30/2019	Calculation of Rollback rate		EXDR Finance	
8/2/2019	Complete ad for public hearing to appear on 8/4/2019		EXDR Finance	
8/16/2019	Complete Budget Document delivered to Board Members and posted		EXDR Finance	
8/19/2019	Conduct public hearing as part of regularly scheduled meeting	5:30 PM	Superintendent & Board	
8/26/2019	Adopt Budget and Set Tax Rate for 2019-2020--NOON	12:00 PM	Superintendent & Board	
8/30/2019	Budget Allocations complete and funds available for staff use		EXDR Finance	