

TENTATIVE BUDGET ADOPTION SCHEDULE FOR 2009-2010

<b>DATE</b>	<b>OBJECTIVE</b>	<b>Person/Group Responsible</b>
November 17, 2008	Board Workshop to present calendar and trends	Financial Officer
November 19, 2008	Meet with Principals to Review Budget Process	Administration
December 15, 2008	Meet with the Board concerning Budget Process and Review Proposed Salary Schedule	Superintendent & Financial Officer
January 12, 2009	Adopt Salary Schedule and Review Estimated Campus Allocations	Superintendent/Board
January 14, 2009	Review Personnel Staffing Requirements	Principals
February 4, 2009	Instructions & forms for Budget Process given to Principals along with Tentative Budget Calendar	Superintendent
February 9, 2009	Meet with Grade Level Coordinators /Dept. Heads to present budget process	Principals
February 16, 2009	Develop Budget Requests	All Personnel
March 4, 2009	Teachers submit budget requests to Principal, along with backup material	Teachers
March 9-13, 2009	Principal submit budget with copy of backup material to the Campus Advisory Committee(CAC)	Principal
March 23-27, 2009	CAC Reviews campus budget for congruency with the campus improvement plan.	CAC
March 23-27, 2009	CAC presents suggestions for budgets to principal	CAC
April 1, 2009	Submit a preliminary budget draft to Business Manager with copy of backup material	Principals
April 7-9, 2009	Approval Notification &/or conferences with principals to review budget requests	Superintendent & Financial Officer
April 15, 2009	Submit final budget to Business Office	Principals
April 23, 2009	Review Personnel Staffing & Salary Schedule	Supt./Financial Officer /Principals
May 4, 2009	Present preliminary budget to Supt.	Financial Officer
May 13, 2009	Present preliminary budget to District Advisory Committee (DAC)	Superintendent & Financial Officer
May 26, 2009	Preliminary Appraisal Values Announced	Financial Officer
June 1, 2009	Budget Workshop for Board of Trustees	Superintendent & School Board
June 1, 2009	Board Workshop and Meeting to set Proposed Tax Rate and date for Hearing	Supt/Financial Officer/School Board
June 3, 2009	Publish Notice of Budget Hearing & Proposed Tax Rate	Financial Officer
June 19, 2009	Budget Must Be Prepared By This Date	Supt/Financial Officer
June 29, 2009	Board Meeting for Public Hearing on Budget and Approve 2008-09 Budget	Supt/Financial Officer/School Board
July 24, 2009	Last day for chief Appraiser to issue certified tax roll	Financial Officer
August 17, 2009	Adopt 2008-09 Tax Rate	School Board

Regular board meetings are scheduled for Jan 19, Feb 16, March 16, April 20, May 18, June 15