

Plano Independent School District 2008-09 Budget Calendar

- September 2007** Student enrollment by attendance zone analyzed and reviewed by Cabinet (BS)
Staffing models analyzed for current year (HR, BS)
- October 2007** Analyze September payroll by function and object (BS)
PEIMS data collected and enrollment targets analyzed (BS, SS)
- November 2007** Develop Pro Forma Budget 2008-09 (BS)
Preliminary enrollment projections estimated (BS)
- December 2007** Budget Calendar presented to Board of Trustees (BS)
Finalize enrollment projections for Regular Ed and Special
Programs (BS, C, Area Supt.)
Enrollment projections released to campuses (BS)
Enrollment projections given to HR for staffing allocations (BS)
- January 2008** First semester attendance analyzed (BS)
Review staffing allocations with Cabinet (HR)
Review staffing allocations with Special Populations (BS, Area Supt., HR)
Receive general ledger download from Prologic (BS)
Cabinet Budget Retreat
Finalize Staffing Allocations (HR)
- February 2008** Non-payroll budget spreadsheets e-mailed to schools (BS)
Review staffing allocations with Principals (HR)
Review 2008-09 budget targets and packet w/Principals (BS)
Review 2008-09 budget targets with Board of Trustees (BS)
Revenue Projections (BS)
Schools complete non-payroll budget spreadsheet
Non-payroll budget spreadsheets e-mailed to departments (BS)
Departmental Budget Work Session (BS)
Departments complete non-payroll budget spreadsheets
Board of Trustees – Budget Parameters (BS)

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- March 2008** Spring Break
Schools non-payroll budget spreadsheets returned to Business Services (BS)
Departments' non-payroll budget spreadsheets returned to Business Services (BS)
Board of Trustees Board Meeting
 Enrollment Projections (BS)
 Preliminary Assessed Values (BS)
 DBIC Recommendations (DBIC)
 Revenue Projections (All)
- April 2008** Department Budget Meeting (BS)
Board of Trustees Budget Planning Workshop (BS)
 Instructional Initiatives (SS/C)
 Departmental Review (BS)
 Compensation Survey (HR)
 Cost of general salary increase (HR)
 Hiring Schedule (HR)
- May 2008** Finalize budget data and format (BS)
Payroll data summarized by account code (HR)
Final Board of Trustees Budget Workshop (BS)
Approve Compensation Package (Board of Trustees)
- June 2008** Public hearing and adoption of budget (Board of Trustees)
(Board of Trustees meetings through end of June, if necessary)
- August 2008** Adoption of Tax Rate (Board of Trustees)

BS - Business Services
C - Curriculum
DBIC - District Based Improvement Council
FS - Facility Services
HR - Human Resources
SS - Student Services