

## **Plano Independent School District 2007-08 Budget Calendar**

- September 2006** Report student enrollment by attendance zone to Board of Trustees (BS)  
Staffing models analyzed for current year (HR, BS)
- October 2006** Analyze September payroll by function and object (BS)  
PEIMS data collected and enrollment targets analyzed (BS, SS)
- November 2006** Staff models for 2007-08 developed (HR)  
Special Populations enrollment forecasted (C)  
Develop Regular Ed staffing allocations (HR)  
Develop Pro Forma Budget 2007-08 (BS)  
Preliminary enrollment projections estimated (BS)
- December 2006** 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 2007** 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 2007** Non-payroll budget spreadsheets e-mailed to schools (BS)  
Review staffing allocations with Principals (HR)  
Review 2007-08 budget targets and packet w/Principals (BS)  
Review 2007-08 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)

## Budget Calendar 2007-08

### Page 2

- March 2007**
- 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 2007**
- 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 2007**
- 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 2007**
- Public hearing and adoption of budget (Board of Trustees)  
(Board of Trustees meetings through end of June, if necessary)
- August 2007**
- 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