



Budget Calendar 2019-2020

Superintendent's Budget Development- Assistant Superintendents, Principals and Directors are to involve staff and departments in the budget development and communicate key information regarding Superintendent's priorities and program initiatives.

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
September 2018					
24	25 School Board approves 2019-2020 Budget Calendar	26	27	28 Administration Instruction to Principals & Directors	25 th -The School Board reviews, discusses and approves the proposed 2019-2020 budget calendar. 28 th -Administration notifies the Principal and Directors-Note 1

Note 1: Administration provides principals and directors with the 2019-2020 approved budget calendar. Principals and directors are to: establish school level budget committees; evaluate current programs for possible modification, expansion or reduction; evaluate and analyze the needs for major school capital improvement/repair projects; consult with appropriate personnel to develop and submit documentation supporting new budget initiatives and major school capital improvement/repair projects; and recommend Budget Committee representative.

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
October 2018					
15 Administration Distributes Budget Development Materials	16	17	18	19	Administration distributes budget development materials to all principals and directors. Principals provide departments with budget preparation materials.
22	23 School Board Public Meeting 2019-2020 Budget	24	25	26	School Board conducts public meeting to receive input from citizens. School Board provides direction to Administration- Note 2

Note 2: School Board provides direction to the administration relative to: wage and benefit package; new initiatives and programs; current program modifications, expansions or reductions; capital projects and significant repair/maintenance initiatives; budget work sessions; and other direction, as deemed needed by School Board.

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
November 2018					
26	27 Draft Capital Improvement Program provided to Board	28	29	30	Superintendent submits a preliminary draft of School Capital Improvement Program (CIP) to the School Board.

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
December 2018					
3 Principals & Directors Provide Budget Materials to Administration	4 Budget Presentations	5	6 Budget Presentations	7	Administration receives budget packet to support presentations and detail new initiatives and major capital improvement projects and/or repairs.
10 Budget Presentations	11	12 Budget Presentations	13 Administration Compilation of Budget Requests Begins	14	Administration combines budget requests into a format based on the Superintendent's and School Board's goals and objectives (December 13, 2018 to January 8, 2019).

Administration prepares appropriate supportive documentation and develops descriptive summaries and program explanations for the Superintendent's proposed budget from January 8, 2019 to January 21, 2019.

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
January 2019					
21	22 Superintendent Presentation of Proposed Budget & School Capital Improvement*	23	24	25	Superintendent presents Proposed Budget Plan and School Capital Improvement Program to the School Board. Note 3
28	29	30 Administration presents approved CIP to City Manager	31		Administration formally requests dollar for dollar matching funds for school capital improvement projects from the City through the City Manager.

Note 3: Superintendent presents Proposed Budget and School Capital Improvement Program to the School Board. The Board sets dates for budget work sessions and the required public hearing prior to March 26, 2019.

School Board approves "5 Year School Capital Improvement Program" for submission to City Council as required in the Memorandum of Understanding between the City of Colonial Heights and the Colonial Heights School Board.

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
March 2019					
25	26 School Board Approval of 2019-2020 Budget*	27	28	29 Administration Presents the Approved Budget to City Manager	26 th -Final review and approval of School Board Budget for presentation to City Manager. 29 th -Administration presents approved School Board Budget to City Manager.

*Dates pending approval at the January 2019 organizational meeting.