



School District of Menomonee Falls
2024-25 Budget Development Calendar - Working Draft

V. 8.5.24

18 Public Discussion Opportunities

<u>General Target Date</u>	<u>Target Date</u>	<u>Description</u>	<u>Discussion</u>	<u>Responsibility</u>
Months of Dec./Jan.		Develop Budget (Base) Forecast Assumptions & Projection		Dir. Finance & Ops/Cabinet/BoE
Months of Dec./Jan.		Frame Budget Scorecard & Strategic Leverage Priorities		Cabinet/Leadership
January		<i>Budget Assumptions & Forecast to BoE, Leadership, Staff, & Community</i>		Supt./Dir. Finance & Ops
FASC	January 8, 2024	FASC Committee Meeting - Budget Planning Calendar	X	
1st BoE Mtg. - January	January 8, 2024	BoE Discussion of Open Enrollment Seats/Chapter 220 Seats	X	Dir. Finance & Ops/BoE
FASC	January 22, 2024	FASC Committee Meeting - Budget Assumptions & Forecast Projection	X	Dir. Finance & Ops
2nd BoE Mtg. - January	January 22, 2024	BoE Approval of Open Enrollment Seats/Chapter 220 Seats	X	Dir. Finance & Ops/BoE
February		<i>Middle School/High School Registration & Staffing</i>		MS/HS Principals
FASC	TBD	FASC Committee Meeting		Dir. Finance & Ops/BoE
Joint FASC & Personnel	February 26, 2024	Joint FASC & Personnel Committee- Preliminary Staffing Plan	X	Dir. HR/PC
	February 28, 2024	Retirement Declaration Due (Certified Staff)		Potential Retirees
March				
FASC	March 7, 2024	FASC Committee Meeting	X	Dir. Finance & Ops
	March 15, 2024	Division/Building/Department Budget Documents & Worksheets Issued	X	Business Services
FASC	March 18, 2024	FASC Committee- Budget Forecast Projection	X	Dir. HR/PC
2nd BoE Mtg. - March	March 18, 2024	Preliminary Budget Presented for Community Feedback & Preliminary Staffing Plan and Budget/Projected Non-renewal Notices (closed session)	X	Supt./Dir. Finance & Ops & HR/BoE
	March 18-22, 2024	Preliminary Non-renewal Notices due to Staff		Human Resources/Leadership
April		<i>Staff Recruitment - Hiring for Known Positions</i>		Human Resources
1st BoE Mtg. - April	April 8, 2024	BoE Approval of Final Staffing Plan/Non-renewal Notices/Contracts/Enabling Resolution (closed session)		Human Resources/BoE
	April 12, 2024	Division/Building/Department Budget Input Due (in Skyward)		Divisions/Buildings/Departments
FASC	April 8, 2024	FASC Committee Meeting	X	Dir. Finance & Ops
2nd BoE Mtg. - April	April 22, 2024	Preliminary Budget Presented for Community Feedback	X	Supt./Dir. Finance & Ops/BoE
	April 22-26, 2024	Final Non-renewal Notices due to Staff		Human Resources/Leadership
May				
	May 15, 2024	Final Contracts Issued		Human Resources
June				
FASC	June 10, 2024	FASC Committee Meeting	X	Dir. Finance & Ops
	June 15, 2024	Teacher Contracts due back to Human Resources Office		Teachers
July/August		<i>Prepare for Budget Hearing & Annual Meeting</i>		Supt./Dir. Finance & Ops/BoE
FASC	July 1, 2024	FASC Committee Meeting - Preliminary Budget	X	Dir. Finance & Ops
FASC	August 6, 2024	FASC Committee Meeting - Preliminary Budget	X	Dir. Finance & Ops
1st BoE Mtg. - August	August 12, 2024	Preliminary Budget Presented for Community Feedback & BoE Approval of Preliminary Budget	X	Supt./Dir. Finance & Ops/BoE
September				
1st BoE Mtg. - September	September 9, 2024	Budget Hearing & Annual Meeting	X	Supt./Dir. Finance & Ops/BoE
	September 20, 2024	Third (3rd) Friday Student Count		Pupil Services
October				
1st BoE Mtg. - October	October 14, 2024	Third (3rd) Friday Student Count Results (Revenue Limit Membership)		Pupil Services/Dir. Finance & Ops
	October 15, 2024	General State Aid Certification		Department of Public Instruction (DPI)
	October 15, 2024	Equalized Property Values Certification		Department of Revenue (DoR)
FASC	Week of October 21, 2024	FASC Committee Meeting	X	Dir. Finance & Ops
2nd BoE Mtg. - October	October 28, 2024	Adopt Original Budget and Certify the Tax Levy	X	Board of Education (BoE)
	November 1, 2024	Last Date to Set the Levy and Adopt Original Budget		Board of Education (BoE)
	November 8, 2024	Last Date to Certify Tax Levy to Municipalities		Dir. Finance & Ops

*Yellow highlighted items reflect Board/Electorate Action Items

*Orange highlighted items reflect key budget assumptions and revisions to actual