



School District of Menomonee Falls
2025-26 Budget Development Calendar - Working Draft

V. 6.20.25

<u>General Target Date</u>	<u>Target Date</u>	<u>Description</u>	X = Public	
			<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
1st BoE Mtg. - January	January 13, 2025	BoE Discussion of Open Enrollment Seats	X	Dir. Finance & Ops/BoE
PFASC	January 27, 2025	FASC Committee Meeting - Budget Planning Calendar	X	Dir. Finance & Ops
2nd BoE Mtg. - January	January 27, 2025	BoE Approval of Open Enrollment Seats	X	Dir. Finance & Ops/BoE
February		<i>Middle School/High School Registration & Staffing</i>		MS/HS Principals
PFASC	February 24, 2025	PFASC Committee Meeting - Budget Assumptions	X	Dir. Finance & Ops
	February 28, 2025	Retirement Declaration Due (Certified Staff)		Potential Retirees
March				
PFASC	March 10, 2025	PFASC Committee- Budget Forecast Projection, Preliminary Staffing Plan	X	Dir. Finance & Ops/Dir. HR/BoE
	March 14, 2025	Division/Building/Department Budget Documents & Worksheets Issued		Business Services
PFASC	March 31, 2025	PFASC Committee- Budget Forecast Projection, Preliminary Staffing Plan	X	Dir. Finance & Ops/Dir. HR/BoE
2nd BoE Mtg. - March	March 31, 2025	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-April 4, 2025	Preliminary Non-renewal Notices due to Staff		Human Resources/Leadership
April		<i>Staff Recruitment - Hiring for Known Positions</i>		Human Resources
PFASC	April 11, 2025	Division/Building/Department Budget Input Due (in Skyward)		Divisions/Buildings/Departments
	April 14, 2024	PFASC Committee Meeting	X	Dir. Finance & Ops/Dir. HR/BoE
1st BoE Mtg. - April	April 14, 2025	BoE Approval of Final Staffing Plan/Non-renewal Notices/Contracts/Enabling Resolution (closed session)		Human Resources/BoE
2nd BoE Mtg. - April	April 28, 2025	Preliminary Budget Presented for Community Feedback	X	Supt./Dir. Finance & Ops/BoE
	April 22-28, 2025	Final Non-renewal Notices due to Staff		Human Resources/Leadership
May				
PFASC	May 15, 2025	Final Contracts Issued		Human Resources
	May 19, 2025	PFASC Committee Meeting		Supt./Dir. Finance & Ops & HR/BoE
June				
PFASC	June 15, 2025	Teacher Contracts due back to Human Resources Office		Teachers
	June 16, 2025	PFASC Committee Meeting	X	Dir. Finance & Ops/Dir. HR/BoE
	June 23, 2025	Preliminary Budget Presented for Community Feedback	X	Supt./Dir. Finance & Ops/BoE
July/August		<i>Prepare for Budget Hearing & Annual Meeting</i>		
	July 14, 2025	Preliminary Budget Presented for Community Feedback & BoE Approval of Preliminary Budget	X	Supt./Dir. Finance & Ops/BoE
	July 21, 2025	PFASC Committee Meeting	X	Dir. Finance & Ops/Dir. HR/BoE
	August 18, 2025	PFASC Committee Meeting	X	Dir. Finance & Ops/Dir. HR/BoE
September				
1st BoE Mtg. - September	September 8, 2025	Budget Hearing & Annual Meeting	X	Supt./Dir. Finance & Ops/BoE
	September 19, 2025	Third (3rd) Friday Student Count		Pupil Services
October				
	October 15, 2025	General State Aid Certification		Department of Public Instruction (DPI)
	October 15, 2025	Equalized Property Values Certification		Department of Revenue (DoR)
PFASC	October 20, 2025	PFASC Committee Meeting: Budget Presented with Final Budget Factors	X	Dir. Finance & Ops/Dir. HR/BoE
2nd BoE Mtg. - October	October 27, 2025	Adopt Original Budget and Certify the Tax Levy	X	Board of Education (BoE)
	November 1, 2025	Last Date to Set the Levy and Adopt Original Budget		Board of Education (BoE)
	November 10, 2025	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

PFASC = Personnel, Finance, and Auxiliary Services Committee