2026-27 STRATEGIC BASED BUDGET AND STAFFING PLANNING CALENDAR

"Budget and staffing with a focus on Strategic Based Budgeting "

Every step of the 2026-27 budget process needs to support the Mission and Vision Statements. Specifically, drivers of the budget are:

- **All students surpass their annual academic growth targets and graduate ready for success.**
- **Proactively recruit, retain, and engage talent that reflects and is responsive to our diverse community.**
- **Excel in how we serve all stakeholders and build relationships with families, community members, and businesses that promote positive outcomes for students.**
- **Use district resources effectively and efficiently.**
- **Facilities and services meet the needs of our diverse and growing student population and community.**
- **Measures of operational effectiveness by department.**

Each discussion on the budget should begin and end with the questions, "How will this decision prepare every child, every day to become a better student?" and "How will this decision help our district be the district of choice?"

By asking those questions and keeping focused on the District's Strategic Plan will continue to move the district forward on the journey of Strategic Based Budgeting.

2025

Blue text represents School Board action.

Month	Day	Task
Feb	15	Review the 2025-26 Budget and Staffing Calendar and incorporate it into the district planning calendar for 2026-27.
Sept	17	SLBT begins establishing the 2026-27 budget objectives, which guides the budget development process. The four pillars of the School Board approved Strategic Plan will be the focus of the budget objectives. Work includes finalizing the budget calendar, discussing restoration of 2026-27 budgets including fund balance and new strategic programs.
Oct	10	FTE (teacher & support staff) confirmation meeting with elementary principals.
	12	DHR, DBF, and SLT review staffing formulas and/or ratios.
	16	DBF and DHR present Budget and Staffing Calendars to Cabinet.
	19	FTE (teacher & support staff) confirmation meetings with secondary school principals.

Oct	22	SLBT begins establishing the 2026-27 budget objectives, which guides the budget development process. Work includes confirming staffing, discussing salary and benefits inputs. SLBT reviews Forecast 5 open enrollment data with DBF and DHR.
Nov	10	Board reviews Strategic Based Budget & Staffing Planning Calendar and sets the Annual Meeting date.
	24	Administration discusses with the Board OE-5 Financial Planning and planning parameters for 2026-27.
	25	SLBT reviews Forecast 5 Key Staffing Ratios with DHR (lead) and DBF, and Outlier report with DBF (lead). Student Services staffing ratio discussion.
Dec	10	Student Services/Special Education staffing meeting.
	12	LC budget meeting (if needed).
	16	SLBT reviews RW Baird 2026-27 Budget Plan. Determine gap and implement action for school and department based budget reallocations planning.
	30	Budget manual is completed. Schools and departments use strategic based budgeting process. DBF has the major components of the revenue budget completed.
	TBD	ASO and DF&G work with principals to determine summer maintenance projects.
	TBD	Superintendent, ASO, DBF meet with school staff to discuss the district budget.
		2026
Jan	8	Departments & schools begin building their itemized budgets to align with strategic plan.
	8	DBF runs enrollment projection and sends updated numbers to DHR to process. DBF meets with new administrators to discuss the budget process.
	9	Principal staff preparation meetings. DHR, DBS, DSTLE & DETLE. 2026-27 staffing projections emailed to principals.
	12	UW-APL presents an updated enrollment projection to Board and public. School Board begins discussion on compensation for 2026-27. Hold closed session.
	16	LC has a budget workshop; if needed. LC reviews draft of employee survey on budget (if applicable) and reviews key Forecast 5 data.
	19	Handbook committees review preliminary reallocation list; if needed.
	19	Send out employee survey on budget reallocation; if needed.
	21	SLBT budget meeting. Also meets with DSS to discuss 2026-27 staffing needs.
	26	School Board authorizes preliminary notice of non-renewal of administrators; authorization of administrator contract extensions, renewals and non-renewals, and approval of administrator contract template.
	28	Meeting with principals to discuss projections, requests, and updates of staffing FTE. DHR, DBS, DETLE/DSTLE.

Jan	TBD	Schools and departments continue work on budget reallocations plans.
	TBD	Administration/School Board follows state budget issues.
	TBD	Superintendent, ASO, and DBF meet with school staff to discuss district budget.
Feb		*First week of February: schedule individual meetings with secondary principals and directors to discuss FTE parameters.*
	6	Student Services/Special Education staffing meeting.
	9	SLBT meets with the Board on a preliminary budget reallocation list; closed session if needed. Board begins discussion on compensation for 2026-27. Hold closed session.
	9	Final notice of administrative certified personnel non-renewal at Board meeting.
	12	Follow up meeting with principals to continue FTE projections, requests & updates discussion of staffing. DHR, DBS, DETLE/DSTLE.
	20	LC works on budget (AM meeting; if needed).
	23	DBF enters the administrator and admin support salary and benefits into Skyward.
	23	School Board reviews budget forecast modeling.
	25	SLBT reviews staff survey data and continues work on reallocation list. Update on 2026-27 staffing at all levels. SLBT budget meeting to review RW Baird 2026-27 Budget Plan (after implementation of school/department reallocation plans).
	27	Skyward deadline to enter building and program budgets built with strategic based budgeting. DBF reviews all non-staffing and non-building based budgets and makes necessary adjustments. Business office enters it in Skyward.
	27	A final reallocation plan by each school and department is submitted to the DBF. DBF will input any revisions to staffing into the 2026-27 budget.
	Ongoing	Administration/School Board follows State budget issues.
	Ongoing	Superintendent, ASO, and DBF meet with school staff to discuss district budget.
March	3	Principals submit preliminary list of teachers' non-renewals to HR.
	4	DBF runs Skyward 3-year budget analysis to determine first draft budget.
	9	Meeting with Cabinet to discuss elementary and secondary staffing.
	9	School Board authorizes preliminary notice of non-renewals for teachers. Board begins discussion on preliminary compensation for 2026-27. Hold closed session.
	11	DBF enters support staff salary and benefits including changes in FTE into Skyward.
	16	Superintendent provides staffing update to LC and discusses necessary FTE changes/updates with job-alike groups.
	17	Operations and TLE teams review planned expenses over $50,000 or any new budget initiative over $10,000.
	17	DBF runs 2-year budget analysis to produce 2nd Skyward budget.

March	17	SLBT reviews current draft of the budget and determines next step(s). Notify schools and departments if budget reallocation plans need to be implemented.
	18	Follow up meeting with principals to continue FTE projections, requests & updates discussion of staffing. DHR, DBS, DETLE/DSTLE.
	20	DBF enters teacher salary and benefits including FTE changes into Skyward.
	23	School Board takes action on budget reallocation list; if needed.
	31	Principals submit recommendations for final non-renewal of teachers to HR.
	Ongoing	Administration/School Board follows State budget issues.
	Ongoing	Superintendent, ASO, and DBF meet with school staff to discuss district budget.
April	2	DHR and DBF meets with leadership to discuss new/additional staffing requests and transfer process at Cabinet.
	3	SLBT meets with DSS to discuss final staffing for Special Ed.
	13	School Board authorizes final notice of non-renewal of teachers, approval of contract template, and issuance of teacher contracts for 2026-27. Board begins discussion on preliminary compensation for 2026-27. Hold closed session.
	16	Meeting with Cabinet to discuss general staffing updates.
	15	Schools and departments implement the budget reallocation plan; if needed.
	22	Follow up meeting with principals to continue FTE projections, requests & updates discussion of staffing. DHR, DBS, DETLE/DSTLE.
	24	2026-27 contracts issued to professional educators.
	27	School Board reviews Master Facility Plan. Open for community input.
	27	School Board reviews Fund 46 Budget.
	28	SLBT meeting to review budget.
	30	Professional educator contracts due to HR.
	Ongoing	Administration/School Board follows State budget issues.
	Ongoing	Superintendent, ASO, and DBF meet with school staff to discuss district budget.
May	7	Leadership to discuss transfer process and communication plan with principals at job alikes. Identify sections that are probable moves/recalls.
	8	Discussion on placement of open enrolled applicants.
	11	Staffing section update meeting with leadership.
	11	New School Board members meet with DBF for in-service on the budgeting process; if applicable. Board begins discussion on preliminary compensation for 2026-27. Hold closed session.

May	13	Follow up meeting with principals to continue FTE projections, requests & updates discussion of staffing. DHR, DBS, DETLE/DSTLE.
	15	Student Services/Special Education staffing meeting.
	19	Email update to principals on necessary staffing changes/updates. Principals notify teachers of transfer process.
	19	SLBT budget meeting.
	25	Overview of budget inputs to the School Board. Open for community input.
	25	School Board reviews Fund 80 budget.
	25	School Nutrition budget presented to the School Board. Open for community input.
	25	Superintendent, Assistant Superintendents, DHR, and DBF discuss salary and benefit budget inputs with Board; closed session if needed.
	Ongoing	Administration/School Board follows State budget issues.
	Ongoing	Superintendent, ASO, and DBF meet with school staff to discuss district budget.
June	8	Email update to principals on necessary staffing changes/updates. Principals notify teachers of any final transfer process.
	8	School Board begins discussion on preliminary compensation for 2026-27. Hold closed session.
	17	Follow up meeting with principals to continue FTE projections, requests & updates discussion of staffing. DHR, DBS, DETLE/DSTLE.
	23	Student Services/Special Education staffing meeting.
	23	Leadership meets to determine section updates and necessary teacher moves. Email principals on staffing changes/updates. Principals determine teacher moves using the transfer process (if necessary) and communicate moves may be possible in August.
	23	SLBT budget meeting.
	22 or 7/6	First draft of the budget is presented to the School Board.
July	**1**	**Beginning of 2026-27 Fiscal Year**
	1	Equalization aid estimate received from DPI.
	14 & 21	Leadership meets to determine section updates and necessary teacher moves. Email principals on staffing changes/updates.Principals determine teacher moves using the transfer process (if necessary) and communicate moves may be possible in August.
	20	Public Hearing on the Budget held as part of regular Board meeting. Open for community input.
	23	DBF updates enrollment sheet.
	28	SLBT budget meeting.

July	28 & 30	Leadership meets to determine section updates and necessary teacher moves.
Aug	5	DBF updates enrollment sheet.
	10	FTE master sheet updated daily.
	11 & 18	Leadership meets to determine section updates and necessary teacher moves.
	18	SLBT budget meeting.
	24	School Board takes action on the Proposed Budget. Open for community input.
Sept	18	Proposed Budget adjustment based on 3rd Friday student enrollment count.
	21	First publication of Class I notice listing the Proposed Budget and Annual Meeting in the *The Star*.
	22	Annual Meeting/Budget Hearing booklet is available for public inspection, *WI State Statute 65.90 (3)(a).* Open for community input.
	28	Second publication of Class I notice listing the Proposed Budget and Annual Meeting in *The Star*.
Oct	1	Department of Revenue certifies equalized valuation.
	5	Annual Meeting and Budget Hearing, *WI State Statute 65.90 (4)*, held at 6:00 p.m. at the Sun Prairie West School PAC pending School Board approval.
	5	Electors vote and set tax levy. Open for community input.
	6	Elementary and secondary FTE confirmation meetings.
	15	DPI provides updated information on equalization aid.
	26	School Board Adopts Original Budget. Open for community input.
	27	Administration publishes a Class I notice in the Sun Prairie newspaper, *The Star*, of the entire budget.
Nov	1	School District Clerk certifies the tax levy, *WI State Statute 120.12(3)(a)*.
		2027
Jan	2nd SB Mtg	School Board approves any needed 2nd quarter budget adjustments.
Apr	2nd SB Mtg	School Board approves any needed 3rd quarter budget adjustments.
July	2nd SB Mtg	School Board approves any needed 4th quarter budget adjustments.
Dec	2nd SB Mtg	School Board reviews and approves the 2026-27 financial audit.