# School District of Menomonee Falls

## 2026-27 Budget Development Calendar - Working Draft

V. 2.16.26

| 13 | Public Discussion Opportunities |
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| General Target Date | Target Date | Description | X = Public Discussion | Responsibility |
|---|---|---|---|---|
| | *Some dates are tentative, or set by committee, and subject to change* | | | |
| 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** | | *Budget Assumptions & Forecast to BoE, Leadership, Staff, & Community* | | Supt./Dir. Finance & Ops |
| January Board Meeting | January 12, 2026 | BoE Discussion of Open Enrollment Seats & BoE Approval of Open Enrollment Seats | X | Dir. Finance & Ops/BoE |
| **February** | | *Middle School/High School Registration & Staffing* | | MS/HS Principals |
| PFASC | February 16, 2026 | PFASC Committee Meeting - Budget Assumptions, Budget Planning Calendar | X | Dir. Finance & Ops |
| | February 28, 2026 | Retirement Declaration Due (Certified Staff) | | Potential Retirees |
| **March** | | | | |
| PFASC | March 2026 | PFASC Committee- Budget Forecast Projection, Preliminary Staffing Plan | X | Dir. Finance & Ops/Dir. HR/BoE |
| | March 2026 | Division/Building/Department Budget Documents & Worksheets Issued | | Business Services |
| March Board Meeting | March 15, 2026 | 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 17, 2026 | Preliminary Non-renewal Notices due to Staff | | Human Resources/Leadership |
| **April** | | *Staff Recruitment - Hiring for Known Positions* | | Human Resources |
| PFASC | April 4, 2026 | PFASC Committee- Budget Forecast Projection, Preliminary Staffing Plan | X | Dir. Finance & Ops/Dir. HR/BoE |
| | April 10, 2026 | Division/Building/Department Budget Input Due (in Skyward) | | Divisions/Buildings/Departments |
| 1st April Board Meeting | April 13, 2026 | BoE Approval of Final Staffing Plan/Non-renewal Notices/Contracts/Enabling Resolution (closed session) | | Human Resources/BoE |
| | By May 15 (happens in April) | Final Non-renewal Notices due to Staff | | Human Resources/Leadership |
| **May** | | | | |
| PFASC | | | | |
| | May 11, 2026 | Preliminary Budget Presented for Community Feedback | X | Supt./Dir. Finance & Ops/BoE |
| | May 15, 2026 | Final Contracts Issued | | Human Resources |
| | May 26, 2026 | PFASC Committee Meeting | | Supt./Dir. Finance & Ops & HR/BoE |
| **June** | | | | |
| | June 15, 2026 | Teacher Contracts due back to Human Resources Office | | Teachers |
| PFASC | TBA | PFASC Committee Meeting | X | Dir. Finance & Ops/Dir. HR/BoE |
| | June 8, 2026 | Preliminary Budget Presented for Community Feedback & BoE Approval of Preliminary Budget | X | Supt./Dir. Finance & Ops/BoE |
| **July/August** | | *Prepare for Budget Hearing & Annual Meeting* | | |
| | TBA | PFASC Committee Meeting | X | Dir. Finance & Ops/Dir. HR/BoE |
| | TBA | PFASC Committee Meeting | X | Dir. Finance & Ops/Dir. HR/BoE |
| **September** | | | | |
| 1st Sept Board Meeting | September 14, 2026 | Budget Hearing & Annual Meeting | X | Supt./Dir. Finance & Ops/BoE |
| | September 18, 2026 | Third (3rd) Friday Student Count | | Pupil Services |
| **October** | | | | |
| | October 15, 2026 | General State Aid Certification | | Department of Public Instruction (DPI) |
| | October 15, 2026 | Equalized Property Values Certification | | Department of Revenue (DoR) |
| PFASC | TBA | PFASC Committee Meeting: Budget Presented with Final Budget Factors | X | Dir. Finance & Ops/Dir. HR/BoE |
| 2nd BoE Mtg. - October | October 26, 2026 | Adopt Original Budget and Certify the Tax Levy | X | Board of Education (BoE) |
| | November 1, 2026 | Last Date to Set the Levy and Adopt Original Budget | | Board of Education (BoE) |
| | November 10, 2026 | 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