



2016-17 BUDGET AND STAFFING PLANNING CALENDAR



“Building on past budget and staffing success with a focus on new successes”

Every step of the 2016-17 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?”

November 9

- Director of Business & Finance previews the Budget and Staffing Planning Calendar and early budget estimate with Senior Leadership Team (SLT).
- [Director of Business & Finance and Director of Human Resources discuss staffing calendar and FTE allocation formulas.](#)

November 12

- Director of Business & Finance previews projected 2016-17 budget with Cabinet. Cabinet decides next steps of the budget proposals and essential needs.
- [Director of Business & Finance and Director of Human Resources present the Budget and Staffing Calendar to Cabinet.](#)

November 15

- Director of Business & Finance emails budget process to Leadership Collaborative with a calendar for each group.

November 16 & 24

- [Director of Human Resources provides current FTE allocations of schools to principals for review and verification.](#)
- [Preliminary staffing informational meeting with principals, Senior Leadership and administrators.](#)



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November 30

- Director of Business & Finance and Director of Human Resources follow-up with SLT to discuss staffing timeline and formulas.
- Confirmation of changes/modifications of current FTE allocations due to Director of Human Resources.

December 7

- Revenue Cap and Equalization Aid Overview presented to Planning Committee.
- Planning Committee reviews the Budget and Staffing Planning Calendar. Open for community input.

December 10

- Director of Business & Finance and SLT review 2016-17 budget forecast with Leadership Collaborative and discuss the 2016-17 budget process (will not include new budget proposals at this time).
- Superintendent Dr. Saron will present revenue cap worksheet to Leadership Collaborative.

December 14

- School Board reviews/approves the Budget and Staffing Planning Calendar. Open for community input.

December TBD

- Assistant Superintendent of Operations and Director of Business & Finance round with select schools to solicit staff comments on budget.
- Assistant Superintendent of Operations and Director of Facilities & Grounds work with principals to determine summer maintenance projects.

December 17

- Director of Human Resources discusses FTE allocation process and formula with Cabinet.

December 30

- Budget manual is completed. The manual includes a visual of what zero-based budgeting entails and information on how directors at the District Office are to develop zero-based budgets. Schools will budget using a similar process as before. Goal is 95% of budget will be built with zero-based budgeting.



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January 2, 2016

- Director of Business & Finance meets with new administrators to discuss budget process.
- Assistant Superintendent of Operations, Director of Business & Finance, and Director of Human Resources meet with all principals to discuss budget calendar and staffing plan.
- Departments and schools begin building their budgets to align with the Strategic Plan.

January 4

- Major components of expense budget explained to Planning Committee.
- [Director of Human Resources sends staffing plan documents to principals.](#)

January 11

- [School Board authorizes preliminary notice of non-renewal of administrators.](#)
- [School Board authorizes administrator contract extensions, renewals and non-renewals.](#)

January 15

- Director of Business & Finance completes the long-range budget forecast model.

January 28

- Superintendent, Assistant Superintendents, Director of Human Resources, and Director of Business & Finance discuss salary and benefit budget inputs with Employee Relations Committee.

February 1

- Investing in Public School Board Game (if desired) at Planning Committee.
- [Principals submit preliminary staffing allocation plan with necessary requests for additional staffing to Director of Human Resources.](#)

February 8

- [Final notice of Administrative certified personnel non-renewal at School Board meeting.](#)

February 8-12

- [Director of Human Resources discusses school staffing requests with SLT.](#)



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February 11

- Director of Business & Finance presents long-range budget to District Cabinet.

February 22

- Director of Human Resources provides response on additional staffing requests to principals.

February 25

- Elementary classroom section review meeting (regular classroom and resource) with Director of Human Resources, Director of Business & Finance, and SLT.

February 28

- Deadline to enter building and program budgets built with zero-based budgeting into Skyward.

February 29

- Principals submit recommendations for non-renewal of teachers to Director of Human Resources.

March 7

- Planning Committee and School Board review long-range budget forecast model. Open for community input.

March 14

- School Board authorizes [preliminary](#) notice of non-renewal of teachers.

March 14-18

- Elementary FTE section review meetings (regular classroom and resource).

March 25

- Business Services enters personnel budget into Skyward.

March to April 30

- Employee Relations Committee meets with employee groups to determine increases. Open for community input.

April 4

- School Nutrition budget presented to the Planning Committee. Open for community input.



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April 11

- School Board authorizes [final](#) notice of non-renewal of teachers.
- School Board authorizes issuance of teacher contracts for 2016-17.

April 18

- Administration reviews all budgets.
- Performance & Operations Committee reviews report on estimated surplus/deficit of current year budget. Open for community input.

April 29

- Professional Educator contracts returned to Human Resources.

May 2

- Planning Committee reviews the first draft of the budget, including reports on major areas of the budget and the assumptions used to build the budget. Open for community input.
- Planning Committee reviews Master Facility Plan. Open for community input.
- New School Board members meet with Director of Business & Finance for in-service on the budgeting process (if applicable).
- Administration/School Board follows state budget issues.

May 16

- Administration reviews all budgets.
- Performance & Operations Committee reviews report on estimated surplus/deficit of current year budget. Open for community input.

May 26

- Elementary classroom confirmation meeting (regular classroom and resource).

June 20

- Administration reviews all budgets.
- Performance & Operations Committee reviews report on estimated surplus/deficit of current year budget. Open for community input.

July 1

- Beginning of 2016-17 fiscal year.
- Equalization aid estimate received from DPI.



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July 5

- Complete budget taken to the Planning Committee, using July 1 equalization aid estimate (if available). Open for community input.

July 19

- Public Hearing on the budget held in Room 100 at the District Office and broadcast using the interactive software. Open for community input.

August 1

- Planning Committee takes action on the Proposed Budget. Open for community input.

August 8 or 22

- School Board takes action on the Proposed Budget. Open for community input.

August 11

- Elementary FTE classroom confirmation and adjustments meeting (regular classroom and resource).
- Secondary FTE classroom confirmation and adjustments meeting (regular classroom and resource).

September

- Annual Meeting/Budget Hearing booklet is available for public inspection, *WI State Statute 65.90 (3)(a)*. Open for community input.

September 19

- First publication of Class I notice listing the Proposed Budget and Annual Meeting in the Sun Prairie newspaper, *The Star*.
- Proposed Budget adjustment based on 3rd Friday student enrollment count.

September 23

- Second publication of Class I notice listing the Proposed Budget and Annual Meeting in the Sun Prairie newspaper, *The Star*.

September 26

- Possible Annual Meeting and Budget Hearing, *WI State Statute 65.90 (4)*, held at 6:30 p.m. at the Sun Prairie High School PAC pending School Board approval. (Note: School Board meeting will need to be changed.)
- Electors vote and set tax levy. Open for community input.



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October 1

- Department of Revenue certifies equalized valuation.

October 15

- DPI provides updated information on equalization aid.

October 24

- School Board adopts Original Budget. Open for community input.
- Administration publishes a Class I notice in the Sun Prairie newspaper, *The Star*, of the entire budget.

November 1

- School District Clerk certifies the tax levy, *WI State Statute 120.12(3)(a)*.