

**MUSKEGO-NORWAY SCHOOLS
SCHOOL BOARD
2015-2016 BUDGET PLANNING CALENDAR**

NOVEMBER	Leadership team to begin zero-based budgeting process. Evaluation of current expenditures, programs and staffing will be priority, including 4K.
DECEMBER-JANUARY	Continued work on zero-based budgeting focusing on prioritizing programs, projecting enrollment and determining staffing requirements. Review budget development to date and run through 5-year forecasting model to determine future impact of current decisions.
JANUARY 9	Second Friday Pupil Count
FEBRUARY/MARCH	Review enrollment data and staffing needs for use in 2015-16 budget assumptions Review expenditure and revenue assumptions and present preliminary 2015-16 staffing plan and program recommendations to School Board School Board discussion on budget priorities and background on budget assumptions and development
MARCH 3	School Board informed of possible teacher and support staff non-renewals 5-year forecasting model presented to School Board for review; Board action on budget assumptions for 2015-16
APRIL	Review legislation that may impact budget development; adjust budget assumptions and recommendations as necessary
APRIL 30	Preliminary written notice of consideration for non-renewal for teachers (per state statute)
MAY	Non-Renewal notification to support staff based on preliminary staffing plan
MAY 15	Final written notice of renewal or refusal to renew for teacher contracts (per state statute)
JUNE	Review expenditure and revenue assumptions including enrollment projections used in developing preliminary budget Final date for administrative assistants, custodians and aides notice of continuing employment
JUNE 15	Last day for receipt of acceptance/rejection of teacher contracts for 2015-16
JULY	Presentation of preliminary budget to School Board based upon revenue and expenditure assumptions and proposed staffing plan
JULY- AUGUST	Review legislation that may impact budget development School district audit and review of 2014-15 actual expenditures and revenues to projections
SEPTEMBER	Presentation of 2015-16 Preliminary Budget to Board
SEPTEMBER 18	Third Friday student enrollment count for 2014-15 school year
SEPTEMBER	Board Adoption of 2015-16 Preliminary Budget by the Board
OCTOBER 1	Wisconsin Department of Revenue certifies Equalized Valuations
OCTOBER 15	Certification by DPI of Equalization and Computer Exemption Aid
OCTOBER 15	Publish budget in local newspaper with notice to public of Budget Hearing and Annual Meeting
OCTOBER 22	Publish second notice of Annual Meeting in local newspaper
OCTOBER 26	Annual Meeting for public hearing on budget and final approval of 2015-16 budget and tax levy certification @ Muskego High Schools's PAC
NOVEMBER 6	Certify 2015-16 tax levy to municipalities
NOVEMBER/DECEMBER	Discuss goals and priorities for resource allocation for 2016-17

(Bold items represent important dates, usually set by Wisconsin law or District Employee Handbooks.)