



2023-24 STRATEGIC BASED BUDGET AND STAFFING PLANNING CALENDAR

“Budget and staffing with a focus on Strategic Based Budgeting ”

Every step of the 2023-24 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.

2022

Blue text represents School Board action.

Month	Day	Task
Feb	15	Complete the 2023-24 Budget and Staffing Calendar and incorporate it into the district planning calendar for 2022-23.
Sept	22	SLBT and DBF will begin establishing the district's 2023-24 budget objectives, which will guide 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 2023-24 budgets including fund balance and new strategic programs.
Oct	11	FTE (Teacher and Support Staff) confirmation meeting with elementary principals.
	12	DHR, DBF, and SLT review staffing formulas and/or ratios.
	14	DBF and DHR present the Budget and Staffing Calendars to Cabinet.
	18	FTE (Teacher and Support Staff) confirmation meetings with middle school principals.

Oct	20	SLBT and DBF will begin establishing the district's 2023-24 budget objectives, which will guide the budget development process. The four pillars of the School Board approved Strategic Plan will be the focus of the budget objectives. Work includes confirming staffing, discussing salary and benefits inputs. Update on 2023-24 Staffing plan for Sun Prairie West High School. SLBT reviews Forecast 5 Open Enrollment Data with DBF (lead) and DHR.
	TBD	DBF, DHR and Supt. of Ops attend the National Forecast 5 conference in IL.
Nov	22	SLBT reviews Forecast 5 Key Staffing Ratios with DHR (lead) and DBF, and Outlier report with DBF (lead). Update on 2023-24 Staffing plan for Sun Prairie West High School. Student Services Staffing Ratio discussion.
	Ongoing	DBF works on RWB and F5 Budget Forecast Modeling.
Dec	5	UW-APL presents an updated enrollment projection to Board and public. Board reviews the Budget Calendar and sets the Annual Meeting date.
	16	Leadership Collaborative meeting to discuss Preliminary 2023-24 budget (if needed).
	22	SLBT reviews RW Baird 2023-24 Budget Plan. Determine gap and implement action for school and department based budget reallocations planning.
	30	Budget manual is completed. Schools and departments will use strategic based budgeting process.
	30	DBF will have the major components of the revenue budget completed.
	TBD	ASO and Director of Facilities & Grounds (DF&G) work with principals to determine summer maintenance projects.
	TBD	Superintendent, ASO, DBF meet with school staff to discuss the district budget.
Jan	7	Departments and schools begin building their itemized budgets to align with the Strategic Plan.
	7	DBF runs IC and enrollment projection report and sends updated numbers to DHR to process.
	7	DBF meets with new administrators to discuss the budget process.
	9	Administration discusses with the Board OE-5 Financial Planning and parameters for 2023-24 budget Big Rocks meeting.
	11	Elementary staff preparation meeting. DHR, DBS, DETLE.
	11	Secondary Staff preparation meeting. DHR, DBS, DSTLE.
	12	2023-24 staffing projections emailed to elementary principals.
	18	Handbook committees review preliminary reallocation list; if needed.

Jan	18	Tentative date to send out employee survey on budget reallocation.
	20	Leadership Collaborative has a budget workshop; if needed. Leadership Collaborative review draft of employee survey on budget; if applicable. Leadership Collaborative review key Forecast 5 data.
	23	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.
	24	Meeting with elementary principals to discuss projections, requests, and updates of staffing FTE. DHR, DBS, DSTLE, elementary school principals.
	24	Meeting with secondary principals to discuss projections, requests, and updates of staffing FTE. DHR, DBS, DETLE, middle school principals.
	24	Meeting with secondary principals to discuss projections, requests, and updates of staffing FTE. DHR, DBS, DSTLE, high school principals.
	26	SLBT budget meeting. SLBT meets with Dir. of Pupil Services to discuss staffing needs for 2023-24. Preview of FTE projections for 2023-24.
	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		<i>First week of February: Individual meetings with Secondary Principals and Directors are scheduled to discuss FTE parameters.</i>
	1	Follow up meeting with elementary principals to continue discussion of staffing FTE. DHR, DBS, DETLE, elementary principals.
	8	Follow up meeting with secondary principals to continue discussion of staffing FTE. DHR, DBS, DETLE, secondary principals.
	10	Leadership Collaborative work on budget (AM meeting; if needed).
	13	SLBT meets with the Board on a preliminary budget reallocation list; closed session if needed.
	13	Final notice of administrative certified personnel non-renewal at Board meeting.
	16	SLBT review of staff survey data and continues work on reallocation list, Update on 2023-24 staffing at all levels SLBT budget meeting to review RW Baird 2023-24 Budget Plan (after implementation of school/department reallocation plans.
	22	DBF enters the administrator and admin support salary and benefits into Skyward.
	26	Deadline to enter building and program budgets built with strategic based budgeting into Skyward.
	27	School Board reviews budget forecast modeling.

Feb	28	DBF will input any revisions to staffing into the 2023-24 budget.
	28	DBF reviews all non-staffing and non-building based budgets and makes necessary adjustments, and Business Office enters it in Skyward.
	28	A final reallocation plan by each area to be submitted to the DBF.
	28	Deadline for schools and departments to submit finished work on budget reallocation plans.
	Ongoing	Administration/School Board follows State budget issues.
	Ongoing	Superintendent, ASO, and DBF meet with school staff to discuss district budget.
March	4	Principals submit preliminary list of teachers' non-renewals to HR.
	5	DBF runs Skyward 3-year budget analysis to determine first draft budget.
	10	Touch-base meeting with leadership to discuss elementary and secondary staffing at Cabinet.
	12	DBF enters support staff salary and benefits including changes in FTE into Skyward.
	13	School Board authorizes preliminary notice of non-renewals for teachers.
	17	Superintendent provides staffing update to Leadership Collaborative and discusses necessary FTE changes/updates with job-alike groups.
	18	Operations team reviews TLE planned expenses over \$50,000 or any new budget initiative over \$10,000.
	18	TLE team reviews operations planned expenses over \$50,000 or any new budget initiative over \$10,000.
	18	DBF runs 2-year budget analysis to produce 2nd Skyward budget.
	18	Follow-up meeting with elementary principals to discuss staffing updates.
	18	Follow-up meeting with secondary principals to discuss staffing updates.
	20	School Board takes action on budget reallocation list; if needed.
	22	DBF enters teacher salary and benefits including FTE changes into Skyward.
	30	SLBT and DBF reviews current draft of the budget and determines next step(s). Notification sent to schools and departments if budget reallocation plans need to be implemented.
	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	1	Meeting with Dir. of Student Services to discuss final staffing for Special Ed.
	1	DHR and DBF meet with leadership to discuss new/additional staffing requests and transfer process at Cabinet.
	10	School Board authorizes final notice of non-renewal of teachers, approval of contract template, and issuance of teacher contracts for 2023-24.
	14	Meeting with leadership to discuss general staffing updates.
	15	Buildings and departments implement the budget reallocation plan; if needed.
	19	Secondary staffing check-in with principals.
	24	School Board reviews Master Facility Plan. Open for community input.
	25	School Board reviews Fund 46 Budget.
	25	2023-24 contracts issued to professional educators.
	27	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	5	Leadership to discuss transfer process and communication plan with principals at job alike. Identify sections that are probable moves/recalls.
	5	New School Board members meet with DBF for in-service on the budgeting process; if applicable.
	4	Discussion on placement of open enrolled applicants.
	12	Job alike touch-base meeting with elementary principals to discuss staffing, transfers, and communication plan.
	12	Staffing-section update meeting with leadership.
	17	Secondary staffing check-in with principals.
	20	Email update to principals on necessary staffing changes/updates.
	20	Principals notify teachers of transfer process.
	25	SLBT budget meeting.
	22	Overview of budget inputs to the School Board. Open for community input.
	22	School Board reviews Fund 80 budget.
	22	School Nutrition budget presented to the School Board. Open for community input.

May	22	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.
	8	Principals notify teachers of any final transfer process.
	14	Secondary staffing check-in with principals.
	22	SLBT meeting.
	24	Leadership meets to determine section updates and necessary teacher moves.
	24	Email update to principals on necessary staffing changes/updates.
	24	Principals determine teacher moves using the transfer process (if necessary) and communicate moves may be possible in August.
	26	Administration discusses with Board strategy for 2021-22 unallocated budget dollars.
	26	First draft of the budget is presented to the School Board.
July	1	Beginning of 2023-24 fiscal year.
	1	Equalization aid estimate received from DPI.
	15 & 22	Leadership meets to determine section updates and necessary teacher moves.
	15	Email update to principals on necessary staffing changes/updates.
	15	Principals determine teacher moves using the transfer process (if necessary) and communicate that moves may be possible in August.
	20	SLBT meeting.
	24	Public Hearing on the Budget held as part of regular Board meeting. Open for community input.
	26	DBF updates enrollment sheet.
	26 & 29	Leadership meets to determine section updates and necessary teacher moves.
Aug	2	Email sent to update principals on voluntary placement updates.
	2 & 5	Leadership meets to determine section updates and necessary teacher moves.
	2	DBF updates enrollment sheet.
	5	DBF updates enrollment sheet.

Aug	12	FTE master sheet updated daily.
	17	SLBT budget meeting.
	12 & 19	Leadership meets to determine section updates and necessary teacher moves.
	14 or 28	School Board takes action on the Proposed Budget. Open for community input.
Sept	20	Proposed Budget adjustment based on 3 rd Friday student enrollment count.
	22	First publication of Class I notice listing the Proposed Budget and Annual Meeting in the Sun Prairie newspaper, <i>The Star</i> .
	23	Annual Meeting/Budget Hearing booklet is available for public inspection, <i>WI State Statute 65.90 (3)(a)</i> . Open for community input.
	27	Second publication of Class I notice listing the Proposed Budget and Annual Meeting in the Sun Prairie newspaper, <i>The Star</i> .
Oct	1	Department of Revenue certifies equalized valuation.
	2	Annual Meeting and Budget Hearing, WI State Statute 65.90 (4), held at 6:00 p.m. at the Sun Prairie East High School PAC pending School Board approval. (Note: School Board meeting will need to be changed.)
	3	Electors vote and set tax levy. Open for community input.
	7	Elementary and secondary FTE confirmation meetings.
	15	DPI provides updated information on equalization aid.
	23	School Board adopts Original Budget. Open for community input.
	25	Administration publishes a Class I notice in the Sun Prairie newspaper, <i>The Star</i> , of the entire budget.
Nov	1	School District Clerk certifies the tax levy, WI State Statute 120.12(3)(a).

2023

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 2023-24 financial audit.