

**School District of South Milwaukee  
2018-19 Budget Planning Calendar**

**November**

*Board Meeting Dates: 8th, 29th*

- 9 Administrative Council 2017-18 Budget Requests are Distributed
- 13 Administrative Cabinet reviews budget calendar
- 29 **School Board Approves Budget Calendar**

**December**

*Board Meeting Date: 13th*

- 5 Administrative Cabinet reviews budget calendar
- 15 Administrative Council 2017-18 Budget Requests Due
- 19 **Administrative Council reviews budget calendar**

**January**

*Board Meeting Dates: 10th, 24th*

- 9 **Administrative Council reviews budget assumptions**
- 10 **School Board budget work session (reference materials / budget assumptions / expectations)**  
**School Board approval of preliminary notice of administrator non-renewals (closed session)**
- 11 Administrative Cabinet reviews budget assumptions
- 13 Second Friday pupil count
- 24 **School Board approval of administrator contracts**
- 30 **Administrative Council budget discussion**
- 31 Preliminary notice of administrator non-renewals

**February**

*Board Meeting Dates: 7th, 21st*

- 7 **School Board approves teacher retirements**
- 13 **Administrative Council budget discussion**
- 21 **Approval of Fund 50 (Food Service) and Fund 80 (Community Service) 2017-18 preliminary budgets**  
**School Board budget recommendations presentation**

**March**

*Board Meeting Dates: 7th, 21st*

- 7 **School Board preliminary budget/staffing plan approval**
- 21 **School Board approval of preliminary notice of teacher non-renewals (Closed Session)**

**April**

*Board Meeting Dates: 11th*

- 1 Distribution of budget worksheets to Administrative Council

Preliminary notice of teacher non-renewals

**May**

*Board Meeting Dates: 2nd, 16th, 30th*

- 2 **School Board votes on final teacher non-renewals & issue contracts**
- 13 Budget worksheets due from Administrative Council
- 31 Notice to school year support staff employees regarding continuing employment

**June**

*Board Meeting Dates: 13th, 20th*

- 8 Teacher contracts due back to District

**July**

*Board Meeting Dates: 11th, 25th*

Administration monitors budget and reports to School Board as appropriate

**August**

*Board Meeting Dates: 8th, 22nd*

- 8 **School Board review of preliminary budget**
- 22 **School Board Annual Meeting update**  
**School Board preliminary budget approval**
- 24 Budget Publication and notice of budget hearing and annual meeting
- 31 Budget Publication and notice of budget hearing and annual meeting

**September**

*Board Meeting Dates: 5th, 19th*

- 5 **Annual meeting for public hearing on budget and approval of preliminary tax levy**
- 21 Third Friday Pupil Count

**October**

*Board Meeting Dates: 3rd, 17th*

- 1 Fall Equalized Values received from the Department of Revenue
- 15 Final State Aid certification received from DPI
- 17 **Final approval of budget and tax levy by School Board**

**November**

*Board Meeting Dates: 7th, 21st*

- 2 Certification of tax levy to municipal clerk

Red: Board Meeting  
Green: Council Meeting