STMA Preliminary Budget Process and Timeline - FY 2025-2026

Description	Date
Present budget process and timeline to the School Board	November 18, 2024
Review budget process and timeline with Administrative Team	November 26, 2024
Truth in Taxation Meeting - 2024 Payable 2025 Property Tax Levy	December 2, 2024
Finance Advisory Committee Meeting Audit and enrollment update	January 7, 2025
Enrollment Projections Staffing enrollment count projection Budget enrollment ADM projection FY 23-24 Audit complete FY 24-25 Revised budget	December-January
Finalize FY26 Projections and 5-Year Forecast Determine Staffing	January
Administrative Team meetings Update on budget projections and assumptions Capital Outlay process communication	January 14 and 28, 2025
School Board Work Session Present initial budget projections and assumptions **School Board Meeting** • Action on FY25 General Fund Revised Budget • First reading/review of initial Seniority List (principals and teachers)	February 3, 2025
Finance Advisory Committee Discuss budget projections, assumptions, and parameters (reduction amount, if applicable) Determine budget assumptions to recommend to the School Board	February 4, 2025
School Board Meeting • Report back from Finance Advisory Committee on assumptions and parameters (reduction amount, if applicable) • Action on FY26 budget parameters and assumptions • Administrative Report (Superintendent/Director of Business Services) on Reductions (if applicable)	February 18, 2025
Administrative Team meetings to identify budget adjustments (including reductions if necessary) *Meetings to be scheduled with the Superintendent, Director of Business Services, Director of Administrative Services, and Administrators*	February

Finance Advisory Committee Feedback on budget recommendations (reductions or additions, whichever is applicable)	February 25, 2025
Deadline for teachers and administration to submit corrections to seniority list	February 26, 2025
Deadline for Capital Outlay requests	February 26, 2025
School Board Meeting ● Informational update to the School Board and general board guidance on additions/reductions ● Approval, 2nd and final reading of the seniority lists	March 3, 2025
Informal notice to probationary non-certified staff & Tier 1 or Tier 2 teachers about 2025-26 release	March 14, 2025
School Board Meeting ● Report on budget and staffing recommendations (reductions, if applicable) ● Resolution *Discontinuing and Reducing Educational Programs and Positions (if applicable)* ● Board adopts Resolution for Appointment of Unrequested Leave of Absence Hearing Officer ● Resolution for Non-Renewal of Probationary Teacher Contracts ● Resolution for Non Renewal of Tier 1 or Tier 2 Teacher contracts ● Resolution for Placement of Continuing Contract Teachers on Unrequested Leave of Absence ● Action on the release of probationary, tier 1 and tier 2 certified staff	March 17, 2025
Human Resources (if applicable) ● Notice to Teachers and Certified Union of Program/Position Reductions ● Notice to Non-Certified and Support Staff about Possible Reductions	March 20, 2025
School Board Meeting ● Resolution for Non-Certified and Support Staff reductions (if applicable) ● Approve Capital Outlay and Long Term Facilities Maintenance budgets ● Approve other funds revised budgets	April 7, 2025
Human Resources ● Personal service to impacted teachers (probationary and Unrequested Leave of Absence) 14 day notice required by statute; and ● Personal service and notice to non-certified and support staff about reductions with notice of human resources meetings	April 22, 2025
School Board Meeting ● Additional Action on certified staffing (nonrenewal, probationary) ● Additional Action on support staff reductions (if applicable or necessary- i.e. consent agenda)	May 5, 2025
Tentative dates for admin meetings and district determinations about certified staff reassignments for 2025-26 (if applicable or necessary)	April 22, 2025 to May 20, 2025

Tentative dates for Certified Staff Unrequested Leave of Absence Hearings (if necessary)	May 5-7, 2025
School Board Meeting ● Action on non-certified and support staff changes including reductions (if necessary) ● Resolution Placing Teachers on Unrequested Leave of Absence (no hearing requested) ● Resolution Adopting Hearing Officer's Proposed Findings and Recommendations and Imposing Unrequested Leaves of Absence (hearing requested) ● Recommendations for probationary certified staff continuing contract or tenure (as applicable)	May 19, 2025
Human Resources ● Personal service to certified staff impacted by Unrequested Leaves of Absence (if necessary) ● Reasonable assurance of employment notices issued to school year support staff (i.e. food service, paraprofessionals, and other 9 month staff) [letters issued no later than May 31, 2024] ● Notice of Assignment letters (inc. step and lane) issued to certified staff	May 20, 2025
Possible announcements of movement of certified staff (tentative)	May 23, 2025
Human Resources ● Reasonable assurance of employment notices issued to school year support staff (i.e. food service, paraprofessionals, and other 9 month staff) ● Formal HR notice of reassignment sent out to certified staff	May 30, 2025
Master Contract Deadline for Notice To Certified Staff of Unrequested Leave of Absence (if applicable)	June 1, 2025
School Board Meeting ● Certified staff reassignments (consent agenda) ● Support staff reassignments (consent agenda)	June 2, 2025
School Board Meeting ● Action on Preliminary FY 25-26 Budgets	June 16, 2025

IMPORTANT NOTES

- This timeline for personnel movement and notices is tentative and the dates posted represent the latest possible target date for the stated action or activity. For example, in the event of no Unrequested Leave of Absence placement or other staff reductions, this timeline may be accelerated;
- All of the dates posted are intended as tentative and the district reserves the right to accelerate or alter this timeline as administratively necessary; and
- Certified Staff- depending on the scope of staffing or programming reductions (if applicable), the reassignment timeline could be accelerated significantly. The district prefers to provide notice of reassignment by April 30 if possible.