

## 2025-2026 BUDGET CALENDAR - FINAL

October 7, 2024

| <b>DATE</b>                       | <b>ACTIVITY</b>   | <b>PERSON(S)<br/>RESPONSIBLE</b>  |
|-----------------------------------|---|---|
| October 7<br><b>BOE Meeting</b>   | External Audit Presentation – 2023-2024<br>Accept Audit by BOE<br>Adopt Budget Calendar – 2025-2026   | Auditors, Grossman St. Amour<br>Superintendent<br>BOE<br>Assoc. Supt. For Business Serv.                  |
| October 11                        | File Annual Financial Rpt. ST-3   | Business Office - Treasurer   |
| November 25                       | Distribute information on current BOCES Services and link to 2025-2026 BOCES Service Guide to Directors & Cabinet   | Assoc. Supt. for Business Serv.<br>Treasurer  |
| December 4<br>(Admin Mtg)         | Principals & Directors meeting to kick off Building and Departmental Budgets  | Assoc. Supt. for Business Serv.<br>Assoc. Supt. For Instruction   |
| December 13                       | Complete Initial BOCES Services request   | Cabinet<br>Treasurer  |
| December 16<br><b>BOE Meeting</b> | Budget Assumptions with Fund Balance and Reserves – 2025-2026   | Superintendent<br>BOE<br>Assoc. Supt. for Business Serv.  |
| January 17                        | Salary Projections and BOCES Service Requests Submitted to Treasurer<br><br>Building & Department Budgets Completed and Entered into WinCap (Non- Personnel Only) | HR (Salary Projections)<br>Cabinet & Directors (BOCES Requests)<br><br>Principals & Directors (All Areas) |
| January<br>(Before 1/27)          | Budget Process Status   | BOE Budget Sub Committee<br>Cabinet   |
| January 27<br>BOE Meeting         | Governor’s Budget Proposal<br>Preliminary Tax Cap Calculation   | Superintendent<br>BOE<br>Assoc. Supt. for Business Serv.  |

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|-----------------------------------|--|--|
| February 3                        | Receive Salina Library – Tax Levy<br>Jeannine Chubon, Director   | Treasurer<br>District Clerk                              |
| February 3 to<br>February 14      | Principal Budget Review sessions<br>including Staffing Requests with<br>Directors  | Cabinet<br>Principals & Directors<br>Treasurer           |
| February 18                       | BOCES Service Requests reviewed by<br>Cabinet<br><br>Preliminary Expenditure Budget<br>2025-2026 Reviewed by Cabinet   | Cabinet<br>Assoc. Supt. for Business Serv.<br>Treasurer  |
| February<br>(Before 2/24)         | Budget Process Status  | BOE Budget Sub Committee<br>Cabinet                      |
| February 24<br><b>BOE Meeting</b> | Initial Budget Presentation  | Superintendent<br>BOE<br>Assoc. Supt. for Business Serv. |
| March 3 to<br>March 14            | <u>Director/Departmental Budget Reviews:</u><br>Administrative, Benefits, Debt Services<br>Athletics, & Health Services<br>Co-Curricular, Music & Art<br>ELA & Elementary Education<br>Maintenance & Operations<br>Math<br>Prof. Dev., ENL & LOTE<br>Pupil Personnel Services & Special Ed<br>Science, FACS & Health Ed<br>Social Studies & Data<br>SEL & Counselors<br>IT, Technology & Library<br>Transportation | Cabinet<br>Directors<br>Treasurer                        |
| March<br>(Before 3/24)            | Budget Process Status  | BOE Budget Sub Committee<br>Cabinet                      |
| March 24<br><b>BOE Meeting</b>    | Budget Update<br>Final Tax Cap Calculation<br>Approve Vehicle Bond Proposition<br>Notice of Budget Hearing/Election<br>Includes Salina Library & Bus Bond<br>Prop.   | Superintendent<br>BOE<br>Assoc. Supt. for Business Serv. |

| <b>DATE</b>                    | <b>ACTIVITY</b>   | <b>PERSON(S)<br/>RESPONSIBLE</b>  |
|--------------------------------|---|---|
| March 24 to<br>April 18        | Special Education Staffing Review<br>(Circles & Triangles)  | Cabinet<br>Dir of Elementary Ed<br>Elementary Principals<br>Special Education Directors |
| March 24 to<br>March 28        | Shared Staffing Mtg: (Secondary Only)<br><br>Staff Reconciliation Meetings:<br>(Elementary, Middle, NSJH/CNS)<br>(Final Proposed Staffing)<br><br>BOCES Service Requests Reviewed   | Cabinet<br>Secondary Principals<br>Directors<br><br><br>Cabinet<br>Directors            |
| April 2<br>(Admin. Mtg)        | Principal & Director Update Meeting   | Superintendent<br>Assoc. Supt. for Business Serv.                                       |
| April 3                        | Notice of Budget Hearing/Election to<br>Syracuse.com  | District Clerk  |
| April 17                       | Send Budget Notice Print Shop/BOCES<br>BOCES sends copies to mailing service<br>for mailing on May 7th<br><br>Notice of Budget Hearing/Election to<br>Syracuse.com                  | Assoc. Supt. For Business Serv.<br><br><br>District Clerk                               |
| April<br>(Before 4/21)         | Budget Process Status   | BOE Budget Sub Committee<br>Cabinet   |
| April 21<br><b>BOE Meeting</b> | Budget Proposal based on final approved<br>State Aid<br><br>Formal Adoption of 2024-2025 Budget &<br>Property Tax Report Card<br><br>BOCES Election & Administrative Budget<br>Vote | Superintendent<br>BOE<br>Assoc. Supt. for Business Serv.                                |
| April 21                       | Last day to submit petitions for<br>propositions to be placed on ballot<br><br>Board Candidate Biographies Due  | District Clerk  |

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|  | Submission of Petitions by BOE candidates – deadline of 30 days prior to budget vote |  |
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| <b>DATE</b>           | <b>ACTIVITY</b>  | <b>PERSON(S)<br/>RESPONSIBLE</b>                                  |
|-----------------------|--|---|
| April 21 to<br>May 13 | Mailing ballots – Clerk must mail an absentee ballot for every qualified voter who requests one. Must be mailed no earlier than 30 days or later than 7 days prior to election day   | District Clerk  |
| April 22              | Budget Dispatch Sent to Printer  | School Information Officer  |
| April 22 to<br>May 13 | Budget Presentations to staff and community (virtual & in person)  | Assoc. Supt. for Business Serv.<br>Cabinet                        |
| April 25              | <b>Property Tax Report Card</b> – Submit to SED/newspapers no later than 24 days before the vote.  | Assoc. Supt. for Business Serv.<br>Cabinet<br>District Clerk      |
| May 1                 | <b>Notice of Budget Hearing/Election to Syracuse.com</b>   | District Clerk  |
| May 2                 | Public Hearing Packets made available to public and each school 7 days prior to Budget Hearing<br><br>Mail Budget Dispatch & Copies to DO  | Assoc. Supt. For Business Serv.<br><br>School Information Officer |
| May 7 to<br>May 14    | <b>School Budget Notice</b> – mail after Budget Hearing, but not later than six (6) days before Budget Vote  | Assoc. Supt. for Business Serv.                                   |
| May 13                | <b>BUDGET HEARING (Not Less Than 7 or More than 14 Days Prior to Vote)</b><br><b>Voter Registration 4PM-8PM DO &amp; Stadium</b><br><b>Administrator Compensation Disclosure Available and transmitted to SED via SAMS</b> | BOE<br><br>District Clerk<br><br>Treasurer                        |
| May 15                | Notice of Budget Vote & Election to Syracuse.com   | District Clerk  |
| May 20                | <b>BUDGET VOTE<br/>ANNUAL MEETING &amp; ELECTION</b>   |   |