

2026-2027 BUDGET CALENDAR - DRAFT

October 6, 2025

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
October 6 BOE Meeting	External Audit Presentation – 2024-2025 Accept Audit by BOE Adopt Budget Calendar – 2026-2027	Auditors, Grossman St. Amour Superintendent BOE Assoc. Supt. For Business Serv.
October 10	File Annual Financial Rpt. ST-3	Business Office - Treasurer
November	NSJH & CNS Review of Course / Section sizes. Comparing the number registered vs. the actual number students in course / section.	Assistant Super for HR, Directors of STEM & ELA, Principals of NSJH & CNS w/ Cabinet
November 24	Distribute information on current BOCES Services and link to BOCES Service Guide to Directors & Cabinet (Initial request to remove / add CoSers).	Assoc. Supt. for Business Serv. Treasurer
December 10 (ATM Mtg)	Principals & Directors meeting to kick off Building and Departmental Budgets	Assoc. Supt. for Business Serv. Deputy Superintendent
December 15	Complete Initial BOCES Services request with input from Principals & Directors	Cabinet Treasurer
December 15 BOE Meeting	Budget Assumptions with Fund Balance and Reserves – 2026-2027	Superintendent BOE Assoc. Supt. for Business Serv.
January 16	Salary Projections and BOCES Service Requests Submitted to Treasurer Building & Department Budgets Completed and Entered into WinCap (Non- Personnel Only)	HR (Salary Projections) Cabinet & Directors (BOCES Requests) Principals & Directors (All Areas)
January (Before 1/26)	Budget Process Status	BOE Budget Sub Committee Cabinet

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
January 26 BOE Meeting	Governor's Budget Proposal Preliminary Tax Cap Calculation	Superintendent BOE Assoc. Supt. for Business Serv.
February 2	Receive Salina Library – Tax Levy Jeannine Chubon, Director	Treasurer District Clerk
February	Budget Guidelines issued to the Administrative Team. Guidance includes class size by grade & section, strategic priorities, staffing levels and retirements.	Developed by Cabinet
February 2 to February 13	Principal Budget Review sessions including Staffing Requests with Directors	Cabinet Principals & Directors Treasurer
February 9-13	BOCES Service Requests reviewed by Cabinet (Special Meeting) Preliminary Expenditure Budget 2026-2027 Reviewed by Cabinet	Cabinet Assoc. Supt. for Business Serv. Treasurer
February	NSJH & CNS updated review of course / section sizes. Comparing the number registered vs. the actual number students in course / section.	Assistant Super for HR, Directors of STEM & ELA, Principals of NSJH & CNS w/ Cabinet
February (Before 2/23)	Budget Process Status	BOE Budget Sub Committee Cabinet
February 23 BOE Meeting	Initial Budget Presentation	Superintendent BOE Assoc. Supt. for Business Serv.
March 2 to March 13	<u>Director/Departmental Reviews Initiative & Priorities for 2026-27:</u> <ul style="list-style-type: none"> • Administrative, Benefits, Debt Services • Athletics, & Health Services& Health Ed • Co-Curricular, Music & Art • ELA & Elementary Education • Maintenance & Operations • STEM • Data,ENL & LOTE 	Cabinet Directors

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
March 2 to March 13	<ul style="list-style-type: none"> • Pupil Personnel Services & Special Ed • Secondary Education FACS, Business & Social Studies • SEL & Counselors • IT, Technology & Library • Transportation 	Cabinet Directors
March (Before 3/23)	Budget Process Status	BOE Budget Sub Committee Cabinet
March 23 BOE Meeting	Budget Update Final Tax Cap Calculation Approve Vehicle Bond Proposition Notice of Budget Hearing/Election	Superintendent BOE Assoc. Supt. for Business Serv.
March 23 to April 17	Special Education Staffing Review (Circles & Triangles)	Cabinet Dir of Elementary Ed Elementary Principals Special Education Directors
March 23 to March 27	Shared Staffing Mtg: (Secondary Only) Staff Reconciliation Meetings: (Elementary, Middle, NSJH/CNS) (Final Proposed Staffing) BOCES Service Requests Reviewed	Cabinet Secondary Principals Directors Cabinet Directors
March 25 (ATM Mtg)	Principal & Director Update Meeting	Superintendent Assoc. Supt. for Business Serv.
April 2	Notice of Budget Hearing/Election to Syracuse.com	District Clerk
April 14	Board Candidate Biographies Due to Laurie Cook for Dispatch.	District Clerk
April 16	Notice of Budget Hearing/Election to Syracuse.com	District Clerk
April (Before 4/20)	Budget Process Status	BOE Budget Sub Committee Cabinet

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
April 20 BOE Meeting	Budget Proposal based on final approved State Aid Submission of Petitions by BOE candidates Formal Adoption of 2026-2027 Budget & Property Tax Report Card BOCES Election & Admin Budget Vote	Superintendent BOE District Clerk Assoc. Supt. for Business Serv.
April 21	Property Tax Report Card – Submit to SED/newspapers no later than 24 hours after adoption.	Assoc. Supt. for Business Serv. Cabinet District Clerk
April 22	Budget Dispatch Sent to Printer	School Information Officer
April 22 to May 12	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 24	Send Budget Notice Print Shop/BOCES BOCES sends copies to mailing service for mailing on May 13th	Assoc. Supt. For Business Serv.
April 30	Notice of Budget Hearing/Election to Syracuse.com	District Clerk
May 4 to May 14	Budget Presentations to staff and community (2 virtual & 2 in person)	Assoc. Supt. for Business Serv. Cabinet
May 5	Public Hearing Packets made available to public and each school 7 days prior to Budget Hearing Mail Budget Dispatch & Copies to DO	Assoc. Supt. For Business Serv. School Information Officer
May 12	- BUDGET HEARING (Not Less Than 7 or More than 14 Days Prior to Vote) - Voter Registration 4PM-8PM DO & Stadium - Administrator Compensation Disclosure and transmit to SED via SAMS	BOE District Clerk Treasurer

DATE	ACTIVITY	PERSON RESPONSIBLE
May 13	School Budget Notice – mail after Budget Hearing, but not later than six (6) days before Budget Vote	Assoc. Supt. for Business Serv.
May 14	Notice of Budget Vote/Election to Syracuse.com Last day for in person voter registration.	District Clerk
May 19	BUDGET VOTE ANNUAL MEETING & ELECTION	