

2025-2026 Budget Development Calendar

ANNUAL MEETING & BOE ELECTION	
December 2, 2024	Presentation of the 2025-26 “Rollover Budget”
January 6, 2025	2025-26 Budget Update – New Information Review
February 3, 2025	<p>2025-26 Budget Update (Draft #1) and Set Tax Levy Limit</p> <p><u>Note:</u> In order to meet the March 1st filing deadline, the Board of Education will need to set the 2025-26 tax levy limit at this meeting.</p>
March 1, 2025	<p>Districts must submit information necessary for the calculation of the tax levy limit</p> <p><i>Authority:</i> N.Y. Educ. Law § 2023-a(3)(b) <i>Requirements:</i> School districts must submit to the State Comptroller, the Commissioner of Education, and the Commissioner of Taxation and Finance, in a form and manner prescribed by the State Comptroller, any information necessary for the calculation of the tax levy limit.</p>
March 10, 2025	2025-26 Budget Update (Draft #2)
March 24, 2025	2025-26 Budget Workshop (Draft #3)
April 4, 2025	<p>District must publish the first of four legal notices regarding the budget vote and board election</p> <p><i>Authority:</i> N.Y. Educ. Law §§ 2003(1), 2004(1), 2121(4), 2601-a (2) <i>Requirements:</i> The notice must be published four (4) times within the seven (7) weeks preceding the budget vote, with the first notice published at least forty-five (45) days before such vote. Such publication must take place in two (2) newspapers having general circulation* within the district. If there is only one newspaper having general circulation within the district, the notice must be published in that newspaper. If there is no newspaper having general circulation within the district, the notice must be posted in at least twenty (20) of the most public places in the district forty-five (45) days before the meeting and election.</p>
April 21, 2025	<p>School board candidate nominating petitions are due in the office of the district clerk by 5 p.m.</p> <p><i>Authority:</i> N.Y. Educ. Law § 2018(a) <i>Requirements:</i> Each petition must be signed by at least twenty-five (25) qualified voters of the district, or two percent (2%) of the voters who voted in the previous annual election of the members of the board of education, whichever is greater. Each petition must also state the residence of each signer and the name and residence of the candidate. In districts where school board candidates run for specific seats, petitions must describe the specific vacancy on the board of education for which the candidate is nominated, including the length of the term of office and the name of the last incumbent.</p>
April 22, 2025	<p>2025-26 Budget Update (Final Draft) & Property Tax Report Card Approval</p> <p>NOTE: April 25, 2024 is the last day to approve the 2025-26 budget</p>

<p>April 28, 2025</p>	<p>Property tax report cards are due to the State Education Department (SED) <i>Authority:</i> N.Y. Educ. Law §§ 1608(7), 1716(7), 2601-a(3) <i>Requirements:</i> Each district is required to submit a copy of its property tax report card to SED by the end of the business day following approval of the report card by the board of education, but no later than twenty-four (24) days before the May budget vote. The data collection form is submitted via SAMS (State Aid Management System) on the NYSED Application Business Portal and contains revised fields to collect this data.</p>
<p>April 29, 2025</p>	<p>Budget statement must be completed <i>Authority:</i> N.Y. Educ. Law §§ 1608(2), 1716(2), 2601-a(3) <i>Requirements:</i> Each district must complete its detailed budget at least seven (7) days before the budget hearing at which it is to be presented.</p>

<p>May 6, 2025</p>	<p>Public hearing regarding school district budget <i>Authority:</i> N.Y. Educ. Law §§ 1608, 1716, 2601-a <i>Requirements:</i> Each school district must present its budget at an annual budget hearing to be held not less than seven (7) or more than fourteen (14) days before the budget vote.</p>
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<p>May 7 – 19, 2025</p>	<p>Proposed budget made available to the public <i>Authority:</i> N.Y. Educ. Law §§ 1608(2), 1716(2), 2601-a(2) <i>Requirements:</i> Copies of the budget must be prepared and made available, upon request and at the school district offices, at any public library or free association library within the district and on the school district’s internet website to residents within the district during the period of fourteen (14) days immediately preceding the annual meeting and election or special district meeting at which the budget vote will occur and at such meeting or hearing. School officials should consult their attorneys and/or review the above referenced provisions of the Education Law to ensure their materials contain all the required information.</p>
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<p>May 14, 2025</p>	<p>Absentee ballot applications due, if the ballot is to be mailed to the voter <i>Authority:</i> N.Y. Educ. Law §§ 2018-a(2)(a), 2018-b(2)(a) <i>Requirements:</i> Applications for absentee ballots must be received by the district clerk at least seven days before the election if the ballot is to be mailed to the voter.</p>
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<p>May 14, 2025</p>	<p>Deadline for mailing budget notice <i>Authority:</i> N.Y. Educ. Law § 2022(2-a) <i>Requirements:</i> Each district must mail a school budget notice to all qualified voters after the date of the budget hearing, but no later than six (6) days prior to the annual meeting and election.</p>
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<p>May 20, 2025</p>	<p>Absentee ballots must be received by 5 p.m. <i>Authority:</i> N.Y. Educ. Law §§ 2018-a(8), 2018-b(9) <i>Requirements:</i> No absentee voter’s ballot will be counted unless it is received in the office of the district clerk (clerk or designee of the school board in districts without personal registration) by 5:00 p.m. on the day of the election.</p>
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May 20, 2025	Annual meeting and election <i>Authority:</i> N.Y. Educ. Law §§ 2022(1), 2038, 2602(3) <i>Requirements:</i> Each school district must hold its annual meeting and election on the third Tuesday in May.
June 17, 2025	Budget Revote <i>Authority:</i> N.Y. Educ. Law §§ 2006(3), 2007(3)(b), 2038 <i>Requirements:</i> If a school board decides to hold a budget revote, it must be held on the third Tuesday in June.