

## **Dansville Central School District**

### **2025-26 Budget Development Calendar**

<b>DATE</b>	<b>BUDGET DEVELOPMENT</b>
<b>November 12</b>	<ul style="list-style-type: none"> <li>Present 2025-26 budget development calendar to the Board of Education for adoption</li> </ul>
December 2024	<ul style="list-style-type: none"> <li>Meet with department heads and principals on budget development</li> </ul>
January 2025	<ul style="list-style-type: none"> <li>Continue to meet with budget builders throughout month; budget builders submit budget requests to Business Office</li> </ul>
<b>January 28</b>	<ul style="list-style-type: none"> <li>Initial presentation of the preliminary budget summary to the BOE</li> </ul>
February 2025	<ul style="list-style-type: none"> <li>Continue to meet with budget builders throughout month; submit budget requests to Business Office</li> </ul>
<b>February 11</b>	<ul style="list-style-type: none"> <li>Continued review of preliminary budget forecast and assumptions with BOE</li> </ul>
<b>February 25</b>	<ul style="list-style-type: none"> <li>Continued review of preliminary budget and assumptions with BOE</li> <li>Review propositions for ballot (other than budget)</li> </ul>
March 1	<ul style="list-style-type: none"> <li>Submit 2025-26 calculation for tax levy limit to Office of Comptroller, Tax and Finance and SED</li> </ul>
<b>March 4</b>	<b>Special Board Meeting – Budget Workshop – No Action Taken</b>
<b>March 11</b>	<ul style="list-style-type: none"> <li>Continued review of preliminary budget and assumptions with BOE or adoption</li> <li>Review propositions for ballot (other than budget)</li> <li>Board review of projected revenue</li> <li>Final staffing recommendations due from department heads and principals.</li> <li>Budget Workshop</li> </ul>
<b>March 18</b>	<b>Special Board Meeting – Budget Workshop – No Action Taken</b>
<b>March 25</b>	<ul style="list-style-type: none"> <li>Continued review of preliminary budget and assumptions with BOE or adoption</li> <li>Budget Workshop</li> <li><b>Adoption of other District proposed propositions</b></li> </ul>
<b>April 1</b>	<b>Special Board Meeting – Budget Workshop (if needed) – No Action Taken</b>
April 4	<i>First publication of legal notice of school budget hearing and budget vote</i>
<b>April 8</b>	<ul style="list-style-type: none"> <li><b>Adoption of proposed 2025-26 Budget by BOE unless already adopted</b></li> <li><b>Adoption of other District proposed propositions unless already adopted</b></li> <li><b>Adoption of Property Tax Report Card by BOE; Property Tax Report Card must be submitted to SED within 24 hours of adoption but no later than April 28, 2025</b></li> </ul>
April 18	<i>Second publication of legal notice</i>
April 21	<ul style="list-style-type: none"> <li>Deadline for submission of petitions for nominations of BOE candidates (30 days) due by 3pm</li> <li>Deadline for submission of petitions for propositions to be placed on ballot (30 days)</li> <li>Inform candidates of legal requirements for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education 30 days prior to vote date</li> </ul>
April 22	<ul style="list-style-type: none"> <li>Arrange for the pickup and return of voting machines with the Board of Elections contractor</li> <li>Submission of administrator's salary notice to SED</li> </ul> <i>9:00am drawing for ballot position</i>
<b>April 22</b>	<ul style="list-style-type: none"> <li><b>Adoption of Property Tax Report Card by BOE; Property Tax Report Card must be submitted to SED within 24 hours of adoption but no later than April 28, 2025</b></li> <li><b>Appointment of clerks and inspector of elections for budget vote</b></li> </ul>
April 25	<ul style="list-style-type: none"> <li>Mail absentee ballots</li> <li>Budget document and required attachments available to the public</li> </ul> <i>Third publication of legal notice</i>
April 29	<ul style="list-style-type: none"> <li><b>4:00pm Board Candidate Professional Development Session</b></li> </ul>

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May 2	<ul style="list-style-type: none"> <li>• Mail Budget newsletter (include full disclosure information)</li> </ul>
May 9	<i>Fourth publication of legal notice</i>
<b>May 13</b>	<ul style="list-style-type: none"> <li>• <b>Budget Hearing and information session</b></li> <li>• <b>Meet the Candidates Night (Time-TBD)</b></li> </ul>
May 14	<ul style="list-style-type: none"> <li>• Budget Notice mailed.</li> </ul>
May 15	<ul style="list-style-type: none"> <li>• Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education to be filed with the District Clerk and Commissioner of Education 5 days prior to vote date</li> </ul>
<b>May 20</b>	<ul style="list-style-type: none"> <li>• Annual meeting and Budget Vote</li> </ul>
June 9	<ul style="list-style-type: none"> <li>• Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on the Board of Education and Library Board (due 20 days after the election/budget vote)</li> </ul>
June 17	<ul style="list-style-type: none"> <li>• Statewide budget revote day</li> </ul>
<b>July 1</b>	<ul style="list-style-type: none"> <li>• <b>Implement 2025-26 Budget</b></li> </ul>