



2025-2026 BUDGET DEVELOPMENT CALENDAR

August - October		Begin process of updating Long-Range Plans with Administration.
Tuesday, October 15, 2024	Board of Education 7:30 pm	Present 2025-26 budget calendar and budget development procedures to the Board of Education for Adoption.
Monday, October 28, 2024	Zoom Meeting 6:00 pm	Community Input – Long Range Plan/Budget
Friday, November 8, 2024		Meet with budget builders and distribute budget guidelines.
Friday, December 13, 2024		Budget builders submit budgets to Business Office.
Monday, January 6, 2025	Finance Committee 6:30 pm	Presentation of draft Strategic Long-Range Plan.
Monday, January 13, 2025	Board of Education 7:30 pm	Presentation of <i>Strategic Long-Range Plan</i> .
December - January		Meet with budget builders throughout the month.
Monday, February 10, 2025	Board of Education 7:30 pm	<i>Instructional budget</i> presentation.
Monday, February 24, 2025	Board of Education 7:30 pm	<i>Non-instructional</i> budget presentation: Athletics, Facilities, Food Service, Technology, and Transportation.
Friday, February 28, 2025		Submit Tax Levy Limit calculation to Office of the State Comptroller, Tax & Finance and SED. Due March 1 each year.
Monday, March 3, 2025	Finance Committee 6:30 pm	Presentation of draft Preliminary Superintendent's budget.
Monday, March 10, 2025	Board of Education 7:30 pm	Presentation <i>Preliminary Superintendent's Budget</i> .
Monday, March 31, 2025	<i>Board of Education, if necessary 7:00 pm</i>	Budget workshop with Board of Education and Administration.
Friday, April 4, 2025		Legal notice of date, time and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the Annual Budget Vote. Notice should appear in 2 general circulation newspapers. Saturday April 5, 2025, best practice is to publish the Friday before.
Monday, April 7, 2025	Board of Education 7:30 pm	Board of Education <u>Adoption</u> of 2025-26 Budget & Property Tax Report Card.
April 20 - May 13, 2025		District Clerk must mail an absentee ballot to every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day.
Monday, April 21, 2025		Last day to submit petitions for propositions to be placed on the ballot. Sunday April 20, 2025, best practice Monday (30 days preceding Budget Vote).
Tuesday, April 29, 2025	PTA Joint Budget Meeting	Presentation Adopted Budget
Monday, April 28, 2025		Property tax report card submitted to SED and local newspapers of general circulation after the adoption of the report card but no later than 24 days prior to Budget Vote. Saturday April 26, 2025, best practice Monday.
Wednesday, April 30, 2025		Submission of petitions for Board of Education candidates. Small Cities have a deadline of 20 days prior to Budget Vote.
Monday, May 5, 2025		Budget Statement and required attachments are available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before Budget Hearing date and at least 14 days before Budget Vote.
Monday, May 12, 2025	Board of Education 7:30 pm	Budget Hearing: Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program & Capital.
Wednesday, May 14, 2025		Mail budget notice and budget newsletter to eligible voters after the Budget Hearing, but no later than 6 days prior to the Budget Vote day.
May 14 - May 20, 2025		District Clerk must maintain list of the names of all individuals provided with absentee ballots.
Tuesday, May 20, 2025	Budget Election & Vote Noon to 9:00 P.M.	Annual Meeting - School Budget Vote, Propositions, and Board of Education Election.
Wednesday, May 21, 2025	Board of Education 5:30 pm	Acceptance of the results of the School Budget Vote, Propositions, and Board of Education Election.