



Briarcliff Manor Union Free School District

2026-2027 BUDGET DEVELOPMENT CALENDAR

DATE

November 2025	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. Review budget status for potential increase/decrease.
December 2025	Meet with non-instructional budget supervisors to discuss first budget drafts (Operations & Maintenance, Technology and General Support). Meet with all related departments to discuss requests for 2026-2027 BOCES services. Principals meet with faculty to discuss Instructional Programs and item requests for the 2026-27 Program Budget. Administrators prepare Program, Staff and Facility Reports for review and discussion with the Superintendent.
January 22, 2026	Budget Work Session & Regular Board of Education Meeting General Budget overview and General Support review to Board of Education. Current year expense and revenue update used to project fund balance.
January 2026	Administrators to review budget with the Superintendent and Assistant Superintendent.
February 5, 2026	Budget Work Session & Regular Board of Education Meeting Budget update, discuss Governor's proposed budget with the Board of Education. Athletics Program, Technology Department, Operations and Maintenance and Transportation budget plans to be presented to the Board of Education.
February 26, 2026	Budget Work Session & Regular Board of Education Meeting High School, Middle School, Elementary School Program Review & Fine Arts presentations. Special Education program presentation. Review of the Tax Levy Limit Calculation.
March 1, 2026	Assistant Superintendent will submit information to calculate Tax Levy Limit on the Office of the State Comptroller's website on or before March 1, 2026.
March 12, 2026	Budget Work Session & Regular Board of Education Meeting Presentation of the Superintendent's Recommended Proposed 2026-27 Budget. Presentation of Long Range Financial Plan financial plan based on 2025-26 expenditures.
March 26, 2026	Budget Work Session & Regular Board of Education Meeting Assistant Superintendent will supply the Board of Education with updated information on 2025-26 Employee Benefits costs and review the projected 2026-27 BOCES budget.
April 3, 2026	District Clerk publishes first publication of legal notice, time and location of school election, budget heading and budget vote. (Must advertise four times within seven weeks of the vote with first publication 45 - 49 days before the budget vote.)



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April 2026	District Clerk will prepare absentee ballot application, absentee ballots, related envelopes and directions to voters.
April 9, 2026	Budget Work Session & Regular Board of Education Meeting Board of Education adoption of the 2026-27 Budget. Budget Book available to the public in district buildings and on the district website.
April 11, 2026	Assistant Superintendent submits the Property Tax Report Card electronically to SED within 24 hours of Board of Education adoption of the 2026-27 Budget and submits to legal newspaper for general circulation.
April 20, 2026	Deadline for submission of Board of Education petitions due to the District Clerk's office by 5:00 pm. Absentee ballots available upon request. Second publication of legal notice, time and location of School Budget hearing & budget vote.
April 23, 2026	Budget Work Session & Regular Board of Education Meeting Board of Education to vote on the Putnam Northern Westchester BOCES Administrative Budget and Board candidates.
April 27, 2026	SED required salary disclosure form submitted electronically by the Assistant Superintendent. Third publication of legal notice, time and location of school budget hearing and budget vote.
May 7, 2026	Public Hearing & Regular Board of Education Meeting
May 8, 2026	Budget Notice mailed to residents including property tax report card. Budget newsletter available to the public.
May 12, 2026	Deadline to mail absentee ballots. Extended Evening Voter Registration Day until 7:30 pm
May 12, 2026	Fourth publication of legal notice School Budget Hearing and Budget Vote.
May 18, 2026	Deadline for application for absentee ballots if to be picked up.
May 19, 2026	Budget Vote and Election of BOE candidates 6:00 am - 9:00 pm. Absentee voting ballots due by 5:00 pm.