



MANHASSET PUBLIC SCHOOLS

CALENDAR FOR 2027-2028 ANNUAL ELECTION AND BUDGET VOTE

MAY 18, 2027

KEY DATES

By December 1, 2026	Receive Healthcare estimate for 2027
By December 31, 2026	Receive Property Tax Base Growth Factor from ORPTS for tax cap calc.
By January 11, 2027	Receive CPI for December for tax cap calculation
By January 19, 2027	Receive Executive Run of Preliminary State Aid
By February 1, 2027	Receive final estimate of TRS Contribution Rate
By February 12, 2027	Determine final Elementary sections and Secondary FTEs based on student course sections for inclusion in the Superintendent's Preliminary Budget
By April 1, 2027	Receive final State Aid (Adopted State Budget)

BUDGET DEVELOPMENT PROCESS (OCT. 13, 2026 – MAY. 18, 2027)

October 13 - November 23, 2026	Cabinet and Administrators begin process of defining initiatives/goals/issues impacting the 2027-28 budget, including curriculum, instruction, facilities, technology, supports and other initiatives, enrollment changes, and key external data elements.
October 22, 2026	- Board approves the 2027-28 Calendar for the Annual Election & Budget Vote - Course Enhancements for 2027-28 Presentation
October 26, 2026	Distribution of budget Packets to Department Supervisors
November 2, 2026	Receive Elementary Section Projections
November 9, 16, 23, 2026	Cabinet meets to discuss progress on defining initiatives/goals/issues impacting the 2027-28 budget.
November 9-20, 2026	Meet with Department Supervisors to review budget packets
November 18, 2026	Board of Education Meeting: Elementary Report Card Presentation
December 1, 2026	Initial submissions on salaries, benefits, curriculum and instruction, pupil personnel services, facilities and instructional technology are evaluated
December 3, 2026	Board of Education Meeting: Board discusses: Factors affecting the 2027-28 budget
December 4, 2026	Deadline for all budget packets to be returned to Business Office from Department Supervisors
December 7, 2026	Cabinet and Administrators further define and evaluate initiatives/goals/issues impacting the 2027-28 budget
December 15, 2026	Receive final retirement notifications from MEA

January 4, 2027	• Cabinet, Administrators, and BOE determine initiatives/goals/issues to be addressed and incorporated into the Superintendent's Preliminary Budget.
January 11, 2027	• Initial Special Education Projections
January 25, 2027	• Draft of Preliminary Superintendent's Budget document provided to Superintendent and Cabinet for review and approval.
February 12, 2027	• Determine final Elementary and Secondary School sections for inclusion in Superintendent's Preliminary Budget
February 11, 2027	Board of Education Meeting: • District's Fund Balance presentation. • Preliminary tax-cap calculation provided to Board. • Board provides feedback to Cabinet and Administrators on 2027-28 budget development and initiatives/goals/issues impacting the 2027-28 budget
February 12, 2027	• Board receives Draft of Superintendent's Preliminary Budget document.
March 4, 2027	Board of Education Meeting: • 2027-28 Superintendent's Preliminary Budget Presentation • Superintendent & Cabinet discusses the status of initiatives/goals/issues affecting the Superintendent's Preliminary 2027-28 Budget including results of Secondary School course selections and projected elementary sections, and an overview of the District's Athletics program. • Board approves final legal notice.
April 1, 2027	Board of Education Meeting – Informal Budget Hearing
April 16, 2027	• Budget Newsletter Translation sent to Syntax
April 19, 2027 (April 20, 2027 is last day to adopt Budget)	Board of Education Meeting: • Adoption of 2026-27 Budget • Approval of Property Tax Report Card (PTRC)
April 19, 2027	Board of Education Meeting: • BOCES Budget Vote & Election
May 4, 2027	The Budget Newsletter, attachments and the plain language budget must be available 7 days before the Budget Hearing.
May 4, 2027	• Budget binder must be available to the public
May 6, 2027	Board of Education Meeting – Formal Budget Hearing: • The Budget Statement, attachments and the plain language budget must be available. • The budget must be presented in 3 components: Administrative, Program & Capital.
May 18, 2027	Budget Vote/Board Election/Annual Meeting- 7:00 AM–9:00 PM

BUDGET REPORTING, COMMUNICATIONS AND BUDGET VOTE PROCESS

March 1, 2027	Submit information necessary to calculate Tax Levy Limit to Office of State Comptroller, Commissioner of SED and Commissioner of Taxation & Finance.
February 22 - March 5, 2027	Board and Cabinet work with Syntax to create draft layout for budget brochure. <i>*Budget brochure must also be published in Spanish*</i>
March 8 - March 19, 2027	• Cabinet determines focal points and final layout of Budget Brochure. • Cabinet drafts Brochure Transmittal Letter.
March 22 - April 9, 2027	Board reviews draft Budget Brochure and provides comments. The draft is sent for translation into Spanish.
March 30 – April 3, 2027	1 st publication of Legal Notice of School Budget Hearing & Annual Budget Vote/Board Election (4 times within 7 weeks before the Budget Vote). <i>*Legal notice must also be published in Spanish*</i>
April 6 -10, 2027	2 nd publication of Legal Notice of School Budget Hearing & Annual Budget Vote/Board Election
April 20, 2027	Submit Property Tax Report Card to SED by the end of the next business day following the budget adoption. 1) Append it to those copies of the proposed budget which are available for inspection by the public; 2) transmit to newspapers; 3) have copies available at the Annual Meeting. Must include the district's tax levy limit and estimated school tax levy (not including exempt expenses) that would result from adopting the proposed budget (§1716(a)(i) and a schedule of all reserve funds.
April 20, 2027	Budget brochure is finalized and sent to the printer.
April 20, 2027	Last day to file petitions to nominate candidates for Board election; place petitions for propositions on the ballot.
April 20, 2027	Candidate Lottery (Selection of ballot positions).
April 20 – 24, 2027	3 rd publication of Legal Notice of School Budget Hearing & Annual Budget Vote/Board Election
April 24, 2027	Budget Brochure mailed to community.
May 4, 2027	• Budget Statement and required attachments distributed to each school building and the Manhasset Public Library – (Must be available upon request at least seven days before Budget Hearing date and on District website). • File Administrative Salary Disclosure.
May 4 – 8, 2027	4 th (last) publication of Legal Notice of Annual Budget Vote/Board Election
May 12, 2027	6-Day Budget Notice mailed to community and sent to emscmqts@nysed.gov
May 13, 2027	Last Day for Voter Registration
May 18, 2027	Budget Vote/Board Election/Annual Meeting- 7:00 AM – 9:00 PM
May 18, 2027	Board of Education Meeting – Board accepts results of Budget Vote/Board Election
June 1, 2027	Adopted budget to principals/directors/administration.