



2026/2027 BUDGET DEVELOPMENT CALENDAR

NOVEMBER

11/12/2025 Board of Education Meeting **Public Session 6:00 PM**
Adopt the 2026/2027 Budget Development Calendar

November 2025

S	M	T	W	Th	F	Sa
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23	24	25	26	27	28	29
30						

JANUARY

1/5/2026 Roll out Education Data requisition & Budget spreadsheets to instructional staff via email

1/7/2026 Business Administrator attends Jr/Snr. Faculty Mtg. to review budget development information to Instructional staff (i.e., Ed Data requisitions, budget requests, subscription renewal lists)

1/14/2026 Board of Education Meeting **Public Session 6:00 PM**
Budget Workshop #1
Budget Information, 2026/2027 Rollover budget & assumptions

1/21/2026 Business Administrator attends ES Faculty meeting to provide budget development training to Instructional staff (i.e., Ed Data requisitions, budget requests, subscription renewal lists)

January 2026

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FEBRUARY

2/1-2/28/2026 Dept. Budgets (i.e., Main Office, PPS, technology, athletics, B&G, transportation) submitted and reviewed

2/11/2026 Board of Education Meeting **Public Session 6:00 PM**
Budget Workshop #2
Review State Aid estimates & Tax levy limit calculation
Review Capital & Administrative Budget components

2/27/2026 Last day to submit requisitions/request purchase orders with 25/26 year funds

2/27/2026 2026/27 Requisitions & budget spreadsheets due from Instructional Staff/Coordinators

2/27/2026 Preliminary Tax Levy Limit submitted to NYS Office of State Comptroller

February 2026

S	M	T	W	Th	F	Sa
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MARCH

3/1-3/8/26 Review Ed Data requisitions/Budget Spreadsheets/revised budget as needed

3/11/2026 Board of Education Meeting - Budget Workshop #3 **Public Session 6:00 PM**
Review Estimated revenues/Program Budget component/Overall preliminary budget
Review 25/26 year Fund Balance projection

3/30/2026 Legal Notice of School Budget Hearing & Annual Budget Vote **6:00 PM**
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #1 to be published (Submit on this day for publication on April 2nd & 3rd)

March 2026

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29	30	31				



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APRIL

4/1-4/18/2026 Prepare absentee ballot applications, absentee ballot, related envelopes, and directions
Property Tax Report Card submitted to local newspaper.

4/10- 4/21/2026 Prepare Budget Workbook/Newsletter (Finalize by 4/23/26)

4/11/2026 Submit the Property Tax Report Card (PTRC) to NYS
NOTE: the statutory deadline to submit the 2026-2027 PTRC to NYS is April 27, 2026.

4/13/2026 Legal Notice of School Budget Hearing & Annual Budget Vote **6:00 PM**
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #2 to be published (Submit on this day for publication on April 16th & 17th)

4/15/2026 Board of Education Meeting **Public Session 6:00 PM**
Adopt Tentative 2026/2027 Budget/propositions for voter approval
Appoint clerks & inspectors of elections for budget vote
NOTE: the absolute latest date the tentative Proposed Budget/Propositions can be approved by the BOE is April 24th, 2026.

4/20/2026 **Deadline** for filing Board of Education petitions and propositions for vote
Must be submitted to the District Clerk by 5:00 PM

4/21/2026 Date of drawing by District Clerk for determination of order for listing
Board of Education candidates on ballot
Inform candidates of legal requirement for all candidates for election to BOE to file sworn statements of campaign contributions & distribute informational material.
First sworn statements to be filed w/District Clerk & Commissioner of Education 30 days prior to vote date.

4/24/2026 **Media Release on Proposed Budget**
Required Documents available in District Office & on District website: School District Report Card, Fiscal Accountability Statement, Property Tax Report Card, Administrative Salary Disclosure, and Tax Exemption Notice, Budget Notice, Transparency Report
Absentee Ballots available from the District Clerk
Budget Workbook available on District website/at offices

4/29/2026 Board of Education Meeting - BOCES Budget Vote **Time TBD**

4/24/2026 Distribute military ballots (no later than 25 days before vote)

4/27/2026 Legal Notice of School Budget Hearing & Annual Budget Vote
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #3 to be published (Submit on this day for publication on April 30th & May 1st)

4/29/2026 Annual Budget Hearing Presentation posted to the District's website

April 2026							10
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MAY

- 5/4/2026 Legal Notice of School Budget Hearing & Annual Budget Vote
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #4 to be published (Submit on this day for publication on May 7th & 8th)
- 5/6/2026 Annual Budget Hearing/Board of Education Meeting **Public Session 6:00 PM**
- 5/7/2026 Budget Newsletter/Notice mailed to eligible voters after budget hearing
- 5/14/2026 Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education to be filed with the District Clerk
- 5/14-5/18/2026 Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk within 24 hours of receipt by candidates for membership on the Board of Education
- 5/19/2026 Annual Budget Vote/Proposition Vote/Board of Education Election **12 PM - 9 PM**
Junior/Senior High School Gymnasium Lobby
Absentee Ballots must be submitted to the District Clerk by 5:00 pm on May 19th

May 2026						11
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Budget Revote date - June 16, 2026 (only if budget proposition fails)