



Shenendehowa

Central Schools

2025/2026 BUDGET DEVELOPMENT CALENDAR (During 2024-2025 School Year)

DATE	TASK	RESPONSIBILITY
Tuesday, November 5 (BOE)	<ul style="list-style-type: none"> Budget Calendar Discussed with the Board 	Superintendent
Wednesday, November 6 (DLST)	<ul style="list-style-type: none"> Review Budget Calendar 	Superintendent
Tuesday, November 12 (Principals Meeting)	<ul style="list-style-type: none"> Superintendent meets with Principals and Central Office Administrators Review Budget Calendar, Preliminary Budget Assumptions, Expectations and Key Objectives, and procedures 	Superintendent Assistant Supt. for Finance & Ops Principals
Thursday, November 13 (AAs Meeting)	<ul style="list-style-type: none"> Preliminary Budget Assumptions and Expectations, Key Objectives, and procedures Budget Development Discussion - Big Ideas 	Superintendent Deputy Superintendent
Thursday, November 14 (Leadership Academy)	<ul style="list-style-type: none"> Budget Development Discussion Preliminary Budget Assumptions and Expectations, Key Objectives, and procedures 	Superintendent Assistant Supt. for Finance & Ops
Week of November 18	<ul style="list-style-type: none"> Distribution of Budget Request Forms B-forms <u>Key Questions for Budget Discussions</u> 	Assistant Supt. for Finance & Ops

Tuesday, November 19 (BOE)	<ul style="list-style-type: none"> ● Enrollment Forecasts/Projections Available (Administration and Board of Education) ● Budget Development Calendar Overview 	Director for Student Learning and Data Accountability
Friday, December 13	<ul style="list-style-type: none"> ● Technology Open Picture (TOP) - Requests related to technology hardware submitted to IMS ● Key Questions for Budget Discussions 	Director of Information Management Services
January 2025	<ul style="list-style-type: none"> ● Tax Base Growth Factor – Provided by the NYS Department of Tax & Finance 	Assistant Supt. for Finance & Ops
Friday, January 10	<ul style="list-style-type: none"> ● Preliminary staff personnel requests with rationale, submitted to Assistant Supt. for Finance & Operations ● Key Questions for Budget Discussions 	Principals Supervisors Deputy Superintendent Chief HR Officer
	<ul style="list-style-type: none"> ● Athletic budget including coaching positions, supplies, staffing, equipment, contractual obligations (referees) submitted to the Assistant Superintendent for Finance & Operations 	Director of Athletics
	<ul style="list-style-type: none"> ● Staffing, Supplies, Equipment and other Expenses for IMS, Operations, Purchasing, Facilities, Grounds, and Transportation submitted to Assistant Superintendent for Finance & Operations 	Director of Information Management Services Director of Operations Director of Facilities Director of Transportation Chief HR Officer
	<ul style="list-style-type: none"> ● Minor project and special maintenance needs submitted to Assistant Superintendent for Finance & Operations. ● Routine summer projects, with no budget impact, can be identified up until Mid-April ● Analysis of Debt Service 	Principals Director of Operations Director of Facilities Assistant Supt. for Finance & Ops
Tues., January 14 (BOE Meeting)	<ul style="list-style-type: none"> ● Budget Development 10- Overview of Internal Protocols and Process ● Budget Assumptions, Expectations, and Key Objectives 	Deputy Superintendent Assistant Supt. for Finance & Ops

Tues., January 14 (Principals Meeting)	<ul style="list-style-type: none"> ● Budget Assumptions, Expectations, and Key Objectives ● Budget recommendations discussed with Administrators (Deputy Superintendent with Academic Administrators at scheduled meeting and A.S. for Finance & Ops with Supervisors) ● Key Questions for Budget Discussions 	Deputy Superintendent Assistant Supt. for Finance & Ops
Thursday, January 16 (AAs Meeting)	<ul style="list-style-type: none"> ● Budget Assumptions, Expectations, and Key Objectives ● Budget recommendations discussed with Administrators ● Key Questions for Budget Discussions 	Deputy Superintendent
Friday, January 17	<ul style="list-style-type: none"> ● Equipment and Instructional Technology requests submitted to Assistant Supt. for Finance & Operations 	Principals Director of Information Management Services Deputy Superintendent
	<ul style="list-style-type: none"> ● Projected BOCES Occupational Education enrollments submitted (both regular and special education) 	High School Principal Deputy Superintendent
	<ul style="list-style-type: none"> ● <u>Projected</u> out-of-district programs, enrollments & costs for students with disabilities (including BOCES) 	Deputy Superintendent Director of Special Education
	<ul style="list-style-type: none"> ● Recommendations for curriculum work, and the financial implications of such work, submitted 	Deputy Superintendent Principals Professional Development
Friday, January 17	<ul style="list-style-type: none"> ● Program Goals Recommendations for Regular and Special Education (including projected staffing and sections) submitted to Superintendent ● Recommendations for 5-year textbook plan submitted to Superintendent ● Recommendation for Instructional Supplies and Materials submitted (by grade level and/or departments) to Assistant Superintendent for Finance & Operations 	Deputy Superintendent Director of Special Education Principals Academic Administrators <i>(All building level requests should go through principal and further analyzed by the Deputy Superintendent for recommendation to the Superintendent.)</i>
Tues., January 28 (BOE)	<ul style="list-style-type: none"> ● Review Governor's State Aid Proposal ● Approval of Textbooks and Courses ● Budget Roadshow Schedule 	Superintendent Deputy Superintendent

Thursday, Feb. 6 (Leadership Academy)	<ul style="list-style-type: none"> Budget recommendations discussed with administrators 	Superintendent Deputy Superintendent Assistant Supt. for Finance & Ops
Tuesday, Feb. 11 (BOE)	<ul style="list-style-type: none"> Mid-Year Projections and 3-Year Forecast Review Aid Runs (if available) Budget Roadshow Schedule 	Superintendent Assistant Supt. for Finance & Ops
Tuesday, Feb. 11 (Principals Meeting)	<ul style="list-style-type: none"> Budget recommendations discussed with administrators 	Superintendent Deputy Superintendent Assistant Supt. for Finance & Ops
Thursday, February 13	<ul style="list-style-type: none"> State Commission on Taxation and Finance to inform school districts with growing tax base of the appropriate factors to use in calculating the tax levy limit for the coming school year 	Superintendent Assistant Supt. for Finance & Ops
Friday, February 28	<ul style="list-style-type: none"> Tax Levy Limit Calculation due to Office of the State Comptroller (March 1st deadline) 	Assistant Supt. for Finance & Ops
Tuesday, March 11 (BOE)	<ul style="list-style-type: none"> Board of Education petitions available (due by 4/21) (30th day before election falls on Sunday, April 20; therefore, Gen. Constr. Law controls and petitions are due on Monday, April 21) NYS Legislature Advocacy Update Preliminary Expenditure Budget Proposal 	Board of Education Superintendent Assistant Supt. for Finance & Ops
Tuesday, March 18 (BOE)	<ul style="list-style-type: none"> Revenue & Expenditure Analysis Discussion with Board of Education Tax Cap Implications Bus Purchase Resolution Presentation 	Superintendent Assistant Supt. for Finance & Ops
Week of March 24	<ul style="list-style-type: none"> Response to B-forms (Budget Request) 	Assistant Supt. for Finance & Ops

<p>Tuesday, March 25 (BOE)</p>	<ul style="list-style-type: none"> ● Draft 2025-2026 Budget Proposal - Public Comments allowed ● Update on State Budget ● Board Adoption of Formal Notice and Propositions for Annual Budget Vote – without dollar amounts ● Includes Bus Purchase Resolution, notice of Public Hearing, and notice of Absentee Ballots and Nominating petitions being available ((4 times during the 7 weeks (49 days) preceding the date of the election, the first notice being published not later than 45 days before the election)) <p>Daily: Schenectady Gazette & Albany Times Union</p> <ol style="list-style-type: none"> a) 1st publication date: 04/4/25 b) 2nd publication date: 04/11/25 c) 3rd publication date: 04/25/25 d) 4th publication date: 05/02/25 	<p>Superintendent Assistant Supt. for Finance & Ops District Clerk Public Information Officer</p>
<p>Friday, April 4</p>	<ul style="list-style-type: none"> ● First of 4 publications of Legal Notice ● At least 45 days before Budget Vote and within 7 weeks preceding election 	
<p>Tuesday, April 1 (Principals)</p>	<ul style="list-style-type: none"> ● Review Proposed 2025-2026 Budget 	<p>Superintendent Assistant Supt. for Finance & Ops</p>
<p>Tuesday, April 8 (BOE)</p>	<ul style="list-style-type: none"> ● Final 2025-2026 Budget Proposal for Adoption and all Propositions (at least 7 days prior to Hearing) ● Adoption of NYS Property Tax Report Card (Submitted to NYSED 24 days prior to Vote) 	<p>Superintendent Assistant Supt. for Finance & Ops</p>
<p>Wednesday, April 9 (DLST)</p>	<ul style="list-style-type: none"> ● Review Adopted 2025-2026 Budget proposal 	<p>Superintendent Assistant Supt. for Finance & Ops</p>
<p>Thursday, April 10 (AAs)</p>	<ul style="list-style-type: none"> ● Review Adopted 2025-2026 Budget proposal 	<p>Superintendent Assistant Supt. for Finance & Ops</p>
<p>Monday, April 21</p>	<ul style="list-style-type: none"> ● Board Nominating Petitions due (30 days prior to vote date by 5:00) (30th day before election falls on Sunday, April 20; therefore, Gen. Constr. Law controls and petitions are due on Monday, April 21) ● Absentee Ballots to be mailed to qualified voters requesting ● Not more than 30 days prior to vote and can be mailed to recipient no later than 7 days prior to vote 	<p>District Clerk Public Information Officer</p>

Wednesday, April 23 (Tentative)	<ul style="list-style-type: none"> Special Meeting-TBD- BOCES Budget Vote 	Superintendent Assistant Supt. for Finance & Ops
Friday, April 25	<ul style="list-style-type: none"> Deadline for mailing Military Absentee Ballots Districts, other than small cities, must distribute military ballots no later than 25 days before the vote Last possible day for submission of Property Tax Report Card to NYSED Law requires districts to do so by the end of the next business day following approval by the BOE, but not later than the 24th day before the budget vote The 24th day before the Budget Vote falls on Saturday, April 27th. Therefore, best practice would be to transmit the real property tax report card to SED by Friday, April 26, 2024. 	Assistant Supt./District Clerk Public Information Officer
Tuesday, April 29 (BOE)	<ul style="list-style-type: none"> Recognition of BOE Candidates 	Assistant Supt. for Finance & Ops
Thursday, May 1	<ul style="list-style-type: none"> Administrator Salary Disclosure submission to NYSED 	Assistant Supt. for Finance & Ops
Friday, May 2	<ul style="list-style-type: none"> Popular Budget released to public via District Website and public libraries in the District Hardcopy with attachments made available upon request At least 7 days before Budget Hearing-Tuesday, May 13 	District Clerk Public Information Officer
Tues., May 13 (BOE)	<ul style="list-style-type: none"> Official Budget Hearing At least 7 but not more than 14 days prior to annual budget vote Appointment of Chief Inspectors of Election 	Board of Education Superintendent Assistant Supt. for Finance & Ops
Wed., May 14	<ul style="list-style-type: none"> Deadline for Official Budget Newsletter mailed to all district households Includes Required State Budget Notice- after Public Hearing, but no later than 6 days prior to the vote date Copies of the budget must be available to the residents upon request (during the 14 days before the vote and on day of vote) 	Public Information Officer
Tuesday, May 20	<p style="text-align: center;">BUDGET VOTE DAY 7:00 AM to 9:00 PM</p> <p style="text-align: center;">Gowana Middle School Gymnasium</p>	District Clerk
Tuesday, May 27 (BOE)	<ul style="list-style-type: none"> Board of Education certification of annual budget vote results Exit Poll Analysis 	District Clerk Public Information Officer

