



**Onondaga Central School District**

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**BUDGET DEVELOPMENT CALENDAR 2025-26**

July – October	Begin 2024-2025 Budget Year and Close 2023-2024 Books
<b>October 15, 2024</b>	<b>Board of Education Meeting.</b> Discuss Budget Calendar development.
<b>November 12, 2024</b>	<b>Board of Education Meeting</b> -Present 2025-26 Budget Calendar for adoption
November 2024	Present the budget guidelines to building principals.
December 2-13, 2024	Principals review current BOCES services and determine needs for 2025-26 school year and provide confirmation to the Business Office
<b>December 10, 2024</b>	<b>Board of Education Meeting</b>
December 17, 2024	BOCES Initial Requests Due to BOCES
January 2025 (Date Varies)	The Commissioner of Taxation and Finance will calculate the tax base growth factor and notify districts of information for the tax levy limit calculation.
January 6, 2025	Contact Board of Elections to arrange for use of voting machines at the annual meeting (Julie Cook 315-435-3320). Complete Election Request Form and email to <a href="mailto:electionrequest@ongov.net">electionrequest@ongov.net</a>
January 6, 2025	Principal Budget Requests for Buildings submitted to the business office for the 2025-26 school year.
January 6, 2025	Leadership Team Meeting-Review staffing projections
<b>January 7, 2025</b>	<b>Board of Education Meeting</b>
Late January/Early February 2025	Superintendent/Business Administrator review building/department budget requests with building and district administrators
End of January 2025	Expected Governor's Executive Budget
February 2025	Contact Poll Workers and Arrange Schedule for Annual Meeting
<b>February 4, 2025</b>	<b>Board of Education Meeting</b> Review the Governor's executive budget proposal and present 2025-26 preliminary budget forecast to the Board of Education
<b>February 25, 2025</b>	<b>Board of Education Meeting</b>
February/March/April 2025	Petitions for the Board of Education available at the district office
March 1, 2025	Submit 2025-26 calculation for the tax levy limit to Office of State Comptroller, Tax and Finance, and SED (single submission to OSC only)
<b>March 11, 2025</b>	<b>Board of Education Meeting</b> Budget Update to the Board of Education—General Support, O&M, Transportation, Benefits, Debt Service
<b>March 25, 2025</b>	<b>Board of Education Meeting</b> Appointment of clerks and inspectors of election for budget vote. Arrange for the pickup and return of voting machines with the Board of Elections contractor.

	Budget Update to the Board of Education-Instruction, Special Education, and BOCES. Present the draft 2025-26 budget to the Board of Education for review and comment
April 2025	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots.
April 3, 15 & 24, May 8 (April 1-5)	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication at least 45 days before date of budget vote. <b>First Publication: April 3</b>
April 9, 2025	BOCES Final Requests due.
<b>April 8, 2025</b>	<b>Board of Education Meeting</b> Present the draft 2025-26 budget to the Board of Education for review and comment. Potential Budget adoption by the BOE, but no later than April 22nd.
<b>April 21, 2025</b>	<b>Board of Education Meeting</b> BOCES Annual Election and Statutory budget vote on 2025-26 BOCES Administrative Budget. Potential Budget adoption by the BOE, but no later than April 22nd. Property Tax Report Card must be adopted by the Board of Education no later than April 25, 2025. Possibly appoint election inspectors. ( <i>30 days preceding budget vote</i> )
April 21, 2025	Early voting applications may begin being received
April 21, 2025	Deadline for submission of petitions for nominations of BOE candidates.
April 21, 2025	Deadline for submission of petitions for propositions to be placed on ballot: ( <i>30 days preceding budget vote</i> )
April 21, 2025	Inform candidates of legal requirements for all candidates for election to the Board of Education to file sworn statements of campaign contributions and distribute informational material.
April 21, 2025	First sworn statement to be filed with the District Clerk and Commissioner of Education <i>thirty days prior to vote date</i> .
April 21, 2025	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine
April 22, 2025	<i>Final date for budget adoption</i> by the BOE. Budget document available to the public. Arrange for the pickup and return of voting machines with the Board of Elections Contractor.
April 22, 2025	Provide information to the board of elections to program the voting machines.
April 25, 2025	District clerk must mail absentee ballots to residents who request them. Military ballots must be distributed no more than 25 days before the vote.
April 28, 2025	Property tax report card submitted to SED and to Syracuse Post Standard within 24 hours of budget adoption, but no later than April 28 <sup>th</sup> .
May 2025	Mail District Newsletter (include full disclosure information)
May 2025	Approve Proof of the Voting Ballots.
May 5, 2025	Final Check of Voting Machines to Prepare for Budget Vote with the Board of Elections.
<b>May 6, 2025</b>	<b>Board of Education Meeting</b> Budget hearing (5:30 pm) Budget statement and required attachments available 7 days prior to budget hearing. Election inspectors must be appointed within 14 days prior to the vote.

May 6-20, 2025	Budget statement and required attachments must be made available upon request, at each school building and at the district office, public library and on the district website at least 7 days before the budget hearing and 14 days before the budget vote.
May 15, 2025	Deadline for last day absentee ballots may be received. Administrative Salary Disclosure must be posted and submitted via SAMS within 5 days of preparation.
May 7 - 14, 2025	Budget notice must be mailed to eligible voters after the budget hearing but no later than six days prior to the vote.
May 14 - 19, 2025	District clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)
May 15-19, 2025	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 and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the Board of Education.
May 19, 2025	Last day in-person absentee ballots may be received by the district clerk.
<b>May 20, 2025</b>	<b>Board of Education Meeting</b> Statewide annual meeting/board election/budget vote day (7 am – 9 pm) Email budget vote results to press.
June 9, 2025	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on Board of Education.
June 17, 2025	Statewide budget revote day
July 1, 2025	Implement 2025-26 Budget