

Monticello Central School District

Budget Calendar 2025-26 Budget Development

October 24, 2024	Present budget calendar to Board of Education
November 7, 2024	Present Long Range Financial Plan to Board of Education
November 7, 2024	BOE meeting – adopt budget calendar and long range financial plan
November 8, 2024	Distribute budget calendar to Administrators and schedule dates for individual budget meetings with Lisa, Theresa and Dr. Evans
November 21, 2024	Principal's meeting to discuss budget guidelines
December 12, 2024	Staffing discussion at Principal's meeting – (needs, reductions, shifts)
January 6-10, 2025	Individual budget meetings between Central Office and Plant Operations, Transportation, Security & Technology.
January 23, 2025	Board of Education Budget Committee meeting
February 6, 2025	BoE Meeting – Topic: Preliminary Budget Forecast, Rollover budget, Assumptions & Tax Levy Limit
February 10-14, 2025	Individual budget meetings with Central Office and Building Principals & Athletics
February 20, 2025	BoE Meeting – Topic: Plant Operations, Transportation, Security & Technology (Completed budgets due to Business Office by February 6, 2025)
February 17-21, 2025	Individual budget meetings with Central Office and PPS, Curriculum & Instruction, Special Programs and BOCES
February 27, 2025	Proposed staffing recommendations for 2025-26 completed
February 28, 2025	Submission of Tax Cap Calculation Information and District's Calculation of Tax Levy limit to OSC, NYSED, NYS Taxation and Finance
March 6, 2025	BoE Meeting – Topic: Building Principal budgets with enrollment projections and Athletics. (Completed budgets due to Business Office by February 20, 2025)
March 20, 2025	BoE Meeting – Topic: Curriculum/Staff Development, PPS, Special Programs, and BOCES. Finalize budget proposal (Completed budgets due to Business Office by March 6, 2025) Topic: Instructional & Support Staffing, Benefits & District wide expenditures. Finalize budget proposal (Completed budgets due to Business Office by March 13, 2025)
April 3, 2025	BoE Meeting – Budget discussion
April 4, 2025	First legal notice of school budget hearing and budget, must advertise 4 times.

April 10, 2025	BOCES Budget Presentation – RPEC Dining Room
April 21, 2025	Deadline for submission of voter initiated propositions to be placed on the ballot (45 days before the election)
April 21, 2025	Deadline for submission of petitions for BOE candidates to be placed on the ballot. (30 days prior to budget vote)
April 22, 2025	BoE Meeting, Budget Adoption by the Board of Education (BOCES budget vote)
April 22, 2025	FINAL legal date for budget adoption by Board of Education
April 28, 2025	Property Tax Report card due to SED and to official newspaper (end of next business day after budget adoption)
May 1, 2025	3-part budget document with required attachments made available upon request and distributed in various locations (at least 7 days before Budget Hearing and not less than 14 days before the Annual Budget Vote).
May 8, 2025	Voter Registration Day
May 8, 2025	Budget hearing – 3 part budget document with required attachments available.
May 14, 2025	6-day notice mailed to eligible voters
May 20, 2025	Annual meeting and budget vote.
May 21, 2025	BOE Meeting accept results of election and budget vote
June 9, 2025	Sworn statement by candidates for election to BOE received by District Clerk.
If budget is defeated	
June 3, 2025	Budget document – 3 part statement with required attachments made available upon request, at each school building, at district office, free library, and on district’s website at least 7 days before hearing and 14 days before the budget revote.
June 3, 2025	Publish legal notice for budget revote one each week in the 2 weeks before revote day, first publication 14 days before revote
June 5, 2025	Budget Hearing (7 – 14 days before budget revote day) 3 – part budget statement must be available at hearing.
June 11, 2025	Budget notice mailed to eligible voters
June 17, 2025	Statewide budget revote day

Please note this vote timeline may be revised if the “early mail voting” requirement takes effect.