



CAMBRIDGE CENTRAL SCHOOL DISTRICT

2025-2026 BUDGET DEVELOPMENT CALENDAR

October/ November 2024	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. Review budget status for potential increase/decreases. (Continued ongoing work throughout the year)
November/ December 2024	Meet with non-instructional budget supervisors to discuss first budget drafts (Buildings & Grounds, Technology, and General Support). Meet with all related departments to discuss requests of 2025-26 BOCES services. Principals meet with faculty to discuss instructional programs and item requests by December 20 th . Administrators prepare program, staff, and facility reports for review and discussion with the Superintendent. New Instructional Request Forms for the 2025-26 Program Budget are due to the Superintendent on December 13 th .
January 2025	Administrators will review instructional budgets with the Superintendent and the School Business Administrator
January 9, 2025	Budget Work Session & Regular Board of Education Meeting – 7:00 p.m. Present 2024-25 general financial overview to Board of Education including current year expense and revenue update. Elementary, Secondary, Special education will present a program overview including proposed budget.
February 13, 2025	Budget Work Session & Regular Board of Education Meeting – 7:00 p.m. Budget Update, Presentation by Buildings & Grounds and Transportation to include proposed budget overview
March 2025 - TBD	Budget Work Session – 7:00 p.m.
March 13, 2025	Budget Work Session & Regular Board of Education Meeting – 7:00 p.m. Update budget information, Discuss Governor's proposed budget, Review of tax levy limit calculation., Review of revenue, Athletics and Technology to present their budgets. Presentation of the Superintendent's Recommended Proposed 2024-25 Budget. Board of Education initiates special propositions for May vote.
April 2025	District Clerk will prepare Absentee Ballot application, Absentee Ballots, related envelopes and directions to voters.
April 4, 2025	District Clerk publishes first publication of legal notice, time, and location of school budget hearing and budget vote. (Must advertise four times within seven weeks of the vote with first publication 45-49 days before the budget vote).



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April 10, 2025	Regular Board of Education Meeting – 7:00 p.m. Final 2025-26 Budget and Education Plan presented to the Board of Education for adoption of the 2025-26 Budget and Property Tax Report Card.
April 18, 2025	District Clerk prepares second publication of Legal Notice of School Budget Hearing and Budget Vote
April 21, 2025	Deadline for submission of Board of Education petitions due to the District Clerk’s Office by 4:00 p.m. Absentee ballots available upon request.
April 22, 2025	District Clerk draws for order of Board of Education candidates on the ballot. Clerk prepares voting ballots for printing. NYSED required salary disclosure form submitted electronically by the School Business Administrator.
May 2, 2025	District Clerk publishes third publication of legal notice, time, and location of school budget hearing and budget vote. Absentee ballots mailed to all those who requested them; clerk to maintain master list of all individuals provided an absentee ballot. Budget statement and all required attachments will be available for public review in all district buildings.
May 6, 2025	Annual Public Budget Hearing & Regular Board of Education Meeting – 7:00 p.m.
May 7, 2025	Budget notice mailed to residents including property tax report card. Budget Newsletter available to the public.
May 12, 2025	Fourth publication of legal notice on School Budget Hearing and Budget Vote.
May 20, 2025	Budget Vote (including any special propositions) and election of Board of Education candidates 12:00 p.m. – 8:00 p.m. Absentee voting ballots due by 5:00 p.m.
June 17, 2025	Budget revote if necessary.