Berlin
CENTRAL SCHOOL DISTRICT

Budget Development Calendar
2026-2027 School Year

November-December 2025	• Administration discusses district and building level goals. • Assess prior year budget performance, reserves, and Capital Project needs.
December 2025 - January 2026	Preliminary meetings with administrators/departments regarding staffing, budgetary requests, and budget preparation process.
January 13, 2026 (BOE Meeting)	• BOE adopts Budget Calendar • Review Reserves and any known change factors impacting budget.
January 23, 2026	• Deadline for submission of budget initiative requests (to Superintendent) • Preliminary class and section sizes due to the Superintendent.
January 28, 2026	Cabinet members discuss operational & academic budget priorities and limitations.
February 2026 (ongoing)	• Supervisors seek staff feedback on budget needs. • Building/Department Budget Meetings & Deadlines. • February 25: Deadline for All Feedback to Superintendent
February 24, 2026 (BOE Meeting)	Presentation of Tax Levy Cap Calculation & Revenue Projections
March 1, 2026	Submit Tax Cap calculation to State Comptroller on or before March 1, 2025
March 19, 2026 (BOE Meeting)	**Budget Workshop #1**
March 31 - April 4, 2026	Advertise 4 times within 7 weeks of the vote with first publication 45 days before budget vote date.
April 20,2026	Petitions for BOE Candidates, due by 5 pm (District Office)
April 21, 2026	District Clerk draws ballot order of candidates
April 21, 2026 (BOE Meeting)	• Adoption of 2026-2027 Property Tax Report Card • **Budget Workshop #2**
April 27 2026	Transmit Property Tax Report Card to SED (Day following BOE approval, but no later than April 28th)
April 30, 2026	Budget Documents Published & Printed (available at least 7 days before Public Hearing & 14 days before vote)
May 7, 2026	**Public Hearing on Proposed Budget** (7-14 days before vote)
May 13, 2026 (on or before)	Budget Newsletter Mailed (after Public Hearing, but no later than 6 days before vote)
May 19, 2026	**Budget Vote; Board of Education candidate election.**
May 20, 2026	**BOE accepts vote results**

***** Schedule and dates subject to change based on need. *****