



# MEMORANDUM

**TO:** School Board Members

**FROM:** Dr. John B. Gordon III, *Superintendent*

**DATE:** May 8, 2025

**RE:** Timeline for Budget Adoption, additional Appropriation and Bonus

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**April 30th/May 2nd** - Governor signs budget with potential for additional funding for schools

**May 7th** - City Council adopts City Budget and Appropriates money to Schools based on the School Board's Approved 2025-2026 Budget less \$1.2M SRO's to be paid directly by City

**May 7th -Deadline** to get the request to the City (for May 21st Council Meeting) via Memo that is copied to the School Board requesting additional appropriation from the State for Teacher Salary increase to 5%-5.5% and any additional positions approved by School Board

**May 8th** -The School Board votes on Adoption of the 2025-2026 Budget as appropriated by the City of Suffolk, also approving 5%-5.5% raises for Teachers so that contracts can be distributed with statement -"Subject to State and Local Appropriations"

**May 8<sup>th</sup>** -School Board votes on priority list for 2025-2026 Fiscal year end and how the bonus payment to staff will be structured

**May 12th** – Finance Department gives the Contract File to Human Resources so that contracts can be produced in Frontline and go out to staff by May 16<sup>th</sup>

**May 21st** -City Council considers and potentially approves additional appropriation to the School Board for the additional state money as signed into law April 30<sup>th</sup> /May 2<sup>nd</sup> by Governor

**May 22nd** - School Board to votes to approve additional appropriation that will fund 5%-5.5% raise for teachers and any additional required positions. School Board to also votes to have the additional money to be considered part of Original 2025-2026 Adopted Budget thereby allowing all money to be uploaded electronically into the Financial System at one time

**May 28th** -Contracts/Assignments must be signed and returned to Human Resources by close of business

**May 30th** – Human Resources provides complete list to Finance of all staff who signed the contract/assignment for 2025-2026 and are eligible for the bonus payment to be paid **June 18<sup>th</sup>, 2025**