

## Budget Timeline

<u>Item #</u>	<u>Action</u>	<u>Timeline</u>
1.	Prepare 1st draft of Budget Calendar	August 2018
2.	Distribute Budget Calendar - Cabinet	September 2018
3.	Board of Education discussion on Board Goals and Priorities	September 2018 Workshop
4.	SBA to discuss Budget with Superintendent and Deputy Superintendent	October 2018
5.	Roll-out budgets to Central office department	October 1, 2018
6.	Board of Education Goals and Priorities	November 2018 Board meeting
7.	Board of Education discussion with Community for Budget Priorities, include PTO Leadership/Community leaders and ED Foundation	November 20, 2018 Workshop
8.	Distribute Budget Priorities	November 20, 2018 Board Meeting
9.	Central office submits budgets for their departments	November 16, 2018
10.	Meet with Unit Principals and distribute 19-20 budget development documentation	November 28, 2018
11.	SBA to meet Fiscal Committee (discuss Fund Balance projections November 2018 – February 2019 - May 2019)	November 2018 –February 2019 – May 2019
12.	Budget Priorities of the Community finalized and presented at Board of Education Meeting	December 2018 Board Meeting
13.	Community Forum – Eastside High School	January 29, 2019
14.	First Regular Meeting of Board – November Election districts – If the organization meeting cannot take place during this period due to the lack of a quorum or for any other reason, the reorganization meeting shall be held within three days thereafter (January 8 through January 10)	January 3 <sup>rd</sup> – Reorg.
15.	Asst. Superintendents approve and submit school budgets to School Business Administrator	January 9, 2019
16.	Budget Presentation of cost drivers projected deficit/increase/discussion of budget cuts or increases. Budget team makes recommendations to close budget gap using pre-determined assumptions Flat, 2.5%, 5% Board of Education Recommendations to close Budget Gap based on earlier assumptions from Budget team and Fiscal Committee	February 2, 2019 Retreat & February 6 <sup>th</sup> Workshop

17.	Community Forum – Kennedy High School	February 5, 2019
18.	Fiscal Committee to discuss closing budget gap based on pre-determined assumptions	February Fiscal Committee Meeting
19.	Community Forum – Dr. Hani	February 13, 2019
20.	Community Forum – School 28	February 26, 2019
21.	Budget PowerPoint presentation to Superintendent and Cabinet members	February 28, 2019
22.	Governor Murphy’s Address & State Aid report to be received from the State	March 5, 2019
23.	Present 1st Operational Budget draft (essential cost) and available funds to Board Special Meeting facilities, transportation, security, insurance, WC, etc.	March 6, 2019 Workshop
24.	Adoption and Filing of Tentative Budget – Submit the budget to the executive county superintendent of schools	March 20, 2019
25.	Budget Approval by Executive County Superintendent	April 22, 2019
26.	Earliest Date for Public Hearing on Budget – Public hearing may not be held until the executive county superintendent of schools has approved the budget	April 24, 2019
27.	Notice of Public Hearing – Last day to advertise for a public hearing on the budget	May 3, 2019
28.	Last Date for Public Hearing on Budget	May 7, 2019
29.	User Friendly Budget Posting to District Website	May 9, 2019
30.	Deadline to Adopt Budget	May 14, 2019
31.	Board of Education – Certification of the Amount Fixed and Determined – (Annually by May 19 <sup>th</sup> ) Last day for board of education of a Type II district not having a board of school estimate to certify the amount fixed and determined by the school board to the county board of taxation. The amount(s) so certified shall be included in the taxes assessed, levied and collected.	May 20, 2019

**NOTE: Budget meetings held every Tuesday @ 2p.m.**

**Updated 1-16-2019**

**Budget calendar updated due to the change from State Intervention filing to Type II – November Election**