

Budget Timeline

Type II District – Elected Board

<u>Item #</u>	<u>Action</u>	<u>Timeline</u>
1.	Board of Education discussion on Board Goals and Priorities	August 2017 Workshop
2.	Presentation of Test Scores	Wednesday, October 4, 2017 Board Meeting
3.	District Goals submitted to Board for review	Wednesday, October 18, 2017 Board meeting
4.	<p>SBA Discusses Budget with Superintendent and Deputy Superintendent</p> <ul style="list-style-type: none"> • Payroll (by Position Control Number, by Account Number) <ul style="list-style-type: none"> ○ Teachers <ul style="list-style-type: none"> ▪ By grade, by school ▪ Special Ed by program ▪ Bilingual by grade, by school ○ Aides <ul style="list-style-type: none"> ▪ IEP, Classroom, Transportation, Cafeteria, Other ○ Administrators <ul style="list-style-type: none"> ▪ Union, Non-Union ○ Custodial/Maintenance ○ Security ○ Clerical Staff <ul style="list-style-type: none"> ▪ Union, Non-Union ○ Tuition reimbursement ○ Unemployment • Consultants • Attorneys <ul style="list-style-type: none"> ○ General Board ○ Sp. Ed ○ Other • Transportation <ul style="list-style-type: none"> ○ In District <ul style="list-style-type: none"> ▪ Contracted ○ Out of District <ul style="list-style-type: none"> ▪ Contracted ○ Aide in Lieu (by student, by school) ○ Ad Hoc <ul style="list-style-type: none"> ▪ Athletics, Field Trips, Other 	Thursday, October 26, 2017

	<ul style="list-style-type: none"> • Facility Operations (by Building) <ul style="list-style-type: none"> ○ Utilities ○ Required Maintenance ○ Custodial Supplies ○ Maintenance Supplies ○ Vendors • Technology <ul style="list-style-type: none"> ○ New Acquisitions ○ Lease Payments ○ Contracted Services <ul style="list-style-type: none"> ▪ Telephone, Hardware Maintenance, Software Licenses and Support • Insurance <ul style="list-style-type: none"> ○ Property, Casualty, Liability ○ Student ○ Workers Comp ○ Other • Security <ul style="list-style-type: none"> ○ Outsourced ○ Alarms ○ Local Police • What is our deficit? • Enrollment spreadsheets <ul style="list-style-type: none"> ○ Enrollment by building, 13 month period 	
5.	Board of Education Budget Priorities discussion	November 1, 2017 Workshop
6.	Board of Education discussion with the Community for Budget Priorities include PTO Leadership/Community leaders	Wednesday, November 1, 2017 Workshop
7.	Initiation of budget and distribution of budget development tools. Budget workshops at Principals' location	November 1-29, 2017
8.	School Board Elections	Tuesday, November 7, 2017
9.	Business Administrator to meet Fiscal Committee to discuss Budget, report to the full Board the same information <ul style="list-style-type: none"> • Payroll (by Position Control Number, by Account Number) <ul style="list-style-type: none"> ○ Teachers <ul style="list-style-type: none"> ▪ By grade, by school 	Thursday, November 9, 2017 Thursday, December 14, 2017 Thursday, January 11, 2018 Thursday, January 25, 2018 Thursday, February 15, 2018 Thursday, March 1, 2018

	<ul style="list-style-type: none"> ▪ Special Ed by program ▪ Bilingual by grade, by school ○ Aides <ul style="list-style-type: none"> ▪ IEP, Classroom, Transportation, Cafeteria, Other ○ Administrators <ul style="list-style-type: none"> ▪ Union, Non-Union ○ Custodial/Maintenance ○ Security ○ Clerical Staff <ul style="list-style-type: none"> ▪ Union, Non-Union ● Employee Benefits <ul style="list-style-type: none"> ○ Health Benefits by vendor, by employee ○ Retirement payments, sick, vacation ○ Perfect attendance ○ Tuition reimbursement ○ Co-Pay ○ Unemployment ● Tuitions (by student) <ul style="list-style-type: none"> ○ Out of District Sp. Ed <ul style="list-style-type: none"> ▪ Private, Public Schools ○ Charter Schools ○ Vocational Schools <ul style="list-style-type: none"> ▪ Reg. Ed, Sp. Ed. ○ State Facilities ○ Analysis of age outs and graduations ○ Payments to other public schools ● Consultants ● Attorneys <ul style="list-style-type: none"> ○ General Board ○ Sp. Ed ○ Other ● Transportation <ul style="list-style-type: none"> ○ In District <ul style="list-style-type: none"> ▪ Contracted ○ Out of District <ul style="list-style-type: none"> ▪ Contracted ○ Aide in Lieu (by student, by school) ○ Ad Hoc <ul style="list-style-type: none"> ▪ Athletics, Field Trips, Other ● Facility Operations (by Building) <ul style="list-style-type: none"> ○ Utilities ○ Required Maintenance ○ Custodial Supplies ○ Maintenance Supplies ○ Vendors ○ Leases 	<p>Thursday, March 15, 2018</p>

10.	Distribute Budget Priorities	Wednesday, November 21, 2017 Board Meeting
11.	Budget Priorities of the Community finalized and presented at Board of Education Meeting	Wednesday, November 21, 2017 Board Meeting
12.	Budget Presentation cost drivers proposed deficit/increase/discussion of budget cuts/increases/board/community/PTO Leadership/Charter Schools	Wednesday, December 6, 2017 Workshop
13.	Completed budgets due from Schools to Assistant Superintendents	Friday, December 15, 2017
14.	Final budget revisions due from schools to Assistant Superintendents for approval	Friday, December 15, 2017
15.	Cabinet submit budgets for their departments	December 22, 2017
16.	Asst. Superintendents approve and submit school budgets to School Business Administrator	Friday, December 22, 2017
17.	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)	Monday, December 31, 2017 Friday, January 4, 2018
18.	Fiscal Committee to discuss closing budget gap/increase existing budget	Thursday, January 4, 2018
19.	Superintendent makes recommendations to close budget gap/increase existing budget	Monday, January 8, 2018
20.	Board of Education to share Budget Strategies to close the Budget Gap/increase existing budget	Special Meeting in January (second week)
21.	Superintendent and Cabinet review submitted budgets for appropriateness	Wednesday, January 11, 2018

22.	Board of Education Recommendations to close Budget Gap/increase existing Budget	Wednesday, January 17, 2018 Special Board Meeting
23.	Present 1st Operational Budget draft (essential cost) and available funds to Cabinet	Thursday, January 25, 2018
24.	Budget PowerPoint presentation to Superintendent and Cabinet members	Thursday, January 25, 2018
25.	Present to Superintendent & Deputy the first budget draft of PCR, benefits, facilities, transportation, security, insurance, WC, etc.	Friday, January 26, 2018
26.	Present 1st Operational Budget draft (essential cost) and available funds to Board Special Meeting	Last week of January, 2018
27.	Budget Cap and State Aid report to be received from the State	Thursday, February 1, 2018
28.	Fiscal Committee update, Budget PowerPoint presentation	Thursday, February 8, 2018
29.	Update of Budget development to the Board/Budget PowerPoint	Second Week of February 2018 Special Meeting
30.	DOE advertise state aid – Board Approval	Monday, February 19, 2018
31.	Review of budget with the Board	March 2018 Board Workshop
32.	Adoption and Filing of Tentative Budget – Submit the budget to the executive county superintendent of schools	Thursday, March 8, 2018
33.	Review of budget with the Board	Last Day to review budget with Board March 21, 2018

34.	Notice of Public Hearing – Last Day to advertise for earliest public hearing (4 days prior to earliest public hearing date)	Saturday, March 16, 2018
35.	Earliest Date for Public Hearing on Budget – Public hearing may not be held until the executive county superintendent of schools has approved the budget	Saturday, March 17, 2018
36.	Budget Approval by Executive County Superintendent – Last day for executive county superintendent to approve the budget statement to be advertised. The budget must be approved by the executive county superintendent prior to advertisement.	Wednesday, March 21, 2018
37.	Notice of Public Hearing – Last day to advertise for a public hearing on the budget	Saturday, March 23, 2018
38.	Last Date for Public Hearing on Budget	Thursday, March 29, 2018
39.	User Friendly Budget Posting to District Website – The budget as adopted for the school year shall be provided for public inspection on the district’s internet site, if one exists, and made available in print within 48 hours after the public hearing on the budget. (N.J.A.C. 6A:23A-8.1©)	Friday, March 30, 2018
40.	Deadline to Adopt Budget – (at or after the public hearing, no later than May 13 th ; *falls on Sunday, moved to Friday) NOTE: The gap of time between the public hearing held by May 7 and the adoption date of May 11 is statutory and allows the board additional time to meet to adopt the budget after the public hearing on the budget has been held. To clarify, this gap does not give the board statutory authority to make changes to the advertised budget which were not specifically and in detail at the public hearing shall not be included in the adopted budget.	Friday, April 6, 2018
41.	Board of Education – Certification of the Amount Fixed and Determined – (Annually by May 19 th) 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.	Friday, April 6, 2018
42.	Preparation of the Advertised Version of the Budget – Last	Thursday, April 19, 2018

	day to finalize the advertised version of the budget	

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