

[2019-20 BUDGET CALENDAR]

Louis J. Pepe, RSBA
Assistant Superintendent

Kathy L. Sarno, CPA
Assistant Business Administrator

Date(s)	Action	Responsibility
October 31, 2018	School allocations, budget forms and instructions are provided to principals and supervisors.	Finance
October 31 – November 30, 2018	Schools review educational plans and use them to inform budget development.	Schools
November 1, 2018 5:30 pm	Operations Committee meets to review budget calendar: <ul style="list-style-type: none"> ➤ Discuss Budget Goals ➤ Distribution of Calendar ➤ Review the Budget Process 	Board - Operations
November 14, 2018	Administrative Council: Questions attributed to the Budget (Building Principals, Supervisors, Cabinet members, Mr. Chang and Mr. Pepe)	Administration
November 19, 2018	All schools complete on-line preparation of their FY19 proposed budgets and submit budget request documents to Building Principals/Central Office.	Schools
November 30, 2018	All Support Sheets due in the Business Office.	Principals/Supervisors
December 5, 2018 5:30 pm	Operations Committee Meeting: Focus on FY20 budget: <ul style="list-style-type: none"> ➤ Review Personnel & Health Benefits Trend ➤ Capital Equipment & Facilities Condition Reports 7.6 ➤ Review of Athletics Budget 	Board - Operations
December 3-20, 2018	Individual Administrative Reviews with Mr. Pepe and Mr. Chang	Administration
December 4, 2018	Cabinet: Mr. Pepe to review and report to cabinet on budget submissions.	Finance
TBD 2018	Union Co. Department of Education – State Review – 2017-18 Budget {Approval Review} - Mr. Pepe, Ms. Sarno and Mr. Chang	Administration
January 2, 2019	Meeting with Manager of Facilities, Mr. Angelo Palumbo, CEFM Discuss Facility concerns for the 2018-2019 Budget.	Finance/Facilities
January 2, 2019	Meeting with Special Services Director to review and forecast Special needs (Tuition and Extra Ordinary Services for the 2018-2019 Budget)	Finance/Special Services
January 3, 2019	Meeting with Directors of Education K-12 for Curriculum Budget reviews	Finance/Central Office Administration
January 2, 2019 5:30 pm	Operations Committee Meeting: Focus on FY20 budget: <ul style="list-style-type: none"> ➤ Salary Impact Analysis ➤ Recap of Personnel & Health Benefits Trend ➤ Recap of Capital Equipment & Facilities Condition ➤ Recap of Athletics Budget 	Board - Operations
January 9, 2019	Meeting with Special Services Director to review and forecast Special needs (Tuition and Extra Ordinary Services for the 2019-2020 Budget)	Finance/Special Services
January 9, 2019 5:30 pm	Strategic Planning/Budget meeting - Operations Committee on FY20 budget: <ul style="list-style-type: none"> ➤ Review of Special Education placements & CST needs ➤ Review of Curriculum Budget 	Board – Operations

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January 17, 2019	BOARD OF EDUCATION MEETING Public Meeting, 7:00 p.m. - Public Presentation: Budget Overview Presented by Mr. Chang and Mr. Pepe <ul style="list-style-type: none"> ➤ Process and Budgetary Impacts ➤ Savings and Efficiencies ➤ Investments in Educational Program and Offerings Summit High School, 125 Kent Place Boulevard	Board/Administration
January 2-31, 2019	The Administration reviews school budgets and resolves problem areas. Schools work with area supervisors for any needed changes	Administration
February 6, 2019 5:30 PM	Strategic Planning/Budget meeting - Operations Committee on FY20 budget. <ul style="list-style-type: none"> ➤ Review of Tentative Draft Budget 	Board - Operations
February 14, 2019	BOARD OF EDUCATION MEETING Public Meeting, 7:00 p.m. Summit High School, 125 Kent Place Boulevard <i>Distribution of budget materials "TENTATIVE BUDGET"</i> Presentation on TENTATIVE FY 2020 BUDGET to BOARD OF EDUCATION – Mr. Chang & Mr. Pepe <i>Committee Report by Chair on "TENTATIVE BUDGET"</i> <u>Board of Education comment on TENTATIVE BUDGET</u>	Board/Administration
February 27, 2019 5:30 PM	Strategic Planning/Budget meeting - Operations Committee on FY20 budget. Status Update and or Modification to DRAFT Budget based on State Aid (If available and needed)	Board - Operations
March 7, 2019	State Aid Print Outs Released. Actual Gov. Address TBD	Board
March 7, 2019	BOARD OF SCHOOL ESTIMATE SPECIAL MEETING Public Meeting, 6:30 P.M. – Summit High School, 125 Kent Place Boulevard Presentation on Proposed FY 20 Budget – Mr. Chang & Mr. Pepe	Board/Administration
March 7, 2019	BOARD OF EDUCATION SPECIAL BUDGET MEETING Public Meeting, 7:15 p.m. (Meeting will follow BOSE) Summit High School, 125 Kent Place Boulevard <u>Board of Education will adopt TENTATIVE BUDGET based on distribution of State Aid figures</u>	Board/Administration
March 12, 2019	Proposed budget documents released to Executive County Superintendent for review and approval.	Finance
March 14, 2019	BOARD OF EDUCATION MEETING Public Meeting, 7:00 p.m. Summit High School, 125 Kent Place Boulevard	Board, Administration

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March 22, 2019	Proposed budget and public hearing notice published in newspaper.	Finance Board Governance
March 22, 2019	Executive County Superintendent approves budget and returns to the district for formal advertisement.	Board
March 22, 2019	Last day for Type I boards of education to finalize and deliver the itemized budget to each member of the board of school estimate. (18A:22-7).	Finance Board Governance
March 25, 2019	Statutory public hearing on the FY20 Proposed Budget. There will be work sessions and public hearings during these times. Board of Education – <i>RECERTIFY FINAL BUDGET</i> 6:30 P.M. – Council Chambers 512 Springfield Avenue	Finance Board Governance
March 25, 2019	Board of School Estimate Adopt and Certify FY20 Budget 7:00 P.M. – Council Chambers 512 Springfield Avenue	Board, Administration
March 27, 2019	Within 48 hours after the Public Hearing on the Budget – The budget as adopted for the school year shall be provided for public inspection on the district’s internet site, and made available in print within 48 hours after the public hearing on the budget. (N.J.A.C. 6A:23 A-8.1 ©).	Finance
April 2019	Board transmits budget resolutions to Common Council.	Board Governance
May 2019	Board finalizes FY20 Budget and transmits to the State via DOENET.	Finance

Note: Dates and Presentations subject to change in accordance with NJ Dept. of Elections established budget calendar.