

Date(s)	Action	Responsibility
October 29, 2021	School allocations, budget forms and instructions are provided to principals and supervisors.	Finance
October 29 – November 30, 2021	Schools review educational plans and use them to inform budget development.	Schools
November 3, 2021 4:30 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 17, 2021	Administrative Council: Questions attributed to the Budget (Building Principals, Supervisors, Cabinet members, Mr. Hough and Mr. Pepe)	Administration
November 19, 2021	All schools complete on-line preparation of their FY23 proposed budgets and submit budget request documents to Building Principals/Central Office.	Schools
November 29, 2021	All Support Sheets due in the Business Office.	Principals/Supervisors
December 1, 2021 4:30 pm	Operations Committee Meeting: Focus on FY22 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 6-10, 2021	Individual Administrative Reviews with Mr. Pepe and Mr. Hough	Administration
December 13, 2021	Cabinet: Mr. Pepe to review and report to cabinet on budget submissions.	Finance
December TBD, 2021	Union Co. Department of Education – State Review – 2020-21 Budget Review - Mr. Pepe, Mr. Torres and Mr. Hough	Administration
December 20, 2021	Meeting with Manager of Facilities, Mr. Angelo Palumbo, CEFM Discuss Facility concerns for the 2022-2023 Budget.	Finance/Facilities
December 21, 2021	Meeting with Special Services Director to review and forecast Special needs (Tuition and Extra Ordinary Services for the 2022-2023 Budget)	Finance/Special Services
December 22, 2021	Meeting with Directors of Education K-12 for Curriculum Budget reviews	Finance/Central Office Administration
January 10, 2022	Meeting with Special Services Director to review and forecast Special needs (Tuition and Extra Ordinary Services for the 2022-2023 Budget)	Finance/Special Services
January 3-31, 2022	The Administration reviews school budgets and resolves problem areas. Schools work with area supervisors for any needed changes	Administration
February 7, 2022 4:00 pm	Strategic Planning/Budget meeting - Operations Committee on FY23 budget: <ul style="list-style-type: none"> ➤ Review of Curriculum Budget ➤ Discussion of Tentative New Programs/Staffing Needs ➤ Recap of Personnel & Health Benefits Trend ➤ Review of Tentative Budgetary Appropriations for 2022-2023 	Board – Operations

Date(s)	Action	Responsibility
February 10, 2022	BOARD OF EDUCATION MEETING Public Meeting, 7:00 p.m. Summit High School, 125 Kent Place Boulevard Budget Overview Presented by Mr. Hough and Mr. Jess ➤ Process and Budgetary Impacts	Board/Administration
February 24, 2022	State Aid Print Outs Released. Actual Gov. Address February 22, 2022	Board
February 28, 2022 4:30 PM	Strategic Planning/Budget meeting - Operations Committee on FY23 budget. Status Update and or Modification to DRAFT Budget based on State Aid (as needed)	Board - Operations
March 3, 2022	BOARD OF SCHOOL ESTIMATE SPECIAL MEETING Public Meeting, 7:00 P.M. – Summit High School, 125 Kent Place Boulevard Presentation on Proposed FY 23 Budget – Mr. Hough & Mr. Jess	Board/Administration
March 3, 2022	BOARD OF EDUCATION SPECIAL BUDGET MEETING Public Meeting, 7:30 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 4, 2022	Submission to Executive County Superintendent for budget approval and return to the district for formal advertisement.	Board
March 10 2022	BOARD OF EDUCATION MEETING Public Meeting, 7:00 p.m. Summit High School, 125 Kent Place Boulevard	Board, Administration
March 22, 2022	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 18 – 25, 2022	Proposed budget and public hearing notice published in newspaper.	Finance Board Governance
March 28, 2022	Statutory public hearing on the FY23 Proposed Budget – Last Date for Public Hearing on Budget N.J.S.A 18A:22-10 There will be work sessions and public hearings during these times. Board of Education – RECERTIFY FINAL BUDGET 6:30 P.M. – Summit High School Library/Media Center 125 Kent Place Blvd.	Finance Board Governance
March 28, 2022	Board of School Estimate Adopt and Certify FY23 Budget 7:00 P.M. – Summit High School Library/Media Center 125 Kent Place Blvd.	Board, Administration
March 30, 2022	Within 48 hours after the Public Hearing on the Budget – The user-friendly 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

Date(s)	Action	Responsibility
April 2022	Board transmits budget resolutions to Common Council.	Board Governance
May 2022	Board finalizes FY23 Budget and transmits to the State via State Budget Software Program.	Finance

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