



Summit Public Schools – FY24 Budget Calendar

Derek J. Jess, School Business Administrator
Kathy Sarno, Assistant School Business Administrator

Date(s)	Action	Responsibility
October 31, 2022	School allocations, budget forms and instructions are provided to principals and supervisors.	Finance
October 31 – November 30, 2022	Schools review educational plans and use them for budget development.	Schools
November 7, 2022 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 16, 2022	Administrative Council: Questions attributed to the Budget (Building Principals, Supervisors, Cabinet members, Mr. Hough and Mr. Jess)	Administration
November 21, 2022	Schools complete preparation of their FY24 proposed budgets and submit budget request documents to Building Principals/Central Office.	Schools
November 30, 2022	All Support Sheets due in the Business Office.	Principals/Supervisors
December 7, 2022 4:30 pm	Operations Committee Meeting: Discussion: <ul style="list-style-type: none"> ➤ Discussion regarding FY24 Budget Preparation & Personnel Data 	Board - Operations
December 5-12, 2022	Individual Administrative Reviews with Mr. Jess and Mr. Hough	Administration
December 12, 2022	Union County DOE – FY23 and FY24 Budget Review - Mr. Jess and Mr. Hough	Administration
December 19-22, 2022	Meeting with Directors of Education K-12 for Curriculum Budget reviews	Finance/Central Office Administration
January 4, 2023	Meeting with Facilities Director – Mr. Martino to discuss facility concerns for FY24 budget.	Finance/Facilities
January 9, 2023 4:30 pm	Operations Committee Meeting - Preliminary Discussion - FY24 budget	Board - Operations
January 10, 2023	Meeting with Special Services Director to review and forecast Special needs (Tuition and Extra Ordinary Services for the 2023-2024 Budget)	Finance/Special Services
January 3-31, 2023	The Administration reviews school budgets and resolves problem areas. Schools work with area supervisors for any needed changes	Administration
February 1, 2023 4:30 pm	Strategic Planning/Budget meeting - Operations Committee on FY24 budget: <ul style="list-style-type: none"> ➤ Initial budget review and tax impact discussion 	Board – Operations

Date(s)	Action	Responsibility
February 28, 2023	Governor's Budget Address - State Aid Released – March 2, 2023	Board
March 1, 2023 4:30 PM	Strategic Planning/Budget meeting - Operations Committee on FY24 budget. Status Update and or Modification to DRAFT Budget based on State Aid (as needed)	Board - Operations
March 7, 2023	BOARD OF SCHOOL ESTIMATE SPECIAL MEETING Public Meeting, 7:00 P.M. – Summit High School, 125 Kent Place Boulevard Presentation on Proposed FY 24 Budget – Mr. Hough & Mr. Jess	Board/Administration
March 7, 2023	BOARD OF EDUCATION SPECIAL BUDGET MEETING Public Meeting, 7:30 p.m. (Meeting will follow BOSE) Summit High School, 125 Kent Place Boulevard Board of Education will adopt TENTATIVE BUDGET based on distribution of State Aid figures	Board/Administration
March 8, 2023	Proposed budget documents released to Executive County Superintendent for review and approval.	Finance
March 9, 2023	BOARD OF EDUCATION MEETING Public Meeting, 7:00 p.m. Summit High School, 125 Kent Place Boulevard	Board, Administration
March 22, 2023 - TBD	Executive County Superintendent approves budget and returns to the district for formal advertisement.	Board
March 22, 2023	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 23, 2023	Proposed budget and public hearing notice published in newspaper.	Finance Board Governance
March 27, 2023	Statutory public hearing on the FY24 Proposed Budget – Last Date for Public Hearing on Budget N.J.S.A 18A:22-10 Board of Education – <i>RECERTIFY FINAL BUDGET</i> 6:30 P.M. – City Hall, Council Chambers.	Finance Board Governance
March 27, 2023	Board of School Estimate Adopt and Certify FY24 Budget 7:00 P.M. – City Hall, Council Chambers.	Board, Administration

Date(s)	Action	Responsibility
March 29, 2023	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-8.1C).	Finance
April 6, 2023	Board transmits budget resolutions to Common Council.	Board Governance

Please note that dates and presentations are subject to change in accordance with NJ Dept. of Elections established budget calendar.

