

**GLEN RIDGE PUBLIC SCHOOLS
2021-2022 BUDGET DEVELOPMENT SCHEDULE**

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
October 28, 2020	Dirk Phillips and Barbara Murphy meet with Principals and Directors to review Budget Development Schedule, Budget Prep guidelines, including course review, personnel needs and program changes/improvements.	Dirk Phillips, Barbara Murphy and Admin Team	November 4, 2020
November 2020	Dirk Phillips and Barbara Murphy conduct preliminary review of projected programs and staffing needs with Administration to determine impact of proposals and changes in the instructional budget. Budget development process monitored by Dirk Phillips and Barbara Murphy.	Dirk Phillips, Barbara Murphy	November 30, 2020
October 30, 2020	Forms for budget preparation by Schools, Buildings and Grounds, Technology, Special Services, Superintendent and District Office distributed.	Barbara Murphy	November 6, 2020
November 13, 2020	Business Administrator meets with Supervisor of Buildings and Grounds, and works on Custodial/Maintenance Budget.	Barbara Murphy	December 4, 2020
November 6, 2020	Budget assistance available for Principals and/or Secretaries with Barbara Murphy-by appt.	Barbara Murphy	December 4, 2020
November 9, 2020	Budget assistance available for Director of Technology, Director of Student Services, Superintendent with Barbara Murphy-by appt.	Barbara Murphy	December 4, 2020
November 9, 2020	Administration reviews budget planning procedures with Finance Committee.	Dirk Phillips, Barbara Murphy	December 14, 2020
October 30 to December 11, 2020	Principals prepare instructional budgets based upon building needs. This process will involve teachers, program leaders and administrators. John Baumann prepares B & G budget. Dirk Phillips prepares Superintendents budget. Jack D prepares Special Services budget. Winnie B prepares Technology budget.	John Lawlor, Mike Donovan, Joe Caravela, Matthew Murphy, Dirk Phillips, Winnie Boswell, Jack DeWitt John Baumann	December 11, 2020

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
December 11, 2020	Budget requests due from schools and departments, i.e., principals, directors, supervisors, buildings and grounds, special programs, etc. including staffing needs and enrollment projections.	John Lawlor, Mike Donovan, Joe Caravela, Matthew Murphy, Dirk Phillips, Winnie Boswell, Jack DeWitt John Baumann	December 11, 2020
December 14, 2020	Dirk Phillips and Barbara Murphy review instructional and operational budget requests and Program Improvement requests.	Dirk Phillips, Barbara Murphy	December 18, 2020
December 18, 2020	Status report to Finance Committee on budget development process.	Dirk Phillips, Barbara Murphy	December 22, 2020
January 25, 2021	Preliminary instructional/operational budget reviewed by Board.	Dirk Phillips, Barbara Murphy, Board of Education	January 25, 2021
February 26, 2021	Estimated date for Budget Cap and State Aid report to be received from the State.	County Superintendent, Barbara Murphy	February 28, 2021
February 26, 2021	Preparation of budget forms to be submitted to the County Superintendent of Schools.	Barbara Murphy	March 18, 2021
March 15, 2021	Tentative instructional/operational budget reviewed and adopted by the Board. Finalize staffing recommendations.	BOE	March 15, 2021
March 19, 2021	Submit budget to County Superintendent of Schools for review and approval to advertise.	Barbara Murphy	March 19, 2021
March/April 2021	Board and Administration continue deliberation on instructional and operational budget.	Dirk Phillips, Barbara Murphy, Board of Education	March/April 2021

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
April 6, 2021	Results of Board budget deliberation to be reported to Admin Team.	Dirk Phillips, Barbara Murphy	April 9, 2021
April 24, 2021	Advertise Public Hearing (date of notice to be at least 4 days before hearing).	Barbara Murphy	April 24, 2021
April 26, 2021	Budget presentation materials complete.	Dirk Phillips, Barbara Murphy	April 26, 2021
April 26, 2021	Public Hearing and Adoption of Budget	Dirk Phillips, Barbara Murphy, Board of Education	April 26, 2021
April 28, 2021	User friendly budget posted to district website within 48 hours of the public hearing on the budget.	Barbara Murphy, Winnie Boswell	April 28, 2021
May 2021	Follow up letter to the community outlining Budget highlights inviting them to view the district's website for more detail. Post links of the Budget PowerPoint.	Barbara Murphy, Dirk Phillips	May 2021

Note: All dates and times subject to change based upon NJ State Department of Education Budget Procedures Calendar and District needs

DRAFT:10/28/20