

**GLEN RIDGE PUBLIC SCHOOLS
2022-2023 BUDGET DEVELOPMENT SCHEDULE**

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
November 1, 2021	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. Forms for budget preparation by Schools, Buildings and Grounds, Technology, Special Services, Superintendent and District Office distributed.	Dirk Phillips, Barbara Murphy and Admin Team	November 9, 2021
November 9, 2021	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, 2021
November 12, 2021	Business Administrator meets with Supervisor of Buildings and Grounds, and works on Custodial/Maintenance Budget.	Barbara Murphy	December 3, 2021
November 15, 2021	Budget assistance available for Principals and/or Secretaries with Barbara Murphy-by appt.	Barbara Murphy	December 3, 2021
November 15, 2021	Budget assistance available for Director of Technology, Director of Student Services, Superintendent with Barbara Murphy-by appt.	Barbara Murphy	December 3, 2021
October 19, 2021	Administration reviews budget planning procedures with Finance Committee.	Dirk Phillips, Barbara Murphy	December 14, 2021
November 1 to December 10, 2021	Principals prepare instructional budgets based upon building needs. This process will involve teachers, program leaders and administrators. John Baumann prepares B & G budget. Jack D prepares Special Services budget. Winnie B prepares Technology budget.	John Lawlor, Mike Donovan, Joe Caravela, Matthew Murphy, Keisha Harris, Winnie Boswell, Jack DeWitt, John Baumann	December 10, 2021

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
December 10, 2021	Budget requests due from schools and departments, i.e., principals, directors, supervisors, buildings and grounds, special programs, etc. including staff lists, staffing needs and enrollment projections.	John Lawlor, Mike Donovan, Joe Caravela, Matthew Murphy, Keisha Harris, Winnie Boswell, Jack DeWitt John Baumann	December 10, 2021
December 13, 2021	Dirk Phillips and Barbara Murphy review instructional and operational budget requests and Program Improvement requests.	Dirk Phillips, Barbara Murphy	December 17, 2021
December 17, 2021	Status report to Finance Committee on budget development process.	Dirk Phillips, Barbara Murphy	January 7, 2021
January 24, 2022	Preliminary instructional/operational budget reviewed by Finance Committee and reported out to Board.	Dirk Phillips, Barbara Murphy, Board of Education	January 24, 2022
February 25, 2022	Estimated date for Budget Cap and State Aid report to be received from the State.	County Superintendent, Barbara Murphy	February 28, 2022
February 25, 2022	Preparation of budget forms to be submitted to the County Superintendent of Schools.	Barbara Murphy	March 18, 2022
March 14, 2022	Tentative instructional/operational budget reviewed and adopted by the Board. Finalize staffing recommendations.	Board of Education	March 14, 2022
March 18, 2022	Submit budget to County Superintendent of Schools for review and approval to advertise.	Barbara Murphy	March 21, 2022
March/April 2022	Board and Administration continue deliberation on instructional and operational budget.	Dirk Phillips, Barbara Murphy, Board of Education	March/April 2022

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
April 5, 2022	Results of Board budget deliberation to be reported to Admin Team.	Dirk Phillips, Barbara Murphy	April 8, 2022
April 20, 2022	Advertise Public Hearing (date of notice to be at least 4 days before hearing).	Barbara Murphy	April 21, 2022
April 25, 2022	Budget presentation materials complete.	Dirk Phillips, Barbara Murphy	April 25, 2022
April 25, 2022	Public Hearing and Adoption of Budget	Dirk Phillips, Barbara Murphy, Board of Education	April 25, 2022
April 27, 2022	User friendly budget posted to district website within 48 hours of the public hearing on the budget.	Barbara Murphy, Winnie Boswell	April 27, 2022
May 2022	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 2022

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

DRAFT:10/28/21