

GLEN RIDGE PUBLIC SCHOOLS

2024-2025 BUDGET DEVELOPMENT SCHEDULE

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
October 13, 2023	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, 2023
November 9, 2023	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, 2023
November 13, 2023	Business Administrator meets with Supervisor of Buildings and Grounds, and works on Custodial/Maintenance Budget.	Barbara Murphy	December 1, 2023
November 15, 2023	Budget assistance available for Principals and/or Secretaries with Barbara Murphy-by appt.	Barbara Murphy	December 1, 2023
November 15, 2023	Budget assistance available for Director of Technology, Director of Student Services, Superintendent with Barbara Murphy-by appt.	Barbara Murphy	December 1, 2023
November 1, 2023	Administration reviews budget planning procedures with Finance Committee.	Dirk Phillips, Barbara Murphy	December 14, 2023
October 13, 2023 to December 1, 2023	Principals prepare instructional budgets based upon building needs. This process will involve teachers, program leaders and administrators. Bob Gomes prepares B & G budget. Jack D prepares Special Services budget. Winnie K prepares Technology budget.	John Lawlor, Mike Donovan, Joe Caravela, Matthew Murphy, Keisha Harris, Winnie Kievit, Jack DeWitt, Bob Gomes	December 1, 2023

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
December 1, 2023	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 Kievit, Jack DeWitt Bob Gomes	December 1, 2023
December 11, 2023	Dirk Phillips and Barbara Murphy review instructional and operational budget requests and Program Improvement requests.	Dirk Phillips, Barbara Murphy	December 15, 2023
December 18, 2023	Status report to Finance Committee on budget development process.	Dirk Phillips, Barbara Murphy	January 5, 2024
January 18, 2024	Preliminary instructional/operational budget reviewed by Finance Committee and reported out to Board.	Dirk Phillips, Barbara Murphy, Board of Education	January 26, 2024
February 27, 2024	Estimated date for Budget Cap and State Aid report to be received from the State.	County Superintendent, Barbara Murphy	February 29, 2024
February 25, 2024	Preparation of budget forms to be submitted to the County Superintendent of Schools.	Barbara Murphy	March 18, 2024
March 5, 2024	Tentative instructional/operational budget reviewed and adopted by the Board. Finalize staffing recommendations.	Board of Education	March 5, 2024
March 14, 2024	Submit budget to County Superintendent of Schools for review and approval to advertise.	Barbara Murphy	March 18, 2024
March/April 2024	Board and Administration continue deliberation on instructional and operational budget.	Dirk Phillips, Barbara Murphy, Board of Education	March/April 2024

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
April 5, 2024	Results of Board budget deliberation to be reported to Admin Team.	Dirk Phillips, Barbara Murphy	April 12, 2024
April 18, 2024	Advertise Public Hearing (date of notice to be at least 4 days before hearing).	Barbara Murphy	April 19, 2024
April 23, 2024	Budget presentation materials complete.	Dirk Phillips, Barbara Murphy	April 23, 2024
April 23, 2024	Public Hearing and Adoption of Budget	Dirk Phillips, Barbara Murphy, Board of Education	April 23, 2024
April 25, 2024	User friendly budget posted to district website within 48 hours of the public hearing on the budget.	Barbara Murphy, Winnie Kievit	April 25, 2024
May 2024	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 2024

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

DRAFT:11/2/2023