

**GLEN RIDGE PUBLIC SCHOOLS
2023-2024 BUDGET DEVELOPMENT SCHEDULE**

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
November 1, 2022	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, 2022
November 9, 2022	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, 2022
November 12, 2022	Business Administrator meets with Supervisor of Buildings and Grounds, and works on Custodial/Maintenance Budget.	Barbara Murphy	December 2, 2022
November 15, 2022	Budget assistance available for Principals and/or Secretaries with Barbara Murphy-by appt.	Barbara Murphy	December 2, 2022
November 15, 2022	Budget assistance available for Director of Technology, Director of Student Services, Superintendent with Barbara Murphy-by appt.	Barbara Murphy	December 2, 2022
October 19, 2022	Administration reviews budget planning procedures with Finance Committee.	Dirk Phillips, Barbara Murphy	December 14, 2022
November 1 to December 9, 2022	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 9, 2022

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
December 9, 2022	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 9, 2022
December 13, 2022	Dirk Phillips and Barbara Murphy review instructional and operational budget requests and Program Improvement requests.	Dirk Phillips, Barbara Murphy	December 16, 2022
December 16, 2022	Status report to Finance Committee on budget development process.	Dirk Phillips, Barbara Murphy	January 6, 2023
January 24, 2023	Preliminary instructional/operational budget reviewed by Finance Committee and reported out to Board.	Dirk Phillips, Barbara Murphy, Board of Education	January 24, 2023
February 24, 2023	Estimated date for Budget Cap and State Aid report to be received from the State.	County Superintendent, Barbara Murphy	February 27, 2023
February 25, 2023	Preparation of budget forms to be submitted to the County Superintendent of Schools.	Barbara Murphy	March 20, 2023
March 7, 2023	Tentative instructional/operational budget reviewed and adopted by the Board. Finalize staffing recommendations.	Board of Education	March 7, 2023
March 17, 2023	Submit budget to County Superintendent of Schools for review and approval to advertise.	Barbara Murphy	March 20, 2023
March/April 2023	Board and Administration continue deliberation on instructional and operational budget.	Dirk Phillips, Barbara Murphy, Board of Education	March/April 2023

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
April 5, 2023	Results of Board budget deliberation to be reported to Admin Team.	Dirk Phillips, Barbara Murphy	April 13, 2023
April 20, 2023	Advertise Public Hearing (date of notice to be at least 4 days before hearing).	Barbara Murphy	April 21, 2023
April 25, 2023	Budget presentation materials complete.	Dirk Phillips, Barbara Murphy	April 25, 2023
April 25, 2023	Public Hearing and Adoption of Budget	Dirk Phillips, Barbara Murphy, Board of Education	April 25, 2023
April 27, 2023	User friendly budget posted to district website within 48 hours of the public hearing on the budget.	Barbara Murphy, Winnie Kievit	April 27, 2023
May 2023	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 2023

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

DRAFT:11/30/2022