

# Superintendent's Report

Board of Education Meeting  
January 18, 2023

# Annual Budget Development Process

## Quick Facts:

- The budget year for a school district is July 1st - June 30th.
- The preparation for the new school's years budget actually begins in the fall of the previous school year.
- Budget development is a 6-month process.

# Step I: Planning Discussions

Time Frame: November

In November of each year we begin the budget development process with discussions at the administrative level where we look forward to the next school year to determine budgetary focus areas.

Example: This year we will begin and complete a major revision of the math curriculum. This revision is actually part of a three-year process that began last school year and will continue into next school year. Thus, it is a multi-year initiative. Part of this process includes identifying a new resource for math instruction. As a result, we know we will need to budget for new resources, staff training, and committee work.

## Step II: Building Department Budgets

Time Frame: December

After the preliminary budget discussions, we begin the process of building the budget. This begins with developing budgets for smaller areas or departments within the district. For example, we build smaller budgets for areas/departments such as technology, special services, curriculum, and staffing. This is a process that includes securing quotes, adjusting for increases/decreases in services, adjusting for changes in staffing, budgeting for a specific number of students or staff, etc.

Example: Anti-virus software is a critical layer in cyber security. However, it is only one layer. We now use other layers such as Endpoint Detection and Response (EDR). EDR continuously analyzes endpoint user data and behaviors and immediately addresses behaviors on a device that are not “normal” in an effort to eliminate a threat to our network. EDR has a per-device cost that is currently decreasing as this service becomes more competitive. We secure a quote based on current costs as well as the current number of devices we have in the district to include in the technology budget.

## Step III: Building the Preliminary District Budget & Departmental Budget Meetings

Time Frame: January

Our Business Administrator compiles all departmental budgets into one district budget. During this same time, administrative meetings are held to review (line item by line item) each departmental budget.

Example: As of today, Mr. Polo has compiled all departmental budgets into one district budget. Over the next two weeks Mr. Polo and I will meet with each administrator to review the administrator's departmental budget. When reviewing the curriculum and instructional line items, we will meet with Mrs. May-Sivieri.

## Step IV: Begin Process of Finalizing a District Budget with BOE Subcommittees

Time Frame: February-March

At this point we have built a preliminary budget based on a careful review of each line item. Mr. Polo and I now begin the process of meeting with BOE subcommittees to review the preliminary budget with Board Members. The majority of this work will be done within the BOE's Finance Committee; however, all subcommittees are responsible for reviewing a specific part of the preliminary budget.

Example: The Special Services BOE Subcommittee will review the Special Services Departmental Budget. This allows subcommittee members to ask specific questions related to their subcommittee assignment.

## Step V: Finalize Budget for Public Presentation

Time Frame: March

During the month of March budgetary changes are made based on the reviews that took place within each BOE subcommittee. This is also the time that we begin to receive final budgetary numbers. This allows the Business Administrator to finalize a budget to present to the public.

Example: Each year the BOE and public are given two budget presentations. The first takes place in March when the BOE approves a preliminary budget. That allows the full board and public to receive a full budget presentation before the preliminary approval. Once the BOE approves the preliminary budget, it is forwarded to the Department of Education for review and approval.

## Step VI: Final Budget Approval

Time Frame: April

Once the preliminary budget is approved by the Department of Education, it is returned to the district for the annual budget hearing and BOE approval.

Example: Although changes in the budget are minimal at this point, they do occur. The process gives the BOE and public an opportunity to make any final suggestions prior to the final approval of the budget following the public hearing.



# Annual School Calendar Development Process

The annual school calendar development process is a 2-3 month process that begins in December of each year and concludes in February.

It is a process that involves discussions between several groups.

# The Basic School Year Calendar

The school year calendar development process begins in the beginning of December in the Superintendent's Office. A basic calendar is constructed based on previous years calendars. Attention is placed on contracted days, major holidays, trimester dates, and school starting and ending dates.

# District Advisory Committee

The District Advisory Committee is a committee comprised of two BOE members and two members of the Chesterfield Township Education Association (CTEA).

In past years, the District Advisory Committee Meeting was held in January to discuss the upcoming calendar. This year I began the process in December.

During the meeting I present the basic calendar to the committee and the committee discusses specific dates in the calendar. Those discussions may include the scheduling of in-service days, major holidays, when the school year ends, consistency with NB, etc.

# Regional Leadership Team

In December/January each year, I meet with the superintendents from the Northern Burlington County Region to discuss next year's calendar. This includes Bordentown, Northern Burlington, Mansfield, New Hanover, North Hanover, and Springfield.

The purpose of this meeting is to discuss any special considerations a district may have as well as the coordination of days if necessary. As a district, our focus is to coordinate with Northern Burlington when possible. Due to differences in district needs as well as contractual issues, it is not possible to match calendars between the two districts.

We look at in-service days, start of the school year, end of the school year, major holidays, graduation dates, etc.

# Proposed School Calendar

After meeting with the District Advisory Committee, Regional Leadership Team, and the Administrative Team, a proposed calendar is finalized and shared with the Board of Education.

The BOE then provides feedback to the proposed calendar before a final calendar is developed for BOE approval.

Final approval of the calendar is usually made in February of each year.

Once the calendar is BOE approved, it is immediately sent out to parents and posted on the district website.

## Additional School Calendar Notes

Some days in the calendar are contractual. For example, by contract the last three days of school are scheduled as early dismissal days. Also by contract, the district schedules seven staff in-service days.

Some days change from year to year based on district needs. For example, we may start the school year with two staff in-service days prior to the students' first day and other years we may start with three staff in-service days. It depends on the needs of the district.

Some years we coordinate with the entire region for an in-service day that allows for articulation between the districts.

We usually build in one "snow day" each year to be used for a make-up day.