

* 09/16/26 Regular Meeting - Attachment A *

**SOMERSET HILLS SCHOOL DISTRICT
FY28 BUDGET DEVELOPMENT SCHEDULE**

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
September 2026	Demographer provides enrollment demographics for Bernardsville, Far Hills, Peapack Gladstone, and Bedminster.	*Demographer *Superintendent *Business Administrator	September 2026
Monday, October 12, 2026	Administration enters budgets into Systems 3000. The Superintendent and Business Administrator meet with administrators to review and prepare recommendations on 2027-28 Budget prep guidelines, including course review, personnel needs, and program changes/improvements.	*Superintendent *Curriculum Director *Business Administrator *Assistant BA *ES, MS, and HS Principals *Student Svcs Dir *Operations Director *Technology Director	Wednesday, November 25, 2026
Monday, November 30, 2026	The Superintendent and Business Administrator conduct preliminary reviews of projected programs and staffing needs with the Administration to determine the impact of proposals and changes in the instructional budget. The Business Administrator monitors the budget development process.	*Superintendent *Curriculum Director *Business Administrator *ES, MS, and HS Principals *Student Svcs Dir *Operations Director *Technology Director	Friday, December 18, 2026
January 2027	Preliminary instructional / operational budget reviewed by the Business Operations Committee.	*Superintendent *Business Administrator *Business Ops Committee	January 2027
February 2027	Business Operations Committee Meeting - ongoing review of Budget.	*Superintendent *Business Administrator *Business Ops Committee	February 2027
February 22-26, 2027 (estimated)	Budget Cap and State Aid report to be received from the State.	*Superintendent *Business Administrator	February - March 2027
March 2027	Business Operations Committee Meeting - final review of Budget.	*Superintendent *Business Administrator *Business Ops Committee	March 2027 (prior to March 13 Budget Retreat)

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
Saturday, March 13, 2027	Budget Retreat - presentation to the Board. Preparation of budget forms to be submitted to the County Superintendent of Schools.	*Superintendent *Business Administrator	Saturday, March 13, 2027
April 2027	Advertise Public Hearing (date of notice to be at least 4 days before hearing).	*Business Administrator	Thursday, April 29, 2027
Wednesday, May 5, 2027	Public Hearing and Adoption of Budget	*Superintendent *Business Administrator *Board of Education	Wednesday, May 5, 2027
Thursday, May 6, 2027	User Friendly Budget posted to District website	*Business Administrator	Friday, May 7, 2027
Thursday, May 6, 2027	Determine number of sections and staff assignments.	*All Principals	Friday, May 14, 2027
May 2027	Deadline to certify taxes to County	*Business Administrator	May 2027
July 2027	Creation of Master Schedule	*All Principals	July 2027

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