

GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

TO: Mark Silverstein
FROM: Scott Henry
DATE: December 1, 2017
RE: Agenda Item for December 13, 2017

Attached is the Glassboro Public Schools 2018-19 Budget Calendar. The purpose of this document is to inform the board of general timelines for the 2018-19 budget process.

Glassboro Public Schools

2018-19 Budget Calendar

1. December 2017
 - a. 2018-19 budget to be prepared assuming no increase in State Aid.
 - b. Several general fund tax levy scenarios will be explored.
 - c. Schools and other departments begin the budget process. Administrators asked to budget accounts at the same level as 2017-18. Administrators are also asked to prepare a prioritized Wish List of new programs or staff.
2. January-February 2018
 - a. January 9, 2018 - Departmental budget requests due to Business Office.
 - b. District Administrative team meets to discuss budget priorities and staffing levels.
 - c. Budget priorities discussed at Operations Committee level.
 - d. Budget is refined based on input from administration and Operations Committee.
3. February 2018
 - a. State aid amounts released after the Governor's Budget Address
 - b. Budget may need to be revised based on actual state aid amount
4. March 2018
 - a. March 19 – Board adopts Preliminary Budget and authorizes submission to County Office of Education
 - b. March 20 - Preliminary Budget submitted to County Office of Education for review
5. April 25, 2018 – Public Hearing and final adoption of 2018-18 budget