

TOWNSHIP OF OCEAN BOARD OF EDUCATION

2014-2015 BUDGET PLANNING CALENDAR

DAY	DATE	EVENT	PRIMARY RESPONSIBILITY
Wed	16-Oct-13	Budget forms distributed to Administration @ Admin. Meeting	Business Administrator Asst Business Admin.
Wed	16-Oct-13	Projected Enrollment Distributed to Principals	Business Administrator Info. Management Systems
Mon	4-Nov-13	Budget procedures review and discussion @ Supervisor Meeting	Business Administrator Asst Business Admin.
all	OCT - NOV	Training held with support staff as needed please let me know if any special requests	Business Administrator Asst Business Admin.
Fri	6-Dec-13	Capital Improvements / Project Requests to Director of Facilities for review.	Principals
Thurs	12-Dec-13	School/Central Office Budgets completed and submitted to Business Admin.	Principals/Central Office Administrators
Thurs	12-Dec-13	School/Central Office personnel requests completed and submitted to Business Admin.	Principals/Central Office Administrators
Week of	16-Dec-13	Electronic Bid Book Supply orders distributed (EDS) to schools and departments (Cooperative Bid)	Business Administrator Asst Business Admin.
Week of	16-Dec-13	Budget review with each subject supervisor.	Superintendent Business Administrator Assistant Superintendent
Week of	16-Dec-13	Capital Improvement Projects site visits all schools/buildings	Superintendent Business Administrator Director of Facilities
Week of	6-Jan-14	Wayside Elem. Budget Review @ Central Office	Principal
Week of	6-Jan-14	Wanamassa Elem. Budget Review @ Central Office	Principal
Week of	6-Jan-14	Ocean Twp. Elem Schl. Budget Review @ Central Office	Principal
Week of	6-Jan-14	Intermediate School Budget Review @ Central Office	Principal/Asst Principals
Week of	6-Jan-14	High School Budget Review @ Central Office	Principal/Asst Principals
Week of	13-Jan-14	Curriculum Budget Review @ Central Office	Assistant Superintendent
Week of	13-Jan-14	Special Programs Budget Review @ Central Office	Supervisor of Special Projects
Week of	13-Jan-14	Technology Department Budget Review @ Central Office	Supervisor of Technology Network Administrator
Week of	13-Jan-14	Special Services Budget Review @ Central Office	Assistant Superintendent
Week of	13-Jan-14	Facilities & Transportation Budget review @ Central Office	Transportation Coordinator
Week of	13-Jan-14	Meeting and budget review with each department supervisor @ Central Office	Assistant Superintendent Business Administrator
Weekly	January	Board of Education initial budget review of significant items/programs/personnel proposals. Capital items, and technology initiatives.	Board of Education

TOWNSHIP OF OCEAN BOARD OF EDUCATION

2014-2015 BUDGET PLANNING CALENDAR

DAY	DATE	EVENT	PRIMARY RESPONSIBILITY
Week of	17-Feb-14	Electronic Bid Book Supply Budgets due online (EDS) (Cooperative Bid)	All Administrators
TBD	February	Preliminary budgets are due to the county supt IF applying for a cap waiver	Superintendent Business Administrator
Weekly	February March	Board of Education initial budget review of significant items/programs/personnel proposals.	Board of Education
Tues	25-Feb-14	Governor gives budget address / State Aid figures	Within 2 days after address
TBD	Mid March	Budget review meeting with county executive supt and county business administrator	Superintendent Business Administrator
Tues	18-Mar-14	Tentative budget approval during board meeting to send to county superintendent.	Board of Education
Thurs	20-Mar-14	Tentative Budget submission due to the County Superintendent of Schools	Board of Education
Tues	22-Apr-14	Advertising & public notice of the Tentative Budget for Public Hearing	Business Administrator
Tues	29-Apr-14	Public Hearing & Final Budget Adoption (special meeting)	Board of Education

Note: Date of events is subject to change pending the "Official Budget Calendar" issued to the State Department of Education