

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FINANCE  
DATES FOR 2009 SCHOOL ELECTION PROCEDURES AND RELATED BUDGET  
PROCEDURES**

**2009 SCHOOL ELECTION AND BUDGET PROCEDURES CALENDAR**

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**Please note the following:**

- **\* Some statutory dates and other affected dates have been revised pursuant to NJSA 18A:7F-5c, which authorizes the Commissioner to make any adjustments to the school budget calendar that may be necessary to conform with the state aid notification date that follows the Governor's State Budget Message.**
- **\*\* These dates reflect the proposed March 10 budget address by the Governor, which requires legislative action, and therefore subject to adjustment if necessary.**
- **\*\*\* These dates have been revised to reflect the Executive Order No. 132 issued by the Governor on March 3, due to hazardous emergency conditions.**

**NEW JERSEY DEPARTMENT OF EDUCATION  
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DATES FOR 2009 SCHOOL ELECTION PROCEDURES AND RELATED BUDGET  
PROCEDURES**

**TYPE II DISTRICTS INCLUDING ALL REGIONAL DISTRICTS**

Any dates subsequently released by the Division of Elections, Department of State concerning the provisions of Title 19 of the New Jersey Statutes which differ from those contained herein shall supersede those dates. This document is intended as an administrative convenience and does not constitute a statement of law. This document should not be relied upon as a substitute for the district's review of applicable law or consultation with counsel.

The county board of election of the county in which the election district is located shall designate two members of the district board of election to perform all the duties of the district board for that election, except that where there are electronic voting systems and more than 900 registered voters four members shall be designated.

The county board of elections shall appoint from the designees one to serve as judge and one to serve as inspector for school elections.

Upon the request of a board of education or the clerk of a municipality in the county or upon its own initiative, the county board may designate the polling place and voting equipment of one election district to serve as the polling place and voting equipment for the voters of one or more other election districts for school elections. Such a designation shall be based on the casting of no more than 500 ballots during each of the two preceding annual school elections by the voters of the election districts for which that polling place is designated. If, at two consecutive annual school elections thereafter, the number of ballots cast by the voters in those election districts is more than 500, the county board shall effect an appropriate revision of the election districts using that polling place. If a request is from a municipal clerk, the request shall apply only to the election districts in that municipality.

A municipality with a population of 500 or fewer persons, may conduct the election by mail, provided there is an affirmative vote to do so by the governing body of the municipality and by the governing body of the county in which the municipality is located. An election conducted by mail shall be conducted pursuant to the provisions of NJSA 19:62-1 et seq.

If one polling place is designated for two or more election districts, the county board shall designate at least two members from among the members of the district boards of election of those election districts to perform all the duties of the district board for the school election. The county board shall also appoint one of the persons so designated to serve as judge and another of those persons to serve as inspector for school elections.

The regional board of education may, in submitting to the voters the amount of money to be voted upon for the use of the regional schools of the district, identify the amount of money determined to be the constituent municipality's share. Including this information for voters would make clear to those voters the exact amount of taxes that the constituent municipality would be required to raise to support the regional school district budget.

**Submission of Preliminary Budget – Waiver Requests**

Wednesday, February 25, 2009 *(At least 5 working days prior to the required budget submission; date set by the Commissioner)*

Last day to submit preliminary budget to the executive county superintendent for district's requesting a Commissioner waiver. (18A:7F-39)

**Notice of School Election to Be Published**

Sunday March 1, 2009 - *(During the 30 days next preceding the day fixed for the closing of the registration books for the election)*  
Monday, March 30, 2009

Notice of school election shall be published once during this period. (19:12-7)

**Publish Notice – Military Service and Civilian Absentee Voters**

Monday, March 2, 2009 *(Last day to publish notice to absentee voters; changed pursuant to 19:11-1)*

The county clerk in the case of a school election in a regional or other school district comprising more than one municipality or the clerk of the municipality for a school district comprising a single municipality shall publish or cause to be published the notices to persons desiring civilian absentee ballots prior to the 50th day immediately preceding the election. Notices shall be published separately in at least one newspaper in each district in which the election is to be held or if no newspaper is published in the district, then in a newspaper published in the county and circulating in the district. All notices shall be display advertisements. (19:57-7)

**Nominating Petition Filing Deadline \*\*\***

Wednesday, March 4, 2009 *(50<sup>th</sup> day preceding the date of the election, by 4:00 pm)*

Nominating petitions must be filed with the secretary of the board of education on or before 4:00 p.m. of the 50th day preceding the date of the election. (19:60-7)

**Objections or Challenges to a Nominating Petition \*\*\***

Monday, March 9, 2009 *(46<sup>th</sup> day prior to election)*

No later than the 46<sup>th</sup> day before the election objections or challenges to a nominating petition must be filed in writing with the secretary of the school board. The school board must immediately notify the challenged candidate. (19:60-7)

**Protection of Candidate's Rights \*\*\***

Monday, March 9, 2009 *(Before the 44<sup>th</sup> day prior to election)*

Before the 44<sup>th</sup> day before the election is the last day on which a candidate may file a verified complaint with the Superior Court to protect his rights from invasion or threat by challenges to his or her petition of nomination.(19:60-7)

**Board of Education Makes a Determination on the Challenges to Petition \*\*\***

Wednesday, March 11, 2009 *(44<sup>th</sup> day preceding the election)*  
No later than the 44<sup>th</sup> day before the election, the board of education must make a determination on the challenged petition. (19A:60-7)

**Amending Defective Petition \*\*\***

Wednesday, March 11, 2009 *(44<sup>th</sup> day preceding the election)*  
The 44<sup>th</sup> day before the election is the last day on which a candidate may amend a defective petition. (19A:60-7)

**Withdrawal of Candidate \*\*\***

Wednesday, March 11, 2009 *(44<sup>th</sup> day preceding the election)*  
The 44<sup>th</sup> day preceding the election is the last day a candidate may withdraw from a school election. (19:60-7)

**Secretary of Board of Education Drawing for Ballot Positions \*\*\***

Friday, March 13, 2009 *(7 working days following the last day for filing petitions for the annual school election)*  
The drawing of names for ballot positions shall be performed by the secretary of the board of education and take place seven working days following the last day for filing petitions for the annual school election. The secretary of the board of education shall make public announcement at the drawing of each name, the order in which the name is drawn and the term of office for which the drawing is made. (19:60-8)

**Certification of Drawing \*\*\***

Monday, March 16, 2009 *(2 days after drawing for ballot positions; falls on Sunday, moved to Monday pursuant to 19:11-1)*  
Last day for secretary of the board of education to certify results of drawing to the county clerk. (19:60-8)

**Adoption and Filing of Budget \* / \*\***

Wednesday, March 18, 2009 *(March 4<sup>th</sup> each year; changed pursuant to 18A:7F-5c)*  
Districts must prepare an itemized budget and submit the budget to the executive county superintendent of schools. (18A:7F-5 and 18A:7F-6)

**Notice of Public Hearing**  
Thursday, March 26, 2009

*(4 days prior to earliest public hearing date)*

Last day to advertise for earliest public hearing. The board of education shall cause notice of such public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district not less than four days prior to the date fixed for such public hearing. (18A:22-10, 22-11, and 22-12)

**Notice of Public Hearing**  
Sunday, March 29, 2009

*(4 days prior to last public hearing date)*

Last day to advertise for a public hearing on the budget. (18A:22-11 and 22-12)

**Budget Approval by Executive County Superintendent \* / \*\***  
Monday March 30, 2009

*(changed pursuant to 18A:7F-5c)*

Last day for executive county superintendent to approve the budget statement to be advertised.

**Preparation of the Budget \***  
Monday, March 30, 2009

*(March 22 changed pursuant to 18A:7F-5c)*

Last day to finalize budget for ensuing school year. (18A:22-7, and 18A:22-8)

**Earliest Date for Public Hearing on Budget \***  
Monday, March 30, 2009

*( changed pursuant to 18A:7F-5c)*

Earliest date to hold public hearing on budget. Public hearing may not be held until the executive county superintendent of schools has approved the budget and the budget and meeting date have been posted and advertised in at least one newspaper. (18A:22-10)

**Last Day to Register for School Election**

Tuesday, March 31, 2009

*(21 days preceding the annual school election)*

The law provides that persons may register to vote up to the 21st day preceding the annual school election either at the county board of elections or at the office of the municipal clerk. (19:31-5 and 19:31-6)

**Last Day for Public Hearing \***  
Thursday, April 2, 2009

*(changed pursuant to 18A:7F-5c)*

Last day to hold public hearing. (18A:22-10)

**Deadline to Adopt Budget**  
Friday, April 3, 2009

*(No later than 18 days prior to the election)*

Last day to adopt budget prior to election. (18A:22-32)

**Deadline to Submit Public Question Statement to the County Clerk**

Monday, April 6, 2009  
(Before 10:00A.M.)

*(17<sup>th</sup> day preceding the annual school election, before 10:00 a.m.; changed pursuant to 19:11-1.)*

The secretary of each board of education not later than 10 o'clock a.m. of the 17th day preceding the annual school election shall make and certify and forward to the clerk of the county in which the school district is located a statement designating any public question to be voted upon at the election. The Department of State, Division of Elections requests that boards of education submit the public questions to the county clerk as early as possible to allow for the absentee ballots and the sample ballots to be printed and delivered on time. (19:60-4)

**Official Ballot for Printer**

Monday, April 6, 2009

*(17<sup>th</sup> day preceding the annual school election; changed pursuant to 19:11-1))*

Every county clerk shall have ready for the printer a copy of the contents of official ballots required by law to be printed for use at a school election not later than the 17th day prior to the election. (19:60-9)

**Filing of Appointments or Application for Challengers**

Tuesday, April 7, 2009

*(2<sup>nd</sup> Tuesday preceding election)*

Last day for candidates to file for appointment of challengers and alternates with the county board of elections. (19:7-3)

Last day for appointment of challengers and alternates for public questions by petition. (19:7-4)

**Board of School Estimate – Determination of Budget**

Wednesday, April 8, 2009

*(not later than April 8<sup>th</sup> each year)*

Last day for the board of school estimate of a Type II district with a board of school estimate to adopt a tax certificate for the budget. (18A:22-26)

**Publication of Notice of Election**

Saturday, April 11, 2009 – *(Calendar week before the week of the election)*

Saturday, April 18, 2009

Notice of the school election shall be published once during the calendar week before the week in which the school election is held. (19:12-7)

**Mailing of Sample Ballots**

Monday, April 13, 2009 or  
Wednesday, April 15, 2009  
(on or before 12 noon)

*(Wednesday preceding election day, or 8<sup>th</sup> day prior to election day)*

The county clerk shall deliver and the municipal clerk or Commissioner of registration (as applicable per NJSA 19:14-21) shall mail sample ballots to each registered voter. (19:14-25).

**Budget Statement to Executive County Superintendent**

Monday, April 13, 2009 *(8<sup>th</sup> day prior to election day)*  
Last day to provide budget statement certification and copy of official ballot to executive county superintendent of schools.

**Absentee Ballot Applications by Mail**

Tuesday, April 14, 2009 *(Not less than 7 days prior to election)*  
Last day to receive mail applications for military service and civilian absentee ballots. At any time not less than seven days prior to an election, a military service or civilian absentee voter may apply to the county clerk for an absentee ballot. (19:57-4 and 19:57-6)

**Board of School Estimate - Certification and Raising of Appropriations for Budget**

Wednesday, April 15, 2009 *(April 15<sup>th</sup> each year)*  
Last day for the board of school estimate of a Type II district with a board of school estimate to deliver to county board of taxation and governing body the tax certificate for the budget for the ensuing school year. (18A:22-26)

**Absentee Ballot Applications in Person**

Monday, April 20, 2009 *(1 day prior to election, before 3:00 p.m.)*  
Up to 3:00 p.m., any civilian absentee voter who failed to apply by mail within seven days prior to the election may apply in person to the county clerk for an absentee ballot. (19:57-4)

**School Election Date**

Tuesday, April 21, 2009 *(3<sup>rd</sup> Tuesday in April)*  
Annual school election in all districts. (19:60-1) Polls shall be open between the hours of 5 and 9 p.m. and during any additional time which the school board may designate between the hours of 7 a.m. and 9 p.m. (19:15-2)

**Board of Education Certification of Results**

Within two days following certification of election results Last day for board of education to certify to the county board of taxation the amount approved by voters to be raised for the ensuing school year. (18A:22-33)

**Defeated Budget**

Within two days following certification of election results *(2 days after certification of election results)*  
Last day for a board of education to deliver to the governing body the proposed budget that the voters defeated. (18A:22-37 and 18A:13-19)

**First Regular Meeting of Board**

Monday, April 27, 2009-  
Friday, May 8, 2009 *(Any day of the first or second week following the annual school election)*  
All Type II boards of education including all regional districts shall organize annually on any day of the first or

second week following the annual school election.  
(18A:10-3)

Each board of education shall organize annually at a regular meeting held not later than 8:00 p.m. If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, the meeting shall be held within three days thereafter.  
(18A:10-3)

**Non-tenured Teaching Staff, Observation and Evaluation**

Thursday, April 30, 2009 *(April 30<sup>th</sup> each year)*

Each nontenured teaching staff member employed must be observed and evaluated before this date each year.  
(18A:27-3.1)

**Non-tenured Teaching Staff; Offer of Employment or Notice of Termination**

Friday, May 15, 2009 *(May 15<sup>th</sup> each year)*

Last day for each board of education in the state to give to each nontenured teaching staff member either a contract of employment or written notice if employment will not be offered. (18A:27-10)

**Determination by Municipal Governing Body Where Items Rejected at Election**

Tuesday, May 19, 2009 *(May 19<sup>th</sup> each year)*

Last day for the governing body after consultation with the board to determine and certify to the county board of taxation the amount of money necessary for school purposes to be raised by taxation for the ensuing school year. (18A:22-37 and 18A:13-19)

**Application for Restoration – Comments by Board of Education**

10 working days after action  
by governing body

Within 10 working days after certification of the general fund tax levy by the governing body or bodies, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23A-9.9(a)1 or 2 may submit to the Commissioner an application for such restoration. The application must be submitted to the appropriate executive county superintendent, and a copy of the complete application must concurrently be provided to the governing body or bodies. (N.J.A.C. 6A:23A-9.9(a)3)

Within 10 working days of delivery to the district board of education and the executive county superintendent, pursuant to N.J.A.C. 6A:23A-9.7(a) or (b), a district board of education may submit to the executive county superintendent any comments it may wish to make in response to the demonstration provided at the time of certification by the governing body or bodies, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient

education or the stability of the district given the need for long term planning and budgeting.

**Application for Restoration – Comments by Governing Body(ies)**

10 working days after receipt of district board of education’s application

Within 10 working days of receipt of the district board of education’s application, the governing body or bodies may submit to the executive county superintendent any comments it may wish to make on the board’s application. A copy of such comments must be concurrently provided to the board of education.

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FINANCE  
DATES FOR SCHOOL BUDGET PROCEDURES**

**TYPE I DISTRICTS**

**Submission of Preliminary Budget – Waiver Requests**

Monday, February 25, 2009 *(At least 5 working days prior to the required budget submission; date set by the Commissioner)*

Last day to submit preliminary budget to the executive county superintendent for district's requesting a Commissioner waiver. (18A:7F-39)

**Adoption and Filing of Budget \* / \*\***

Wednesday, March 18, 2009 *(March 4 each year; changed pursuant to 18A:7F-5c)*

Districts must prepare an itemized budget and submit the budget to the executive county superintendent of schools. (18A:7F-5 and 18A:7F-6)

**Notice of Public Hearing**

Thursday, March 26, 2009 *(4 days prior to earliest public hearing)*

Last day to advertise for earliest public hearing. The board of education shall cause notice of such public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district not less than four days prior to the date fixed for such public hearing. (18A:22-10 , 22-11 and 22-12)

**Notice of Public Hearing**

Sunday, March 29, 2009 *(4 days prior to latest public hearing)*

Last day to advertise for a public hearing on the budget. (18A:22-11 and 18A:22-12)

**Budget Approval by Executive County Superintendent \* / \*\***

Monday March 30, 2009 *(changed pursuant to 18A:7F-5c)*

Last day for executive county superintendent to approve the budget statement to be advertised.

**Earliest Date for Public Hearing \***

Monday, March 30, 2009 *(changed pursuant to 18A:7F-5c)*

Earliest date for public hearing on budget by board of school estimate in Type I districts. Public hearing may not be held until the executive county superintendent of schools has approved the budget and the budget and meeting date have been posted and advertised in at least one newspaper. (18A:22-10)

**Delivery of Budget to Board of School Estimate\* / \*\***

Monday, March 30, 2009 *(March 22; changed pursuant to 18A:7F-5c)*

Last day for Type I boards of education to finalize and deliver the itemized budget to each member of the board of school estimate. (18A:22-7)

**Last Day for Public Hearing \***

Thursday, April 2, 2009 *(Changed pursuant to 18A:7F-5c)*

Last day to hold public hearing. (18A:22-10)

**Deadline for Board of School Estimate to Adopt and Certify Budget**

Wednesday, April 8, 2009 *(Not later than April 8<sup>th</sup> each year)*

Last day for board of school estimate in Type I districts to adopt budget, and certify to the board of education and governing body the amount of local funds to be appropriated for use of the public schools. (18A:22-14)

**Delivery of Budget Statement Certification to Executive County Superintendent of Schools**

Monday April 13, 2009 *(8<sup>th</sup> day prior to election day)*

Last day to provide budget statement certification to executive county superintendent of schools.

**Application for Restoration – Comments by Board of Education**

10 working days after action by board of school estimate Within 10 working days after certification of the general fund tax levy by the board of school estimate, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23A-9.9.(a)1 or 2 may submit to the Commissioner an application for such restoration. If the governing body certifies a lower amount in accordance with 18A:22-17, the application may be amended to address additional reductions. The application must be submitted to the appropriate executive county superintendent, and a copy of the complete application must concurrently be provided to the board of school estimate.

Within 10 working days of delivery to the district board of education and the executive county superintendent, pursuant to N.J.A.C. 6A:23A-9.7(a) or (b), a district board of education may submit to the executive county superintendent any comments it may wish to make in response to the demonstration provided at the time of certification by the board of school estimate, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient education or the stability of the district given the need for long term planning and budgeting.

**Application for Restoration – Comments by Board of School Estimate**

10 working days after receipt of district board of education’s application

Within 10 working days of receipt of the district board of education’s application, the board of school estimate may submit to the executive county superintendent any comments it may wish to make on the board’s application. A copy of such comments must be concurrently provided to the board of education.

**Non-tenured Teaching Staff; Observation and Evaluation**

Thursday, April 30, 2009 *(April 30<sup>th</sup> each year)*

Each nontenured teaching staff member employed must be observed and evaluated before this date each year. (18A:27-3.1)

**Non-tenured Teaching Staff; Offer of Employment or Notice of Termination**

Friday, May 15, 2009 *(May 15<sup>th</sup> each year)*

Last day for each board of education in the state to give to each nontenured teaching staff member either a contract of employment or written notice if employment will not be offered. (18A:27-10)

**First Regular Meeting of Board**

Saturday, May 16, 2009 *(May 16<sup>th</sup> each year or the following day if that day falls on Sunday)*

Each board of education in a Type I district shall organize annually at a regular meeting held not later than 8:00 p.m. If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, the meeting shall be held within three days thereafter. (18A:10-3)

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FINANCE  
DATES FOR SCHOOL BUDGET PROCEDURES**

**SCHOOL DISTRICTS UNDER STATE INTERVENTION**

**Submission of Preliminary Budget – Waiver Requests**

Monday, February 25, 2009 *(At least 5 working days prior to the required budget submission; date set by the Commissioner)*

Last day to submit preliminary budget to the executive county superintendent for district's requesting a Commissioner waiver. (18A:7F-39)

**Adoption and Filing of Budget \* / \*\***

Wednesday, March 18, 2009 *(changed pursuant to 18A:7F-5c)*

All school districts under state intervention must prepare an itemized budget and submit the budget to the Commissioner of Education. **(See Note 1)** (18A:7F-5 and 18A:7F-6)

**Notice of Public Hearing**

Thursday, March 26, 2009 *(4 days prior to earliest public hearing)*

Last day to advertise for earliest public hearing.

At least four days prior to the date fixed for such public hearing, the district shall cause notice of the public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district. (18A:22-10, 22-11 and 22-12)

**Notice of Public Hearing**

Sunday, March 29, 2009 *(4 days prior to latest public hearing)*

Last day to advertise for a public hearing on the budget.

At least four days prior to the date fixed for such public hearing, the district shall cause notice of the public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district. (18A:22-11 and 22-12)

**Last Day to Present Budget to Board of Education \***

Monday, March 30, 2009 *(March 22 each year; changed pursuant to 18A:7F-5c)*

Last day for State district superintendent to present budget to board of education. (18A:7A-50)

**Approval of Budget \* / \*\***

Monday, March 30, 2009 *(changed pursuant to 18A:7F-5c)*

Last day for Commissioner to approve the budget statement to be for advertised by district.

**Earliest Date for Public Hearing on Budget \***

Monday, March 30, 2009 *(changed pursuant to 18A:7F-5c)*  
Earliest day for public hearing on budget in school districts under state intervention. (18A:7A:51)

**Last Day for Public Hearing \***

Thursday, April 2, 2009 *(March 29; changed pursuant to 18A:7F-5c)*  
Last day to hold public hearing on budget. Public hearing may be held any day once the Commissioner has approved the budget and the budget and hearing dates have been posted and advertised in at least one newspaper. (18A:7A-51)

**Budget, Determination of Amounts to Be Appropriated**

Wednesday, April 8, 2009 *(April 8<sup>th</sup> each year)*  
Last day for State district superintendent to adopt budget and to certify to the county board of taxation the amount of local funds to be appropriated for use in the public schools. (18A:7A-52)

**Delivery of Budget Statement Certification to Commissioner of Education**

Wednesday, April 8, 2009 *(April 8<sup>th</sup> each year)*  
Last day to provide budget statement certification to Commissioner of Education.

**Note 1: Informational copy should be submitted to executive county superintendent.**

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FINANCE  
DATES FOR SCHOOL BUDGET PROCEDURES**

**COUNTY VOCATIONAL DISTRICTS**

**Submission of Budget \* / \*\***

Wednesday, March 18, 2009 *(March 4<sup>th</sup> each year; changed pursuant to 18A:7F-5c)*  
County districts must submit an itemized budget to the executive county superintendent of schools. (18A:7F-5)

**Budget Approval by Executive County Superintendent**

Tuesday, March 24, 2009 *(4<sup>th</sup> Tuesday in March)*  
Last day for executive county superintendent to approve the itemized budget.

**Delivery of Budget to Board of School Estimate**

Tuesday, March 24, 2009 *(4<sup>th</sup> Tuesday in March )*  
On or before the fourth Tuesday in March, county vocational district boards of education shall prepare and deliver the itemized budget to each member of the board of school estimate and to the executive county superintendent of schools. (18A:54-28)

**First Day for Determination of Appropriation, Certification of Amount**

Tuesday, March 24, 2009 *(4<sup>th</sup> Tuesday in March )*  
First day for board of school estimate in county vocational districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district. (18A:54-29)

**Last Day for Determination of Appropriation, Certification of Amount**

Wednesday, April 8, 2009 *(April 8<sup>th</sup> each year)*  
Last day for board of school estimate in county vocational districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district. (18A:54-29)

**Application for Restoration – Comments by Board of Education**

10 working days after action by board of school estimate Within 10 working days after certification of the general fund tax levy by the board of school estimate, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23A-9.9(a)1 or 2 may submit to the Commissioner an application for such restoration. If the governing body certifies a lower amount in accordance with 18A:22-17, the application may be amended to address additional reductions. The

application must be submitted to the appropriate executive county superintendent, and a copy of the complete application must concurrently be provided to the board of school estimate.

Within 10 working days of delivery to the district board of education and the executive county superintendent, pursuant to N.J.A.C. 6A:23A-9.7(a) or (b), a district board of education may submit to the executive county superintendent any comments it may wish to make in response to the demonstration provided at the time of certification by the board of school estimate, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient education or the stability of the district given the need for long term planning and budgeting.

**Application for Restoration – Comments by Board of School Estimate**

10 working days after receipt of district board of education's application

Within 10 working days of receipt of the district board of education's application, the board of school estimate may submit to the executive county superintendent any comments it may wish to make on the board's application. A copy of such comments must be concurrently provided to the board of education.

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FINANCE  
DATES FOR SCHOOL BUDGET PROCEDURES**

**SPECIAL SERVICES SCHOOL DISTRICTS**

**Submission of Budget \* / \*\***

Wednesday, March 18, 2009     *(March 4<sup>th</sup> each year; changed pursuant to 18A:7F-5c)*  
County districts must submit an itemized budget to the executive county superintendent of schools. (18A:7F-5)

**Budget Approval by Executive County Superintendent**

Tuesday, March 24, 2009     *(4<sup>th</sup> Tuesday in March )*  
Last day for executive county superintendent to approve the itemized budget.

**Delivery of Budget to Board of School Estimate**

Tuesday, March 24, 2009     *(4<sup>th</sup> Tuesday in March )*  
On or before the fourth Tuesday in March, special services school district boards of education shall prepare and deliver the itemized budget to each member of the board of school estimate and to the executive county superintendent of schools. (18A:46-40)

**First Day for Determination of Appropriation, Certification of Amount**

Tuesday, March 24, 2009     *(4<sup>th</sup> Tuesday in March )*  
First day for board of school estimate in special services districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district. (18A:46-41)

**Last Day for Determination of Appropriation, Certification of Amount**

Wednesday, April 8, 2009     *(April 8<sup>th</sup> each year)*  
Last day for board of school estimate in special services districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district. (18A:46-41)

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FINANCE  
DATES FOR SCHOOL BUDGET PROCEDURES**

**EDUCATIONAL SERVICES COMMISSIONS**

**Notice to Member Boards of Education of Fees and Method of Funding Expenses**

Thursday, January 15, 2009      *(January 15<sup>th</sup> each year)*

On or before this date the board shall notify each member board of education of the fees to be charged for each service and program for the ensuing school year and the method by which the Commission expenses shall be funded. (18A:6-62)

**Budget Adoption by Representative Assembly \***

Monday, March 9, 2009      *(March 8<sup>th</sup> each year, changed pursuant to 18A:7F-5c)*

On or before this date, the representative assembly shall adopt a budget for the ensuing fiscal year. (18A:6-62)

**Budget Submission to Executive County Superintendent**

Thursday, March 12, 2009      *(within 3 days of adoption of budget; changed pursuant to 18A:7F-5c)*

Last day to submit the budget to the executive county superintendent for approval. (18A:6-62)  
(The budget must be submitted to the executive county superintendent within three days of adoption.)

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FINANCE  
DATES FOR SCHOOL SPECIAL ELECTIONS**

**SPECIAL ELECTIONS**

**Notice of March Special Election**

Friday, January 9, 2009 *(60 days prior to special election for March)*

The board of education shall give the municipal clerk or clerks, as the case may be, and the county board of elections no less than 60 days' notice, in writing, of its intention to hold a special election. (19:60-2)

**January Special Election Date**

Tuesday, January 27, 2009 *(4<sup>th</sup> Tuesday in January)*

The board of education of a type II district may call a special election of the legal voters of the district on only the fourth Tuesday in January, the second Tuesday in March other than in a year when a presidential primary election occurs, in which case no such election on that date may be called, the last Tuesday in September, or the second Tuesday in December when in its judgment the interest of the schools require such an election. (19:60-2)

**March Special Election Date**

Tuesday, March 10, 2009 *(2nd Tuesday in March)*

The board of education of a type II district may call a special election of the legal voters of the district on only the fourth Tuesday in January, the second Tuesday in March other than in a year when a presidential primary election occurs, in which case no such election on that date may be called, the last Tuesday in September, or the second Tuesday in December when in its judgment the interest of the schools require such an election. (19:60-2)

**Notice of September Special Election**

Friday, July 31, 2009 *(60 days prior to special election for September)*

The board of education shall give the municipal clerk or clerks, as the case may be, and the county board of elections no less than 60 days' notice, in writing, of its intention to hold a special election. (19:60-2)

**September Special Election Date**

Tuesday, September 29, 2009 *(Last Tuesday in September)*

The board of education of a type II district may call a special election of the legal voters of the district on only the fourth Tuesday in January, the second Tuesday in March other than in a year when a presidential primary

election occurs, in which case no such election on that date may be called, the last Tuesday in September, or the second Tuesday in December when in its judgment the interest of the schools require such an election. (19:60-2)

**Notice of December Special Election**

Friday, October 9, 2009      *(60 days prior to special election for December)*

The board of education shall give the municipal clerk or clerks, as the case may be, and the county board of elections no less than 60 days' notice, in writing, of its intention to hold a special election. (19:60-2)

**Notice of January Special Elections**

Friday, November 27, 2009      *(60 days prior to special election for January)*

The board of education shall give the municipal clerk or clerks, as the case may be, and the county board of elections no less than 60 days' notice, in writing, of its intention to hold a special election. (19:60-2)

**December Special Election Date**

Tuesday, December 8, 2009      *(2<sup>nd</sup> Tuesday in December)*

The board of education of a type II district may call a special election of the legal voters of the district on only the fourth Tuesday in January, the second Tuesday in March other than in a year when a presidential primary election occurs, in which case no such election on that date may be called, the last Tuesday in September, or the second Tuesday in December when in its judgment the interest of the schools require such an election. (19:60-2)

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FINANCE  
MUNICIPALITY WITH 500 OR FEWER PERSONS**

**SCHOOL ELECTIONS BY MAIL**

Pursuant to P.L. 2005, c.148 (C.19:62-1 et seq.), a municipality with a population of 500 or fewer persons, according to the latest federal decennial census, may conduct all elections (including school elections) by mail, provided there is an affirmative vote to do so by

- the governing body of the municipality and
- the governing body of the county in which the municipality is located.

If an election by mail is authorized, the following dates replace the “Mailing of Sample Ballots” for Type II districts in the School Election Calendar.

**Mailing of ballots**

Wednesday, April 1, 2009 -  
Tuesday, April 7, 2009

*(Not sooner than 20 days prior to the day of the election nor later than the 14<sup>th</sup> day prior to the day of the election)*

The county clerk shall mail a ballot to each person registered to vote in the municipality at that election. (19:62-2)

For further information, please refer to NJSA 19:62-1 et seq. or contact your county clerk.