

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FIELD SERVICES  
DATES FOR 2016 SCHOOL ELECTION AND BUDGET PROCEDURES**

**2016 SCHOOL ELECTION AND BUDGET PROCEDURES CALENDAR**

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Please note:

(\*) Dates in this election calendar have been changed pursuant to N.J.S.A. 19:60-1 which gives the Commissioner the authority to change school budget and election calendar dates if they coincide with a period of religious observance, and pursuant to N.J.S.A. 19:11-1 which allows movement of dates in the calendar if they fall on Sunday.

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FIELD SERVICES  
DATES FOR 2016 SCHOOL ELECTION AND BUDGET PROCEDURES**

This 2016 School Election and Budget Procedures Calendar includes the election dates and the budget procedures timeline for the April school election, November school election, and the special elections (January, March, September, or December). The Department is not including election procedures timeline dates (Title 19) in this calendar since they are published by the NJ Division of Elections. Districts should refer to the "Annual School Board Election Timeline" to be posted on the Division of Elections website for the election procedures dates (Title 19). The special election procedures timeline is also found within the applicable timeline section in the 2016 NJ Chronological Elections Index on the Division of Elections website:

<http://www.state.nj.us/state/elections/election-information-archive-2016.html>

Additional information on November elections in the form of a "FAQ" may be found using the link to the department's budget webpage under "2016-17 Budget Statement – Other Items"

<http://www.state.nj.us/education/finance/fp/dwb.shtml>

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. This "2016 School Election and Budget Procedures Calendar" is primarily intended to provide budget dates stipulated in Title 18, Education.

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FIELD SERVICES  
DATES FOR 2016 SCHOOL ELECTION AND BUDGET PROCEDURES**

**TYPE II DISTRICTS WITH AN APRIL ELECTION INCLUDING REGIONAL DISTRICTS**

**Adoption and Filing of Budget**

Friday, March 4, 2016

*(March 4<sup>th</sup> each year)*

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 - first**

Friday, March 18, 2016

*(not less than 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)

**Preparation of Advertised Version of Budget**

Tuesday, March 22, 2016

*(on or before March 22<sup>nd</sup> each year)*

Last day for the district to prepare the budget for the ensuing school year. The time period between the March 4 adoption date and this date is the county office review period. (18A:22-7)

**Budget Approval by Executive County Superintendent**

Tuesday, March 22, 2016

*(Prior to advertisement pursuant to N.J.A.C. 6A:23A-9.1)*

Last day for executive county superintendent to approve the budget statement to be advertised. The budget must be approved by the executive county superintendent prior to advertisement.

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

Tuesday, March 22, 2016

*(March 22<sup>nd</sup> each year)*

Last day for a Type II district with a board of school estimate to finalize and deliver the itemized budget to each member of the board of school estimate. (18A:22-7, and 18A:22-8)

**Earliest Date for Public Hearing on Budget**

Tuesday, March 22, 2016

*(March 22<sup>nd</sup> each year)*

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)

**TYPE II DISTRICTS WITH AN APRIL ELECTION INCLUDING REGIONAL DISTRICTS**

**Notice of Public Hearing - last**

Friday, March 25, 2016

*(not less than 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)

**Last Date for Public Hearing on Budget**

Tuesday, March 29, 2016

*(March 29<sup>th</sup> each year)*

Latest 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)

**User-Friendly Budget Posting to District Website**

Thursday, March 24, 2016-

*(within 48 hours after the public hearing on the budget)*

Thursday, March 31, 2016

The budget as adopted for the school year shall be provided for public inspection on the district's internet site, if one exists, and made available in print within 48 hours after the public hearing on the budget. (N.J.A.C. 6A:23A-8.1(c))

**Deadline to Adopt Budget**

Friday, April 1, 2016

*(at or after the public hearing, not less than 18 days prior to the April election date)*

Last day to adopt budget prior to election. At or after the public hearing, but no later than 18 days prior to the April school election, the board shall fix and determine by roll call majority vote of the full membership the amount of money to be raised. (18A:22-32)

NOTE: The gap of time between the public hearing held by March 29 and the adoption date of April 1 is statutory and allows the board additional time to meet to adopt the budget after the public hearing on the budget has been held. **To clarify, this gap does not give the board statutory authority to make changes to the advertised budget which were not specifically discussed in detail at the public hearing. Any revenue and appropriation changes that were not discussed specifically and in detail at the public hearing shall not be included in the adopted budget.**

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

Friday, April 8, 2016

*(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)

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

Friday, April 15, 2016

*(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)

**TYPE II DISTRICTS WITH AN APRIL ELECTION INCLUDING REGIONAL DISTRICTS**

**School Election Date –Districts Voting in April**

Tuesday, April 19, 2016

*(3<sup>rd</sup> Tuesday in April)*

Annual school election for those districts not electing to change the school election to November under P.L. 2011, c. 202. (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-April Elections**

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 - April Election districts**

Monday, April 25, 2016-

Sunday, May 8, 2016

*(Any day of the first or second week following the annual school election. Since election results are not official until County Canvassers meet on the Monday after the election, this time period begins on Monday.)*

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**

Saturday, April 30, 2016

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

Each non-tenured 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**

Sunday, May 15, 2016

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

Last day for each board of education in the state to give to each non-tenured 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**

Thursday, May 19, 2016

*(May 19<sup>th</sup> each year, unless April election date is moved)*

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

**TYPE II DISTRICTS WITH AN APRIL ELECTION INCLUDING REGIONAL DISTRICTS**

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.

**NEW JERSEY DEPARTMENT OF EDUCATION  
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**TYPE II DISTRICTS WITH A NOVEMBER ELECTION INCLUDING REGIONAL  
DISTRICTS**

**Adoption and Filing of Tentative Budget \***

Tuesday, March 22, 2016 *(on or before March 20<sup>th</sup>; falls on Sunday, date moved to Tuesday due to Monday falling on a religious holiday)*

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

**Notice of Public Hearing - first**

Thursday, April 21, 2016 *(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)

**Preparation of the Advertised Version of the Budget \***

Thursday, April 21, 2016 *(on or before April 20<sup>th</sup>; falls on religious holiday, moved to next day)*

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

**Budget Approval by Executive County Superintendent**

Monday, April 25, 2016 *(Prior to advertisement)*

Last day for executive county superintendent to approve the budget statement to be advertised. The budget must be approved by the executive county superintendent prior to advertisement.

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

Monday, April 25, 2016 *(April 24<sup>th</sup> each year; falls on Sunday, moved to Monday)*

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)

**Notice of Public Hearing - last**

Thursday, May 5, 2016 *(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)

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

Monday, May 9, 2016 *(May 7<sup>th</sup> each year; falls on Saturday, moved to Monday)*

Latest date to hold public hearing on budget. Public hearing may

**TYPE II DISTRICTS WITH A NOVEMBER ELECTION INCLUDING REGIONAL DISTRICTS**

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)

**User-Friendly Budget Posting to District Website**

Wednesday, April 27, 2016-

*(within 48 hours after the public hearing on the budget)*

Wednesday, May 11, 2016

The budget as adopted for the school year shall be provided for public inspection on the district's internet site, if one exists, and made available in print within 48 hours after the public hearing on the budget. (N.J.A.C. 6A:23A-8.1(c))

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

Saturday, April 30, 2016

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

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

**Deadline to Adopt Budget**

Saturday, May 14, 2016

*(at or after the public hearing, no later than May 14<sup>th</sup>)*

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

NOTE: The gap of time between the public hearing held by May 9 and the adoption date of May 14 is statutory and allows the board additional time to meet to adopt the budget after the public hearing on the budget has been held. **To clarify, this gap does not give the board statutory authority to make changes to the advertised budget which were not specifically discussed in detail at the public hearing. Any revenue and appropriation changes that were not discussed specifically and in detail at the public hearing shall not be included in the adopted budget.**

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

Saturday, May 14, 2016

*(at or after public hearing, no later than May 14<sup>th</sup>)*

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)

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

Sunday, May 15, 2016

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

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

**Board of School Estimate – Certification of the Amount Fixed and Determined**

Thursday, May 19, 2016

*(on or before May 19<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)

**TYPE II DISTRICTS WITH A NOVEMBER ELECTION INCLUDING REGIONAL DISTRICTS**

**Board of Education - Certification of the Amount Fixed and Determined**

Thursday, May 19, 2016

*(Annually by May 19<sup>th</sup>)*

Last day for board of education of a Type II district not having a board of school estimate to certify the amount fixed and determined by the school board to the county board of taxation. The amount(s) so certified shall be included in the taxes assessed, levied and collected. (18A:22-33)

**School Election Date - November Election**

Tuesday, November 8, 2016

*(Date of General Election)*

Annual school election for those districts who elected to change the school election to November under P.L. 2011, c. 202. (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. (19:60-1, 19:15-2)

**First Regular Meeting of Board – November Election districts**

Sunday, January 1, 2017-  
Saturday, January 7, 2017

*(not later than 8 P.M. on any day of the first week in January)*

If the organization meeting cannot take place during this period due to the lack of a quorum or for any other reason, the reorganization meeting shall be held within three days thereafter (January 8 through January 10)  
(18A:10-3(c))

**NEW JERSEY DEPARTMENT OF EDUCATION  
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DATES FOR 2016 SCHOOL ELECTION AND BUDGET PROCEDURES**

**TYPE I DISTRICTS**

**Adoption and Filing of Budget**

Friday, March 4, 2016

*(March 4<sup>th</sup> each year)*

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-first**

Friday, March 18, 2016

*(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)

**Budget Approval by Executive County Superintendent**

Tuesday, March 22, 2016

*(Prior to Advertisement)*

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

**Earliest Date for Public Hearing**

Tuesday, March 22, 2016

*(March 22<sup>nd</sup> each year)*

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**

Tuesday, March 22, 2016

*(March 22<sup>nd</sup> each year)*

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)

**Notice of Public Hearing - Last**

Friday, March 25, 2016

*(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)

**Last Day for Public Hearing**

Tuesday, March 29, 2016

*(March 29<sup>th</sup> each year)*

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

## **TYPE I DISTRICTS**

### **User-Friendly Budget Posting to District Website**

Thursday, March 24, 2016- *(within 48 hours after the public hearing on the budget)*

Thursday, March 31, 2016 The budget as adopted for the school year shall be provided for public inspection on the district's internet site, if one exists, and made available in print within 48 hours after the public hearing on the budget. (N.J.A.C. 6A:23A-8.1(c))

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

Friday, April 8, 2016 *(at or after the public hearing, 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**

Friday, April 8, 2016 *(April 8<sup>th</sup> each year)*

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.

## TYPE I DISTRICTS

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

Saturday, April 30, 2016

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

Each non-tenured 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**

Sunday, May 15, 2016

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

Last day for each board of education in the state to give to each non-tenured 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**

Monday, May 16, 2016

*(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)

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**SCHOOL DISTRICTS UNDER STATE INTERVENTION**  
*(Those districts with a State District Superintendent)*

**Adoption and Filing of Budget**

Friday, March 4, 2016

*(March 4<sup>th</sup> each year)*

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

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

**Notice of Public Hearing - Earliest**

Friday, March 18, 2016

*(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)

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

Tuesday, March 22, 2016

*(March 22<sup>nd</sup> each year)*

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

**Approval of Budget**

Tuesday, March 22, 2016

*(Prior to advertisement)*

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

**Earliest Date for Public Hearing on Budget**

Tuesday, March 22, 2016

*(March 22<sup>nd</sup> each year)*

Earliest day for public hearing on budget in school districts under state intervention. (18A:7A-51)

**Notice of Public Hearing - Latest**

Friday, March 25, 2016

*(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.

**SCHOOL DISTRICTS UNDER STATE INTERVENTION**  
*(Those districts with a State District Superintendent)*

(18A:22-11 and 22-12)

**Last Day for Public Hearing**

Tuesday, March 29, 2016

*(March 29<sup>th</sup> each year)*

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)

**User-Friendly Budget Posting to District Website**

Thursday, March 24, 2016-

*(within 48 hours after the public hearing on the budget)*

Thursday, March 31, 2016

The budget as adopted for the school year shall be provided for public inspection on the district's internet site, if one exists, and made available in print within 48 hours after the public hearing on the budget. (N.J.A.C. 6A:23A-8.1(c))

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

Friday, April 8, 2016

*(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**

Friday, April 8, 2016

*(April 8<sup>th</sup> each year)*

Last day to provide budget statement certification to Commissioner of Education.

**NEW JERSEY DEPARTMENT OF EDUCATION  
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**COUNTY VOCATIONAL DISTRICTS**

**Submission of Budget**

Friday, March 4, 2016

*(March 4<sup>th</sup> each year)*

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 22, 2016

*(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 22, 2016

*(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 22, 2016

*(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**

Friday, April 8, 2016

*(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.

## COUNTY VOCATIONAL DISTRICTS

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  
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**COUNTY SPECIAL SERVICES SCHOOL DISTRICTS**

**Submission of Budget**

Friday, March 4, 2016

*(March 4<sup>th</sup> each year)*

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 22, 2016

*(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 22, 2016

*(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 22, 2016

*(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**

Friday, April 8, 2016

*(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)

**First Regular Meeting of the Board**

Friday, July 1, 2016-

Thursday, July 14, 2016

*(any date during the first two weeks of July, except Sundays)*

Each board of education for a county special services school district shall organize annually on any day during the first two weeks of July, excluding Sundays. (18A:46-37)

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FIELD SERVICES  
DATES FOR 2016 SCHOOL ELECTION AND BUDGET PROCEDURES**

**EDUCATIONAL SERVICES COMMISSIONS**

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

Friday, January 15, 2016

*(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**

Tuesday, March 8, 2016

*(March 8<sup>th</sup> each year)*

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**

Friday, March 11, 2016

*(within 3 days of adoption of budget)*

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.)

**First Regular Meeting of the Board**

Wednesday, June 1, 2016 - *(Any day during the first week of June)*

Tuesday, June 7, 2016

An educational services commission representative assembly shall organize annually during the first week of June. (18A:6-54)

**NEW JERSEY DEPARTMENT OF EDUCATION  
DIVISION OF FIELD SERVICES  
DATES FOR 2016 SCHOOL ELECTION AND BUDGET PROCEDURES**

**SPECIAL ELECTIONS**

**Notice of March Special Election**

Friday, January 8, 2016

*(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 26, 2016

*(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, 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 8, 2016

*(2<sup>nd</sup> 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, 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 29, 2016

*(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 27, 2016

*(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, 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 14, 2016

*(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)

## SPECIAL ELECTIONS

### **Notice of January Special Elections**

Friday, November 25, 2016      *(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 13, 2016      *(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, 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)

**Note:** For additional dates on the Special Elections, please see the applicable "Special School Board Elections Timeline" section in the [2016 NJ Chronological Elections Index](#) on the Division of Elections website

<http://www.state.nj.us/state/elections/election-information-archive-2016.html>

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