



South Plainfield Public Schools

125 Jackson Avenue
 South Plainfield, New Jersey 07080
 908-754-4620
 spboe.org

Dr. Johanna Ruberto
 Interim Superintendent of Schools
 Fax: 908-822-2453
jruberto@spboe.org

Dr. LeRoy Seitz
 Interim Assistant Superintendent
 Fax: 908-822-2848
lseitz@spboe.org

Mr. Alexandre Ferreira
 Board Secretary/Business Admin.
 Fax: 908-822-2516
aferreira@spboe.org

2016/17 Budget Calendar

<u>Month</u>	<u>Task</u>
November	Finance Committee 'concept' meeting
	Admin Council 'concept' meeting
	Principals meet with staff and district administration to identify needs
	Department Supervisors and Directors identify needs
	Business Office begins review of contractual needs and projections
December	Principals, Department Supervisors and Directors submit budget figures to Business Office in SMARTS / CSI
	Principals meet with School Business Administrator and Superintendent to review planning worksheet
January	Board of Education reorganization meeting
	Finance Committee update
	Budget review with Board
	Budget review with Superintendent and Assistant Superintendent
February	Finance Committee update
	Budget review with Board
	Governor's budget address and release of state aid
March	Budget review with Board
	Board of Education approval of tentative budget
	Submission to County
April	County approval
	Advertise budget for public hearing
	Public hearing and final Board of Education adoption
	Posting of user friendly budget
May	Certification of tax levy
	Final budget submission to County