



New Jersey Department of Education, Office of School Finance Dates for 2019 School Election and Budget Procedures Revised February 8, 2019 Pursuant to P.L. 2019, c.35 (refer to note 3 on page 2)

This 2019 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 New Jersey Department of Education (NJDOE) 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 2019 NJ Chronological Elections Index on the [Division of Elections website](#).

Additional information on November school elections in the form of a FAQ may be found using the link to the [NJDOE budget webpage](#) under *2019-20 Budget Statement – Other Items*.

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 *2019 School Election and Budget Procedures Calendar* is primarily intended to provide budget dates stipulated in Title 18, Education.

Included in this document are the following tables of calendar information:

Table 1. Type II Districts with an April Election Including Regional Districts

Table 2. Type II Districts with a November Election Including Regional Districts

Table 3. Type I Districts

Table 4. School Districts Under State Intervention (*Those districts with a State District Superintendent*)

Table 5. County Vocational Districts

Table 6. County Special Services School Districts

Table 7. Educational Services Commissions
Table 8. Special Elections

Please note:

1. 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.
2. Dates in this election calendar have been changed pursuant to *N.J.S.A.* 18A:7F-5c which gives the Commissioner the authority to adjust the date for the submission of district budgets if the Commissioner determines that the availability of preliminary aid numbers for the subsequent school year warrants such adjustment.

3. This election calendar has been revised on February 8, 2019 pursuant to P.L. 2019, c.35 which moves the fiscal year 2019-2020 gubernatorial budget message to Legislature from the fourth Tuesday in February to March 5, 2019.

Several key dates have been pushed back from the original posting of this election calendar to allow boards of education and boards of school estimate sufficient time to prepare and submit an itemized budget to the executive county superintendent of schools:

1. Type II districts with an April Election (including regional school districts) moved the date by which the budget must be adopted and filed from March 7, 2019 to March 12, 2019 (reference Table 1.).
2. Type 1 districts moved the date by which the budget must be adopted and filed from March 7, 2019 to March 12, 2019 (reference Table 3.).
3. School districts under state intervention moved the date by which the budget must be adopted and filed from March 7, 2019 to March 12, 2019 (reference Table 4.).
4. County vocational districts moved the date by which the budget must be submitted from March 7, 2019 to March 12, 2019 (reference Table 5.).
5. County special services school districts moved the date by which the budget must be submitted from March 7, 2019 to March 12, 2019 (reference Table 6.).
6. Educational services commissions moved the date for budget adoption from March 8, 2019 to March 15, 2019 and the date for budget submission from March 11, 2019 to March 18, 2019 (reference Table 7.).

Table 1. Type II Districts with an April Election Including Regional Districts

Type II April Election District Action	Date	Description of Action	Description of Date	Statutory Reference
Adoption and Filing of Budget	Tuesday, March 12, 2019	Districts must prepare an itemized budget and submit the budget to the executive county superintendent of schools.	March 4 each year; extended pursuant to <i>N.J.S.A.</i> 18A:7F-5c to Tuesday, March 12 to provide sufficient time for board of education meetings from the date of the state aid notification	<i>N.J.S.A.</i> 18A:7F-5 and 18A:7F-6
Notice of Public Hearing - First	Monday, March 18, 2019	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.	Not less than 4 days prior to the earliest public hearing date	<i>N.J.S.A.</i> 18A:22-10, 18A:22-11, and 18A:22-12
Preparation of Advertised Version of Budget	Friday, March 22, 2019	Last day for the district to prepare the budget for the ensuing school year. The time period between the March 7 adoption date and this date is the county office review period.	On or before March 22 each year	<i>N.J.S.A.</i> 18A:22-7
Budget Approval by Executive County Superintendent	Friday, March 22, 2019	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.	Prior to advertisement	<i>N.J.A.C.</i> 6A:23A-9.1
Delivery of Budget to Board of School Estimate	Friday, March 22, 2019	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.	On or before March 22 each year	<i>N.J.S.A.</i> 18A:22-7 and 18A:22-8

Type II April Election District Action	Date	Description of Action	Description of Date	Statutory Reference
Earliest Date for Public Hearing on Budget	Friday, March 22, 2019	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.	March 22 each year	<i>N.J.S.A.</i> 18A:22-10
Notice of Public Hearing – last	Monday, March 25, 2019	Last day to advertise for a public hearing on the budget.	Not less than 4 days prior to last public hearing date	<i>N.J.S.A.</i> 18A:22-11 and 18A:22-12
Last Date for Public Hearing on Budget	Friday, March 29, 2019	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.	March 29 each year	<i>N.J.S.A.</i> 18A:22-10
User-Friendly Budget Posting to District Website	Monday, March 25, 2019 - Monday, April 1, 2019	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.	Within 48 hours after the public hearing on the budget; moved to Monday to allow a working day after the first and last public hearing dates.	<i>N.J.A.C.</i> 6A:23A-8.1(c)
Deadline to Adopt Budget	Friday, March 29, 2019	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. <i>Note:</i> The potential gap of time between the public hearing held by March 29 and the adoption date 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	At or after the public hearing, not less than 18 days prior to the April election date	<i>N.J.S.A.</i> 18A:22-32

Type II April Election District Action	Date	Description of Action	Description of Date	Statutory Reference
		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	Monday, April 8, 2019	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.	Not later than April 8 each year	<i>N.J.S.A.</i> 18A:22-26
Board of School Estimate – Certification and Raising of Appropriations for Budget	Monday, April 15, 2019	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.	April 15 each year	<i>N.J.S.A.</i> 18A:22-26
School Election Date – Districts Voting in April	Tuesday, April 16, 2019	Annual school election for those districts not electing to change the school election to November. Polls shall be open between the hours of 4 p.m. and 8 p.m. and during any additional time which the school board may designate between the hours of 6 a.m. and 8 p.m.	Third Tuesday in April	<i>N.J.S.A.</i> 19:60-1 and 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.	Within two days following certification of election results	<i>N.J.S.A.</i> 18A:22-33
Defeated Budget	Within two days following certification of election results	Last day for a board of education to deliver to the governing body the proposed budget that the voters defeated.	2 days after certification of election results	<i>N.J.S.A.</i> 18A:22-37 and 18A:13-19

Type II April Election District Action	Date	Description of Action	Description of Date	Statutory Reference
First Regular Meeting of Board - April Election districts	Monday, April 22, 2019 - Sunday, May 5, 2019	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. Each board of education shall organize annually at a regular meeting held not later than 8 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.	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	<i>N.J.S.A.</i> 18A:10-3
Non-tenured Teaching Staff, Observation and Evaluation	Tuesday, April 30, 2019	Each non-tenured teaching staff member employed must be observed and evaluated before this date each year.	April 30 each year	<i>N.J.S.A.</i> 18A:27-3.1
Non-tenured Teaching Staff; Offer of Employment or Notice of Termination	Wednesday, May 15, 2019	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.	May 15 each year	<i>N.J.S.A.</i> 18A:27-10
Determination by Municipal Governing Body Where Items Rejected at Election	Monday, May 20, 2019	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.	May 19 each year; since May 19 falls on Sunday, this date is moved to Monday	<i>N.J.S.A.</i> 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 <i>N.J.A.C.</i> 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	10 working days after action by governing body	<i>N.J.A.C.</i> 6A:23A- 9.9(a)3

Type II April Election District Action	Date	Description of Action	Description of Date	Statutory Reference
		<p>county superintendent, and a copy of the complete application must concurrently be provided to the governing body or bodies.</p> <p>Within 10 working days of delivery to the district board of education and the executive county superintendent, pursuant to <i>N.J.A.C. 6A:23A-9.7(a)</i> 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.</p>		

Table 2. Type II Districts with a November Election Including Regional Districts

Type II November Election District Action	Date	Description of Action	Description of Date	Statutory Reference
Adoption and Filing of Tentative Budget	Wednesday, March 20, 2019	Districts must prepare an itemized budget and submit the budget to the executive county superintendent of schools.	On or before March 20	<i>N.J.S.A.</i> 18A:7F-5 and 18A:7F-6
Notice of Public Hearing - First	Saturday, April 20, 2019	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.	Not less than 4 days prior to the earliest public hearing date	<i>N.J.S.A.</i> 18A:22-10, 18A:22-11, and 18A:22-12
Preparation of the Advertised Version of the Budget for Submission to the Board of School Estimate	Monday, April 22, 2019	Last day to finalize the advertised version of the budget for ensuing school year for submission to the Board of School Estimate	On or before April 20; April 20 falls on Saturday. Moved to Monday.	<i>N.J.S.A.</i> 18A:22-7 and 18A:22-8
Budget Approval by Executive County Superintendent	Monday, April 22, 2019	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.	Prior to advertisement	<i>N.J.A.C.</i> 6A:23A-9.1
Earliest Date for Public Hearing on Budget	Wednesday, April 24, 2019	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.	April 24 each year	<i>N.J.S.A.</i> 18A:22-10

Type II November Election District Action	Date	Description of Action	Description of Date	Statutory Reference
Non-tenured Teaching Staff, Observation and Evaluation	Tuesday, April 30, 2019	Each non-tenured teaching staff member employed must be observed and evaluated before this date each year.	April 30 each year	<i>N.J.S.A.</i> 18A:27-3.1
Notice of Public Hearing - last	Friday, May 3, 2019	Last day to advertise for a public hearing on the budget.	4 days prior to last public hearing date	<i>N.J.S.A.</i> 18A:22-11 and 18A:22-12
Last Date for Public Hearing on Budget	Tuesday, May 7, 2019	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.	May 7 each year	<i>N.J.S.A.</i> 18A:22-10
User-Friendly Budget Posting to District Website	Friday, April 26, 2019 - Thursday, May 9, 2019	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.	Within 48 hours after the public hearing on the budget	<i>N.J.A.C.</i> 6A:23A-8.1(c)
Deadline to Adopt Budget	Tuesday, May 14, 2019	Last day to adopt budget. Note: The gap of time between the public hearing held by May 7 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.	At or after the public hearing, no later than May 14	<i>N.J.S.A.</i> 18A:22-32

Type II November Election District Action	Date	Description of Action	Description of Date	Statutory Reference
Board of School Estimate – Determination of Budget	Tuesday, May 14, 2019	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.	At or after public hearing, no later than May 14	<i>N.J.S.A.</i> 18A:22-26
Non-tenured Teaching Staff; Offer of Employment or Notice of Termination	Wednesday, May 15, 2019	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.	May 15 each year	<i>N.J.S.A.</i> 18A:27-10
Board of School Estimate – Certification of the Amount Fixed and Determined	Monday, May 20, 2019	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.	On or before May 19 each year; falls on Sunday, moved to Monday	<i>N.J.S.A.</i> 18A:22-26
Board of Education - Certification of the Amount Fixed and Determined	Monday, May 20, 2019	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.	Annually by May 19; falls on Sunday, moved to Monday	<i>N.J.S.A.</i> 18A:22-33
School Election Date - November Election	Tuesday, November 5, 2019	Annual school election for those districts electing to change the school election to November. Polls shall be open between the hours of 6 a.m. and 8 p.m.	Date of General Election	<i>N.J.S.A.</i> 19:60-1 and 19:15-2
First Regular Meeting of Board – November Election districts	Wednesday, January 1, 2020- Tuesday, January 7, 2020	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)	Not later than 8 p.m. on any day of the first week in January	<i>N.J.S.A.</i> 18A:10-3(c)

Table 3. Type I Districts

Type I District Action	Date	Description of Action	Description of Date	Statutory Reference
Adoption and Filing of Budget	Tuesday, March 12, 2019	Districts must prepare an itemized budget and submit the budget to the executive county superintendent of schools.	March 4 each year; extended pursuant to <i>N.J.S.A.</i> 18A:7F-5c to Tuesday, March 12 to provide sufficient time for board of education meetings from the date of the state aid notification	<i>N.J.S.A.</i> 18A:7F-5 and 18A:7F-6
Notice of Public Hearing - First	Monday, March 18, 2019	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.	Not less than 4 days prior to the earliest public hearing date	<i>N.J.S.A.</i> 18A:22-10, 18A:22-11, and 18A:22-12
Budget Approval by Executive County Superintendent	Friday, March 22, 2019	Last day for executive county superintendent to approve the budget statement to be advertised.	Prior to Advertisement	<i>N.J.A.C.</i> 6A:23A-9.1
Earliest Date for Public Hearing on Budget	Friday, March 22, 2019	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.	March 22 each year	<i>N.J.S.A.</i> 18A:22-10
Delivery of Budget to Board of School Estimate	Friday, March 22, 2019	Last day for Type I boards of education to finalize and deliver the itemized budget to	March 22 each year	<i>N.J.S.A.</i> 18A:22-7

Type I District Action	Date	Description of Action	Description of Date	Statutory Reference
		each member of the board of school estimate.		
Notice of Public Hearing – last	Monday, March 25, 2019	Last day to advertise for a public hearing on the budget.	Not less than 4 days prior to last public hearing date	<i>N.J.S.A.</i> 18A:22-11 and 18A:22-12
Last Date for Public Hearing on Budget	Friday, March 29, 2019	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.	March 29 each year	<i>N.J.S.A.</i> 18A:22-10
User-Friendly Budget Posting to District Website	Monday, March 25, 2019 - Monday, April 1, 2019	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.	Within 48 hours after the public hearing on the budget; moved to Monday to allow a working day after the first and last public hearing dates	<i>N.J.A.C.</i> 6A:23A-8.1(c)
Deadline for Board of School Estimate to Adopt and Certify Budget	Monday, April 8, 2019	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.	At or after the public hearing, not later than April 8 each year	<i>N.J.S.A.</i> 18A:22-14
Delivery of Budget Statement Certification to Executive County Superintendent of Schools	Monday, April 8, 2019	Last day to provide budget statement certification to executive county superintendent of schools.	April 8 each year	<i>N.J.S.A.</i> 18A:22-14
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 <i>N.J.A.C.</i> 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	10 working days after action by board of school estimate	<i>N.J.A.C.</i> 6A:23A-9.9

Type I District Action	Date	Description of Action	Description of Date	Statutory Reference
		<p>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.</p> <p>Within 10 working days of delivery to the district board of education and the executive county superintendent, pursuant to <i>N.J.A.C. 6A:23A-9.7(a)</i> 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.</p>		
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.	10 working days after receipt of district board of education’s application	<i>N.J.A.C. 6A:23A-9.9</i>
Non-tenured Teaching Staff; Observation and Evaluation	Tuesday, April 30, 2019	Each non-tenured teaching staff member employed must be observed and evaluated before this date each year.	April 30 each year	<i>N.J.S.A. 18A:27-3.1</i>

Type I District Action	Date	Description of Action	Description of Date	Statutory Reference
Non-tenured Teaching Staff; Offer of Employment or Notice of Termination	Wednesday, May 15, 2019	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.	May 15 each year	<i>N.J.S.A.</i> 18A:27-10
First Regular Meeting of Board	Thursday, May 16, 2019	Each board of education in a Type I district shall organize annually at a regular meeting held not later than 8 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.	May 16 each year, or the following day if that day falls on Sunday	<i>N.J.S.A.</i> 18A:10-3

Table 4. School Districts Under State Intervention (Those districts with a State District Superintendent)

State Intervention District Action	Date	Description of Action	Description of Date	Statutory Reference
Adoption and Filing of Tentative Budget	Tuesday, March 12, 2019	Districts must prepare an itemized budget and submit the budget to the executive county superintendent of schools. <i>Note: Informational copy of budget should be submitted to executive county superintendent.</i>	March 4 each year; extended pursuant to <i>N.J.S.A.</i> 18A:7F-5c to Tuesday, March 12 to provide sufficient time for board of education meetings from the date of the state aid notification	<i>N.J.S.A.</i> 18A:7F-5 and 18A:7F-6
Notice of Public Hearing - First	Monday, March 18, 2019	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.	Not less than 4 days prior to the earliest public hearing date	<i>N.J.S.A.</i> 18A:22-10, 18A:22-11, and 18A:22-12
Last Day to Present Budget to Board of Education	Friday, March 22, 2019	Last day for State district superintendent to present budget to board of education.	March 22 each year	<i>N.J.S.A.</i> 18A:7A-50
Approval of Budget	Friday, March 22, 2019	Last day for Commissioner to approve the budget statement to be advertised by district.	Prior to advertisement	<i>N.J.A.C.</i> 6A:23A-9.1
Earliest Date for Public Hearing on Budget	Friday, March 22, 2019	Earliest day for public hearing on budget in school districts under state intervention.	March 22 each year	<i>N.J.S.A.</i> 18A:7A-51
Notice of Public Hearing - Latest	Monday, March 25, 2019	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	4 days prior to latest public hearing	<i>N.J.S.A.</i> 18A:22-11 and 18A:22-12

State Intervention District Action	Date	Description of Action	Description of Date	Statutory Reference
		newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district.		
Last Day for Public Hearing	Friday, March 29, 2019	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.	March 29 each year	<i>N.J.S.A.</i> 18A:7A-51
User-Friendly Budget Posting to District Website	Monday, March 25, 2019 - Monday, April 1, 2019	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.	Within 48 hours after the public hearing on the budget; moved to Monday to allow a working day after the first and last public hearing dates	<i>N.J.A.C.</i> 6A:23A-8.1(c)
Budget, Determination of Amounts to Be Appropriated	Monday, April 8, 2019	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.	April 8 each year	<i>N.J.S.A.</i> 18A:7A-52
Delivery of Budget Statement Certification to Commissioner of Education	Monday, April 8, 2019	Last day to provide budget statement certification to Commissioner of Education.	April 8 each year	<i>N.J.S.A.</i> 18A:7A-52

Table 5. County Vocational Districts

Vocational District Action	Date	Description of Action	Description of Date	Statutory Reference
Submission of Budget	Tuesday, March 12, 2019	County districts must submit an itemized budget to the executive county superintendent of schools.	March 4 each year, extended pursuant to <i>N.J.S.A.</i> 18A:7F-5c to Tuesday, March 12 to provide sufficient time for board of education meetings from the date of the state aid notification	<i>N.J.S.A.</i> 18A:7F-5
Budget Approval by Executive County Superintendent	Tuesday, March 26, 2019	Last day for executive county superintendent to approve the itemized budget.	Fourth Tuesday in March	<i>N.J.A.C.</i> 6A:23A-9.1
Delivery of Budget to Board of School Estimate	Tuesday, March 26, 2019	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.	Fourth Tuesday in March	<i>N.J.S.A.</i> 18A:54-28
First Day for Determination of Appropriation, Certification of Amount	Tuesday, March 26, 2019	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.	Fourth Tuesday in March	<i>N.J.S.A.</i> 18A:54-29
Last Day for Determination of Appropriation, Certification of Amount	Monday, April 8, 2019	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.	April 8 each year	<i>N.J.S.A.</i> 18A:54-29
Application for Restoration – Comments by Board of Education	10 working days after action by	Within 10 working days after certification of the general fund tax levy by the board of school estimate, a district board of	10 working days after action by board of school estimate	<i>N.J.A.C.</i> 6A:23A-9.9(a)3

Vocational District Action	Date	Description of Action	Description of Date	Statutory Reference
	board of school estimate	<p>education eligible for restoration of budget reductions pursuant to <i>N.J.A.C.</i> 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 <i>N.J.S.A.</i> 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.</p> <p>Within 10 working days of delivery to the district board of education and the executive county superintendent, pursuant to <i>N.J.A.C.</i> 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.</p>		

Vocational District Action	Date	Description of Action	Description of Date	Statutory Reference
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.	10 working days after receipt of district board of education’s application	<i>N.J.A.C.</i> 6A:23A- 9.9(a)5

Table 6. County Special Services School Districts

CSSSD Action	Date	Description of Action	Description of Date	Statutory Reference
Submission of Budget	Tuesday, March 12, 2019	County districts must submit an itemized budget to the executive county superintendent of schools.	March 4 each year; extended pursuant to <i>N.J.S.A.</i> 18A:7F-5c to March 12 to provide sufficient time for board of education meetings from the date of the state aid notification	<i>N.J.S.A.</i> 18A:7F-5
Budget Approval by Executive County Superintendent	Tuesday, March 26, 2019	Last day for executive county superintendent to approve the itemized budget.	Fourth Tuesday in March	<i>N.J.A.C.</i> 6A:23A-9.1
Delivery of Budget to Board of School Estimate	Tuesday, March 26, 2019	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.	Fourth Tuesday in March	<i>N.J.S.A.</i> 18A:46-40
First Day for Determination of Appropriation, Certification of Amount	Tuesday, March 26, 2019	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.	Fourth Tuesday in March	<i>N.J.S.A.</i> 18A:46-41
Last Day for Determination of Appropriation, Certification of Amount	Monday, April 8, 2019	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.	April 8 each year	<i>N.J.S.A.</i> 18A:46-41

CSSSD Action	Date	Description of Action	Description of Date	Statutory Reference
First Regular Meeting of the Board	Monday, July 1, 2019 - Sunday, July 14, 2019	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.	Any date during the first two weeks of July, except Sundays	<i>N.J.S.A.</i> 18A:46-37

Table 7. Educational Services Commissions

ESC Action	Date	Description of Action	Description of Date	Statutory Reference
Notice to Member Boards of Education of Fees and Method of Funding Expenses	Tuesday, January 15, 2019	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.	January 15 each year	<i>N.J.S.A.</i> 18A:6-62
Budget Adoption by Representative Assembly	Friday, March 15, 2019	On or before this date, the representative assembly shall adopt a budget for the ensuing fiscal year.	March 8 each year; extended pursuant to <i>N.J.S.A.</i> 18A:7F-5c to March 15 to provide sufficient time for board of education meetings from the date of the state aid notification	<i>N.J.S.A.</i> 18A:6-62
Budget Submission to Executive County Superintendent	Monday, March 18, 2019	Last day to submit the budget to the executive county superintendent for approval. (The budget must be submitted to the executive county superintendent within three days of adoption.)	Within 3 days of adoption of budget	<i>N.J.S.A.</i> 18A:6-62
First Regular Meeting of the Board	Saturday, June 1, 2019 - Friday, June 7, 2019	An educational services commission representative assembly shall organize annually during the first week of June.	Any day during the first week of June	<i>N.J.S.A.</i> 18A:6-54

Table 8. Special Elections

Special Election Action	Date	Description of Action	Description of Date	Statutory Reference
Notice of March Special Election	Friday, January 11, 2019	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.	60 days prior to special election for March	<i>N.J.S.A.</i> 19:60-2
January Special Election Date	Tuesday, January 22, 2019	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.	Fourth Tuesday in January	<i>N.J.S.A.</i> 19:60-2
March Special Election Date	Tuesday, March 12, 2019	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.	Second Tuesday in March	<i>N.J.S.A.</i> 19:60-2
Notice of September Special Election	Friday, July 26, 2019	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.	60 days prior to special election for September	<i>N.J.S.A.</i> 19:60-2
September Special Election Date	Tuesday, September 24, 2019	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	Last Tuesday in September	<i>N.J.S.A.</i> 19:60-2

Special Election Action	Date	Description of Action	Description of Date	Statutory Reference
		its judgment the interest of the schools require such an election.		
Notice of December Election	Friday, October 11, 2019	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.	60 days prior to special election for December	<i>N.J.S.A.</i> 19:60-2
Notice of January Special Election	Friday, November 29, 2019	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.	60 days prior to special election for January	<i>N.J.S.A.</i> 19:60-2
December Special Election Date	Tuesday, December 10, 2019	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.	Second Tuesday in December	<i>N.J.S.A.</i> 19:60-2

Note: For additional dates on the Special Elections, please see the applicable *Special School Board Elections Timeline* section in the 2019 NJ Chronological Elections Index on the [Division of Elections website](#).