

**THE BOARD OF EDUCATION OF THE
BOROUGH OF ANYTOWN
IN THE COUNTY OF ANYCOUNTY, NEW JERSEY**

TENTATIVE TIMETABLE FOR REFERENDUM FOR MARCH 12, 2019

[as long as it takes]	Board of Education and public determine scope of proposed project and estimated cost.
September 17, 2018	Board of Education adopts resolution authorizing special election date.
September 17, 2018 [at least five months prior to election]	Board approves applications to Commissioner of Education for approval of educational plans, schematic plans, amendment to long range facilities plan, if necessary, and projects.
[at least five months prior to election]	Architect submits applications to Commissioner.
[at time of application submission]	If necessary, architect sends written letter to local planning board to obtain recommendations pursuant to N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, if applicable.
[at least five months prior to election]	Send applications to Commissioner. Request debt service aid. [State has ninety days to act. May request additional sixty days.]
[within 90 days following submission of complete application and at least 60 days prior to referendum]	Unless additional sixty days are requested, Commissioner approves long-range facilities plan, any necessary amendment to long-range facilities plan, educational plans, schematic plans and the projects and determines preliminary eligible costs and costs in excess of facilities efficiency standards and sends PEC letters to district.
N/A If applicable - but it may alter the following dates	[Board of Education has thirty days to consider appeal to request additional funding.] [State has additional thirty days to react to appeal.] Board may consider State recommendations for cutting costs of project and submit revised schematic plans, if necessary.
	Commissioner of Education approves applications, and determines preliminary eligible costs and sends PEC letters.
	Receipt of FEC letters. (Generally 30 days after PEC letters)

September 18, 2018 but no later than January 11, 2019 [at least 60 days prior to special election]	Send letter to County Clerk, County Board of Elections and Superintendent of Elections, if applicable, and to Municipal Clerk requesting them to conduct the special election.
No later than January 15, 2019 [prior to 55 days before election]	Municipal Clerk publishes Notice of Persons Wanting Mail-in Ballots notices for Special Election.
As of January __, 2019 [as of date proposal is adopted]	Chief Financial Officer of the Borough of Glen Rock (the “Borough”) prepares supplemental debt statement as of this date and files on this date in the office of the Municipal Clerk and in the office of the School Board Secretary prior to the adoption of the resolution.
January __, 2019	Board of Education adopts resolution authorizing form of bond proposal or proposals.
January __, 2019 (day after adoption of bond proposal resolution but no later than at least by 10:00 a.m. February 22, 2019) [Statute requires that this must be done by 10:00 am of the 18 th day prior to a special election and 60 days prior to November annual election. Counties may request more time]	Business Administrator/Board Secretary sends certified copy of proposal to County Clerk, County Board of Elections and Superintendent of Elections, if applicable, requesting them to submit proposal at special election scheduled for March 12, 2019.
[22 to 52 days prior to election (30 days prior to closing registration books as per N.J.S.A. 19:12-7 and N.J.S.A. 19:31-6)]	County Board of Elections should publish notice as may be required by N.J.S.A. 19:12-7(b)(3).
[In the calendar week next preceding special/annual election date]	County Board of Elections should again publish notice as may be required by N.J.S.A. 19:12-7(b)(3).
No later than March 12, 2019	Chief Financial Officer of the Borough must file supplemental debt statement in the office of the Director of the Division of Local Government Services in Trenton.
On seventh day and again on day preceding election	County Board of Elections publishes notice to registered voters required in N.J.S.A. 19:12-9

March 12, 2019	Special election. [Effective January 1, 2017, by P.L. 2015, c. 181, approved January 11, 2017, polls may open from 6:00 a.m. to 4:00 p.m. as designated by Board and stay open until 8:00 p.m. for special or April annual election and are open from 6:00 a.m. to 8:00 p.m. for a November Annual Election as per N.J.S.A. 19:15-2]
Following successful referendum	File certified copy of proposal with Commissioner of Education and prepare certified record of proceedings for McManimon, Scotland & Baumann, LLC, bond counsel. Per approval letter notify DOE Division of Finance and Executive County Superintendent also
Other Important Dates	
On or before date that educational and schematic plans are submitted to the State for approval	Submit application for approval of site if land acquisition is involved in financing
21 days prior to election	Voter registration deadline per N.J.S.A. 19:31-6
Postmarked 7 days prior to election date	Mail In Ballot application deadline for written applications
Day prior to election at 3:00 p.m.	Mail In Ballot deadline for in-person applications
No later than 2 nd Tuesday preceding election	The appointment of or application for challengers shall be filed with the County Board by the proponents or opponents of a public question seeking to appoint challengers (County Board may appoint two in its discretion) N.J.S.A. 19:7-1 <u>et seq.</u>

The Board Secretary must give notice of a special meeting in writing to each Board member at least 1 day before the meeting, setting forth the time, the place and the purpose or purposes of the special meeting, and notice must be given to the appropriate newspapers with sufficient time to permit publication at least 48 hours in advance and otherwise in accordance with the Open Public Meetings Act.