

**THE BOARD OF EDUCATION OF THE  
TOWNSHIP OF READINGTON IN THE COUNTY OF HUNTERDON  
SPECIAL SCHOOL DISTRICT ELECTION SCHEDULE  
TUESDAY, JANUARY 26, 2016**

<b>Date</b>	<b>Action</b>	<b>Responsible Party(ies)*</b>
<b>Novmeber 10, 2015</b>	Board to adopt resolution (1) approving project, schematic plans and drawings; (2) retracting State Project #4350-030-13-2001; (3) seeking Debt Service Aid funding (the "Project Application") for projects; (4) authorizing submission of same to County Superintendent of Schools, NJDOE and Planning Board, if necessary and (5) determining to hold election on January 26, 2016.	<b>BOE</b>
<b>November 11, 2015</b>	Submit Project Application to NJDOE	<b>BOE, ARCH</b>
<b>November 11, 2015</b>	Deliver project schematic plans and drawings to Planning Board.	<b>BOE, ARCH</b>
<b>November 23, 2015</b>	Board to meet with Planning Board, if requested.	<b>ARCH, BOE, BC</b>
<b>By November 24, 2015</b>	Bond Counsel to provide "60-day" notice to election officials.	<b>BC</b>
<b>By early December</b>	NJDOE to (1) advise Board of its determination of eligible project costs and amount of Debt Service Aid; and (2) approve project specifications and schematic plans and drawings	<b>BOE</b>
<b>December 1, 2015</b>	Bond Counsel to request the Chief Financial Officer of municipality to prepare Supplemental Debt Statement reflecting proposed school bonds.	<b>CFO, BC</b>
<b>By December 1, 2015</b>	County Clerk/Municipal Clerk to publish Notice to Persons Wanting Mail-In Ballots Notices authorized newspaper (must be at least 56 days prior to date of election).	<b>EO</b>
<b>December 8, 2015</b>	Business Administrator/Board Secretary to receive Supplemental Debt Statement from Chief Financial Officer of municipality.  Board to adopt referendum authorizing resolution (i) declaring its intent to present a school facilities project to voters at a special school district election; (ii) setting forth specific form of ballot question; (iii) establishing election polling hours; (iv) authorizing Business Administrator/Board Secretary to make required communications concerning special ballot question with County Superintendent of Schools, County Clerk and County Board of Elections and Municipal Clerk; (v) authorizing School Administration, Architect and Bond Counsel to undertake all required administrative processes concerning special ballot question (vi) accepting preliminary eligible costs, and (vii) accepting debt service aid for projects.	<b>CFO</b>  <b>BOE, BC</b>
<b>November-January</b>	Conduct Voter Education/Tax Impact Analysis	<b>BOE, FA, BC, A</b>
<b>By December 15, 2015</b>	Send copy of final referendum authorizing resolution to County Superintendent of Schools, County Clerk and County Board of Elections, and to the Municipal Clerk, requesting that they undertake their required administrative functions concerning election	<b>BC</b>
<b>Between December 23, 2015 and January 22, 2016</b>	County Board of Elections to publish notices of election required under N.J.S.A. 19:12-7 in an authorized newspaper, once during the 30 days preceding date fixed for closing of registration to vote in election, and once in calendar week preceding week in which election will be held.	<b>EO, BC</b>
<b>January 12, 2016</b>	Last day election challenger applications can be filed with County Board of Elections (must be filed by 2nd Tuesday preceding the date of election).	<b>EO</b>
<b>By January 25, 2016</b>	File Supplemental Debt Statement with Director of the Division of Local Government Services, NJ Department of Community Affairs.	<b>BC</b>
<b>January 26, 2016</b>	Conduct special school district election.	<b>EO</b>

**\*Responsible Party(ies) Key:**

**A-Auditor**

**ADM – Administration**

**AUD – Auditor**

**BOE – Board of Education**

**BC – Bond Counsel**

**ARCH – Architect**

**EO – Election Officials**

**FA – Financial Advisor**

**CFO – Municipal Chief Financial Officers**