

**LIBERTY CENTRAL SCHOOL DISTRICT  
CALENDAR FOR DEVELOPING THE 2012-13 BUDGET**

DATE	ACTION
October - March	Administrators analyze staffing needs and school programs for ensuing school year.
Tuesday, November 8, 2011	<b>Regular Board of Education Meeting – 7:00 pm</b>
Thursday, November 17, 2011	<ul style="list-style-type: none"> <li>• Meet with administrators &amp; discuss budget guidelines – AC meeting</li> <li>• Budget materials distributed to professional, custodial, cafeteria, and transportation staffs.</li> <li>• Staff gathers information and formulates requests for teaching materials, supplies, equipment, contractual work, and staffing.</li> </ul>
Tuesday, December 13, 2011	<b>Regular Board of Education Meeting – 7:00 pm (High School)</b> <ul style="list-style-type: none"> <li>• Carryover Budget Presented to the Board of Education</li> </ul>
Friday, December 16, 2011	Preliminary Staffing Requests to Superintendent.
Tuesday, January 10, 2012	<b>Regular Board of Education Meeting – 7:00 pm (High School)</b>
Wednesday, January 11, 2012	Meet with Faculty & review School Specialty and Requisitions
Tuesday, January 17, 2012	<ul style="list-style-type: none"> <li>• Instructional staff requests due to Principals.</li> <li>• Custodial, cafeteria &amp; transportation requests reviewed and submitted to Business Office.</li> </ul>
Tuesday, January 24, 2012	<b>Regular Board of Education Meeting – 7:00 pm (Middle School)</b>
Monday, February 6, 2012	Building Principals submit proposed requests to Business Office
Tuesday, February 14, 2012	<b>Regular Board of Education Meeting – 7:00 pm (High School)</b>
Tuesday, March 13, 2012	<b>Regular Board of Education Meeting – 7:00 pm (High School)</b> <ul style="list-style-type: none"> <li>• Budget Workshop - Non-Instructional Budget Presentation</li> </ul>
Monday, March 12, 2012	District Clerk will prepare absentee ballot applications, absentee ballot, related envelopes and directions. Obtain and use locked ballot box for absentee ballots.
Tuesday, March 27, 2012	<b>Regular Board of Education Meeting – 7:00 pm (High School)</b> <ul style="list-style-type: none"> <li>• Budget Workshop – Instructional Budget Presentation</li> </ul>
Monday, March 26, 2012	Public Notice #1 Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 49 days before the Annual Budget Vote. Notice should appear in 2 general circulation newspapers.
Tuesday, April 3, 2012	<b>Regular Board of Education Meeting – 7:00 pm (High School)</b> <ul style="list-style-type: none"> <li>• Budget Workshop - Revenue Presentation</li> <li>• Proposed Budget for 2012-13 adopted by the Board of Education</li> <li>• Appointment of clerks &amp; inspectors of election for budget vote</li> </ul>
Wednesday, April 4, 2012	<ul style="list-style-type: none"> <li>• Submission of the Property Tax Report Card to SED and local newspapers.</li> <li>• Submission of Salary Disclosure to SED</li> <li>• (Must be submitted 24 days prior to vote.)</li> </ul>

April 4 – May 15, 2012	Copies of the adopted budget made available for the public
Monday, April 16, 2012	<ul style="list-style-type: none"> <li>• Submission of petitions for propositions to be placed on ballot.</li> <li>• Submission of petitions for Board of Education candidates by 5:00 p.m.</li> <li>• Campaign Expense filing to District Clerk 30 days prior to vote.</li> </ul>
Friday, April 20, 2012	Public Notice #2
Tuesday, May 1, 2012	<ul style="list-style-type: none"> <li>• <b>Budget Hearing – 7 pm (High School Auditorium)</b></li> <li>• <b>Regular Board of Education Meeting</b> – At the conclusion of the Budget Hearing</li> </ul>
Wednesday, May 2, 2012	Mail Budget Newsletter to Residents
Friday, May 4, 2012	Public Notice #3
Tuesday, May 8, 2012	Board of Registration Meeting – 10 am (District Office)
Thursday, May 10, 2012	<ul style="list-style-type: none"> <li>• Post a listing of those residents who were given absentee ballots in the Office of District Clerk (Five days prior to vote date)</li> <li>• Campaign Expense filing to District Clerk (5 days before vote). Last day of voter registration.</li> </ul>
Friday, May 11, 2012	Public Notice #4
Monday, May 14, 2012	<ul style="list-style-type: none"> <li>• District Clerk prepares voting machine inserts.</li> <li>• Physically examines voting machines for ballot placement</li> </ul>
Tuesday, May 15, 2012	<b>Budget Vote and Annual District Meeting - (HS Gymnasium 12 pm to 9 pm)</b> <ul style="list-style-type: none"> <li>• Absentee ballots must be received by 5 pm in the Office of the District Clerk</li> </ul>
Tuesday, May 22, 2012	<b>Regular Board of Education Meeting – 7:00 pm (High School)</b>
Monday, June 6, 2012	Campaign Expense filing due to District Clerk (20 days after vote)
Friday, July 1, 2012	2012-13 Budget implemented

Updated: 07/01/11

Notes: Add faculty meeting in 2<sup>nd</sup> Wed. in December for next year. Also, change dates the orders are due to the principals and the business office once we know when DCMO BOCES will need our orders. Review Jan. 20 date due to faculty meeting and presentations.