

GERVAIS SCHOOL DISTRICT
Calendar of Events
2022-23 Budget Preparation

| <u>Budget/Board Members</u> | | <u>Budget Committee Members</u> | |
|-----------------------------|---------|---------------------------------|---------|
| Henry Bustmante | 6/30/25 | Alan Hanson | 6/30/24 |
| Maria Caballero | 6/30/23 | Karen Herinckx | 6/30/24 |
| Ana Contreras | 6/30/25 | Jenny Jones | 6/30/24 |
| Maria Contreras | 6/30/23 | David Moreno | 6/30/23 |
| Angie Toran | 6/30/25 | Arturo Oropoza | 6/30/23 |

| <u>Done</u> | <u>Date</u> | <u>General Events</u> | <u>Where</u> |
|--------------------------|---------------------|---|-------------------------|
| <input type="checkbox"/> | September 16, 2021 | School Board Appoints Budget Officer | District Office or Zoom |
| <input type="checkbox"/> | November 18, 2021 | School Board Appoints Committee Members | District Office or Zoom |
| <input type="checkbox"/> | October-December | Leadership Council reviews current/future programs Principals/Superintendent | Various Locations |
| <input type="checkbox"/> | February 17, 2022 | Budget 101/Orientation with Budget Committee | District Office or Zoom |
| <input type="checkbox"/> | February-March 2022 | Discussions on Budget with Admin, Supt and Business Mngr | Various Locations |
| <input type="checkbox"/> | March 2022 | Superintendent & Business Manager Budget Discussions | Various Locations |
| <input type="checkbox"/> | April 21, 2022 | Feedback to Board on Budget Development Status | District Office or Zoom |
| <input type="checkbox"/> | May 5, 2022 | Budget Committee Meeting (6:00 pm) | District Office or Zoom |
| <input type="checkbox"/> | May 12, 2022 | Budget Committee Meeting - if needed (6:00 pm) | District Office or Zoom |
| <input type="checkbox"/> | June 16, 2022 | Public Hearing at Regular Board Mtg (6:00 pm) | District Office or Zoom |
| | | Enact Resolution Adopting 2022-23 Budget | |
| | | Adopt Budget | |
| | | Make Appropriations | |
| | | Impose and Categorize Taxes | |
| <input type="checkbox"/> | July 14, 2022 | Certify District's Levy to County Assessor for 2022-23 | Business Manager |

| <u>Done</u> | <u>Date</u> | <u>Budget Committee Meetings (All Members Must Attend)</u> | <u>Location</u> |
|--------------------------|--------------|--|-------------------------|
| <input type="checkbox"/> | May 5, 2022 | Budget Committee Meeting (6:00 pm) | District Office or Zoom |
| <input type="checkbox"/> | May 12, 2022 | Budget Committee Meeting – if needed (6:00 pm) | District Office or Zoom |

| <u>Done</u> | <u>Due Date</u> | <u>Legal Publication Timelines</u> | <u>Responsibility</u> |
|-------------------------------------|--------------------------------------|--|-----------------------------|
| <input checked="" type="checkbox"/> | September 13 to November 12, 2021 | Publish Notice of Budget Committee Vacancies (Paper, Website, District Listservs) | Business Manager/Admin Asst |
| <input type="checkbox"/> | April 13, 2022 | Publish Notice of 1 st Budget Committee Meeting (Paper & Website) | Business Manager/Admin Asst |
| <input type="checkbox"/> | June 1, 2022 | Publish Notice of Budget Hearing and Summary of Approved Budget Documents (Paper) | Business Manager/Admin Asst |

* All meetings are open to the public and held at 6:00 pm *

Location: Gervais School District, Board Meeting Room, 290 First Street, Gervais, OR 97026
Call 503-792-3803 for additional information or
if any special accommodations are required for attendance at the meeting(s)