BOE MONTHLY TO-DO CALENDAR

- Note – some months may be off due to scheduling conflicts, etc. – but all events are listed to indicate the month something should be done by (**Many things will be done earlier)**
- Monthly presentations for FY 27 (Possible changes pending)
    - Aug 5th - B & G
    - Sep 2nd - Health Services
    - Oct 7th - Food Service
    - Nov 4th - HE
    - Dec 2nd - MC
    - Jan 6th - SVHS
    - Feb 3rd - C & CC
    - Mar 3rd - Transportation
    - Apr 7th - MJHS
    - May 5th - Tech
    - Jun 2nd - Activities and Athletics

Month	Recurring Items	BOE To-Do's (Expect to see on agenda)
July	**NO MEETING**	
August 5th	○ Consent Agenda Items ○ Treasurer's Report ○ Personnel Report ○ Accounts Payable ○ Minutes ○ Activity Accounts ○ Payroll ○ Year to Date Spending Comparison ○ FOIA Request Review ○ Springfield Update	○ Present tentative budget (can approve budget if see fit) ○ New teacher reception scheduled ○ Audit update ○ Present for approval a succession plan ○ Approve Superintendent goals for year ○ Approve CLIC (if not done in June) ○ Approve Treasurer's Bond ○ Review minutes and decide to keep closed, open them, or destroy (closed session) ▪ Six months old – vote to keep closed or open ▪ 18 months old – destroy Recordings (must keep written minutes) ○ Superintendent should present an annual presentation schedule for administration to the Board
September 2nd	○ Consent Agenda Items ○ Treasurer's Report ○ Personnel Report ○ Accounts Payable ○ Minutes	○ Review 6th day enrollment – include enrollment trends ○ Set meeting with auditor

	○ Activity Accounts ○ Payroll ○ Year to Date Spending Comparison ○ Student Advisory Council Report ○ FOIA Request Review ○ Springfield Update	○ Review SIP/DIP and Data Report (not final – just demonstrate they are done or close to done) ○ Public budget hearing to start meeting ○ Approve budget ○ Teacher/Admin Compensation Report as part of agenda ○ Review suicide prevention plan
October 7th	○ Consent Agenda Items ○ Treasurer's Report ○ Personnel Report ○ Accounts Payable ○ Minutes ○ Activity Accounts ○ Payroll ○ Year to Date Spending Comparison ○ Student Advisory Council Report ○ FOIA Request Review ○ Springfield Update	○ Fall Housing Report final data ○ Review process for school closure ○ Risk Management Plan affirmation or approval ○ Mission, Vision, Core Value Review ○ Presentation of audit ○ Approve tentative levy (if EAV estimates are ready) ○ Review school report card if released ○ IASB items to be considered (Notices and Communications) ○ All RSO Presentations Due
November 4th	○ Consent Agenda Items ○ Treasurer's Report ○ Personnel Report ○ Accounts Payable ○ Minutes ○ Activity Accounts ○ Payroll ○ Year to Date Spending Comparison ○ Student Advisory Council Report ○ FOIA Request Review ○ Springfield Update	○ Levy Presentation (if possible) // Potential levy hearing ○ Review District Report Card/PARCC Scores/Data Reports from previous year if not done in Oct. ○ Triple I preview ○ Review process for school closure ○ Presentation of audit ○ Decide on RSO Funding ○ Update on Outstanding Fees
December 2nd	○ Consent Agenda Items ○ Treasurer's Report ○ Personnel Report ○ Accounts Payable ○ Minutes ○ Activity Accounts ○ Payroll ○ Year to Date Spending Comparison ○ Student Advisory Council Report ○ FOIA Request Review ○ Springfield Update	○ Levy Hearing (if not already complete) ○ Approve SVHS course guide (If ready – may be subsequent month) ○ Review of Triple I ○ Review major contracts and leases ○ Buses, Mechanical, Copiers ○ Conduct Superintendent Mid-year Evaluation process in closed ○ Announce display of both cert and non-cert Seniority list ○ Present any changes in student fees-(lunch, registration, technology, parking,

		athletic) AGENDA ITEM NO MATTER WHAT
January 6th	○ Consent Agenda Items ○ Treasurer's Report ○ Personnel Report ○ Accounts Payable ○ Minutes ○ Activity Accounts ○ Payroll ○ Year to Date Spending Comparison ○ Student Advisory Council Report ○ FOIA Request Review ○ Springfield Update	○ Approve Super to begin construction of tentative budget ○ Mid-Year Enrollment data and Kindergarten projected enrollment ○ Preview RIFs if needed ○ Review minutes and decide to keep closed, open them, or destroy (closed session) ○ Board to review Superintendent contract and consider extension
February 3rd	○ Consent Agenda Items ○ Treasurer's Report ○ Personnel Report ○ Accounts Payable ○ Minutes ○ Activity Accounts ○ Payroll ○ Year to Date Spending Comparison ○ Student Advisory Council Report ○ FOIA Request Review ○ Springfield Update	○ Honor IL State Scholars BEFORE MEETING ○ Approve school calendar – 2 years out ○ Approve BOE calendar except in election years ○ Review Treasurer Bonds if not approved earlier in the year (they do not arrive in a systematic fashion) ○ Byron swim agreement ○ Reminder to file economic interest paperwork ○ RIFs if needed ○ Last possible date for approval of SVHS course guide ○ IN NEGOTIATION YEARS – Comprehensive review of contract, budget, negotiation related issues in CLOSED
March 3rd	○ Consent Agenda Items ○ Treasurer's Report ○ Personnel Report ○ Accounts Payable ○ Minutes ○ Activity Accounts ○ Payroll ○ Year to Date Spending Comparison ○ Student Advisory Council Report ○ FOIA Request Review ○ Springfield Update	○ Consider ESP wages ○ Approve IHSA membership ○ Review principal evals in closed session ○ Recommendation for principal and director salary increase

April 7th	○ Consent Agenda Items
	  ○ Treasurer's Report
	  ○ Personnel Report
	  ○ Accounts Payable
	  ○ Minutes
	  ○ Activity Accounts
	  ○ Payroll
	○ Year to Date Spending Comparison
	○ Student Advisory Council Report
	○ FOIA Request Review
	○ Springfield Update
		○ In election years
		  ○ Authorize Canvass of Election
		  ○ Adjourn Sine Die
		  ○ Oath of Office
		  ○ Selection of President
		  ○ Selection of Officers
		  ○ Schedule self-assessment
		 Review Superintendent 360 Evaluation and Begin Evaluation Process
		 Recognize Those Who Excel Award Winners (may be moved, waiting to hear new schedule)
		 Emergency Plan approvals and revisions (IF NECESSARY)

May 5th	Consent Agenda Items
	  ○ Treasurer's Report
	  ○ Personnel Report
	  ○ Accounts Payable
	  ○ Minutes
	  ○ Activity Accounts
	  ○ Payroll
	 Year to Date Spending Comparison
	 Student Advisory Council Report
	 FOIA Request Review
	 Springfield Update
		Review Director Evals in Closed
		 Prevailing wage
		 Place amended budget on display
		 Approve LT and ESP salaries (if not done already)
		 Announce scheduled date of audit
		 Approve Handbooks
		 Tentatively approve amended budget

June 2nd	Consent Agenda Items
	  ○ Treasurer's Report
	  ○ Personnel Report
	  ○ Accounts Payable
	  ○ Minutes
	  ○ Activity Accounts
	  ○ Payroll
	 Year to Date Spending Comparison
	 Student Advisory Council Report
	 FOIA Request Review
	 Springfield Update
		Approve handbooks-if not done
		 ROE alternative program agreement
		 Update on CLIC/OCEC estimated cost for year
		 Review admin retreat
		 Adopt amended budget, if necessary
		 Assign someone to finalize audit process/sign-off
		 Review Triple I dates and reservation information
		 Review status of Farm Lease
		 Conclude Superintendent Evaluation

- Update on Outstanding Fees