

School Board Annual Agenda Calendar: First Quarter

JULY	AUGUST	SEPTEMBER
Board receives and begins review of tentative budget for current fiscal year* (Policies 4:10, 4:30)	Board conducts self evaluation (Policy 2:120) and reviews all board process policies (Board Policy Manual Section 2), checking for indications that the board has or has not been complying with policy.	Board receives audit report and reports to public on district's financial health (Policy 4:80 and Principles of Effective Governance, Principle 2, Connecting with the Community)
Superintendent begins to implement district goals developed in April and reports to board (Policies 1:30, 3:10, 6:10)	Notice is published of availability of tentative budget for public inspection and hearing* (Policy 4:10)	Board Monitors district compliance with Operational Services Policies and takes any necessary action. (Board Policy Manual, Section 4, and other individual policies as determined by the board)
Board conducts Annual Strategic Planning meeting to set yearly agenda, identify major study/dialogue topics. (Policy 2:240)	Board reviews minutes of closed sessions and reports its determinations in open session** (Policy 2:220)	Board holds public hearing on budget for current fiscal year, and adopts budget* (Policy 4:10)
Board approves textbooks per staff recommendations. (Policies 6:40, 6:210)	Approve next year's Board Meeting Dates and Times	Administrative Licensed Evaluator List
Mid-year checkpoint for superintendent evaluation process (Policy 3:40)	Fall Finance Committee Meeting	Annual District Web Postings Review
Approve Booster Organization Budgets		Approve FFA Trip
Approve Building Administrator(s) Contracts		Fall Facilities Committee Meeting
		New Teacher Reception prior to budget hearing and board meeting

* Boards must adopt their budget before the end of the first quarter of their fiscal year. Notice of availability for public inspection and hearing must be published by September 1.

** Boards must review minutes of all closed sessions that have not been released for public inspection at least semi-annually to determine if they should remain confidential. The specific dates these reviews are conducted is up to the individual board.

School Board Annual Agenda Calendar: Second Quarter

OCTOBER	NOVEMBER	DECEMBER
Board reviews state report cards and state test scores (Policy 6:15) combining this data with internal assessment to measure student academic achievement.	Board approves tentative tax levy and holds public hearing, if necessary (Policy 4:10)	Board reviews District and School Improvement Plans, if required. (Policy 6:15)
Board monitors district compliance with Instruction Policies and takes any necessary action. (Board Policy Manual, Section 6, and other individual policies as determined by the board)	Board receives Annual Statement of Affairs from superintendent (Policy 4:10)	Board monitors district compliance with Student Policies and takes any necessary action. (Board Policy Manual, Section 7, and other individual policies as determined by the board)
Board reports to community on district performance re: academic achievement/student performance. (Principles of Effective Governance, Principle 2, Connecting with the Community)	Board receives reports from staff, committees, etc. on study/discussion topics. (Per July planning committee meeting)	Once every four years board evaluates district's sex equity policies and practices. (Policy 7:10)
Mid year check point on progress toward district goals (Policies 1:30, 3:10, 6:10)	IL School Board Members Day Fall Curriculum Committee Meeting	Board Approves Final Tax Levy** (Policy 4:10) Revisit next year's meeting dates and times
Board Retreat?	Early HS Graduation Requests, if applicable	
Safety Hazard Resolution	Joint Annual Conference in Chicago	
Fall Technology Committee Meeting		
Fall Housing Enrollment Report		
National Principal's Month National Custodial Maintenance Appreciation		

**Must be done by the last Tuesday in December

School Board Annual Agenda Calendar: Third Quarter

JANUARY	FEBRUARY	MARCH
Board prepares for and holds a summary meeting to review its superintendent's progress towards goals. Goals are set for the coming year. (Policies 1:30,2:130, 3:10,3:40,6:10)	Board and superintendent agree on compensation and contract issues, if applicable (Policy 3:40)	Board reviews superintendent's job description and employment contract to determine whether they are current and relevant (Policies 3:10, 3:40)
Board monitors compliance with School Administration and Personnel Policies and takes any necessary action. (Board Policy Manual, Sections 3 and 5, and other individual policies as determined by the board)	Board holds session with input from experts on study/discussion topic (staff, stakeholders, etc.)	Board monitors district compliance with Community Relations Policies and takes any necessary action. (Board Policy Manual, Section 8, and other individual policies as determined by the board)
Board reviews minutes of closed sessions and reports its determinations in open session** (Policy 2:220)	Board reemploys administrators per superintendent's recommendation. (Policy 3:50)	Board receives employment recommendations for certified and non-certified staff. (Policies 5:30, 5:200, 5:270)
Board sets time and place for its regular meetings for the coming year* (Policy 2:200)	Board approves school calendar for following year, if available (Policy 6:20)	Approve Amended School Calendar (if needed)
District Insurance(s) Renewal Work Comp IRS Mileage Rate approval	Principal and Superintendent Evaluations (Review)	Approve/Finalize HS Graduation Date
Begin/gather Economic Interest Statements	Seniority Lists Published (certified and non-certified)	(Election years) Set board reorganization meeting for April after canvassed results.
National Maintenance Appreciation	ChrisMont Safe Schools Agreement	Spring Technology Committee Meeting
Winter Finance Committee Meeting	PEA & ESP Negotiations, if applicable	IHSA/IESA Renewal

*Public bodies must set meeting time and place either at the beginning of their fiscal year or at the beginning of the calendar year, per the Illinois Open Meetings Act.

**Boards must review minutes of all closed sessions that have not been released for public inspection at least semi-annually to determine if they should remain confidential. The specific dates these reviews are conducted is up to the individual board.

School Board Annual Agenda Calendar: Fourth Quarter

APRIL	MAY	JUNE
<p>If necessary, Board uses agreed-upon process***to develop district goals. Indicators and measures of progress. (Principles of Effective Governance, Principle1)</p>	<p>Board receives, reviews and discusses first draft of next fiscal year's budget.(Policy 4:10)</p>	<p>Board decides which of the goals, indicators and measures will be written into the superintendent's performance contract (Policy 3:40)</p>
<p>As needed, Board revises Policies 3:10-Goals and Objectives, 4:150-Facilities Management and Expansion Programs and 6:10-Educational Philosophy and Objectives, per goal development process and has first reading.</p>	<p>Board receives report from Parent-Teacher Advisory Committee and approves student handbooks.(Policy 2:150)</p>	<p>Board and superintendent clarify evaluation criteria and process (Policy 3:40)</p>
<p>Board holds reorganization meeting: elects officers, administers Oath of Office, seats new members, and sets regular meeting dates for coming year as policy dictates****(Policies 2:110,2:210)</p>	<p>As needed, Board has second reading and adoption of any change in policies 3:10, 4:150, 6:10</p>	<p>Board recognizes staff members who have contributed significantly to educational programs and the welfare of students (Policy 5:110)</p>
<p>Board approves changes in committees and responsibilities</p>	<p>Superintendent develops plans to pursue district goals and shares them with the board for feedback (Policy 3:10)</p>	<p>Board selects delegate and alternate for IASB annual conference delegate assembly (Policy 2:125)</p>
<p>Approve District Depository Account</p>	<p>I.D.E.A.S. Committee Meeting</p>	
<p>Approve Student Voluntary Insurance</p>	<p>Approve Any Summer Overnight Trips</p>	<p>Board reports to public results to date of study/discussion topic(s) and encourages community input.</p>
<p>Administrative Assistant Appreciation</p>	<p>District Retirement Reception</p>	<p>District Liability Insurance(s) Renewal</p>
<p>Spring Finance Committee Meeting</p>	<p>National Teacher, School Bus Driver and Cafeteria Worker Appreciation</p>	<p>OKAW Transportation Agreement with Ramsey</p>
<p>Spring Facilities Committee Meeting</p>		
<p>Go Solutions Contract Renewal</p>		<p>Register for Joint Annual Conference</p>

***Process should include community/stakeholder involvement input, and should be discussed/deliberated at meetings prior to goal setting session.
 ****Done in election years. School boards may choose to elect officers for one-year terms