

# 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 26 (Possible changes pending)
  - Aug 6th - B & G
  - Sep 3rd - Health Services
  - Oct 1st - Food Service
  - Nov 5th - HE
  - Dec 3rd - MC
  - Jan 7th - Tech
  - Feb 4th - C & CC
  - Mar 4th - Transportation
  - Apr 8th - MJHS
  - May 6th - SVHS
  - Jun 10th - Activities and Athletics

| Month         | Recurring Items                                                                                                                                                                                                                                                                                                                                                                                    | BOE To-Do's (Expect to see on agenda)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| July          | <b>NO MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| August 6th    | <ul style="list-style-type: none"> <li>○ Consent Agenda Items               <ul style="list-style-type: none"> <li>○ Treasurer's Report</li> <li>○ Personnel Report</li> <li>○ Accounts Payable</li> <li>○ Minutes</li> <li>○ Activity Accounts</li> <li>○ Payroll</li> </ul> </li> <li>○ Year to Date Spending Comparison</li> <li>○ FOIA Request Review</li> <li>○ Springfield Update</li> </ul> | <ul style="list-style-type: none"> <li>○ Present tentative budget (can approve budget if see fit)</li> <li>○ New teacher reception scheduled</li> <li>○ Audit update</li> <li>○ Present for approval a succession plan</li> <li>○ Approve Superintendent goals for year</li> <li>○ Approve CLIC (if not done in June)</li> <li>○ Approve Treasurer's Bond</li> <li>○ Review minutes and decide to keep closed, open them, or destroy (closed session)               <ul style="list-style-type: none"> <li>● Six months old – vote to keep closed or open</li> <li>● 18 months old – destroy</li> </ul> </li> <li>○ Recordings (must keep written minutes)</li> <li>○ Superintendent should present an annual presentation schedule for administration to the Board</li> </ul> |
| September 3rd | <ul style="list-style-type: none"> <li>○ Consent Agenda Items               <ul style="list-style-type: none"> <li>○ Treasurer's Report</li> <li>○ Personnel Report</li> <li>○ Accounts Payable</li> <li>○ Minutes</li> <li>○ Activity Accounts</li> </ul> </li> </ul>                                                                                                                             | <ul style="list-style-type: none"> <li>○ Review 6th day enrollment – include enrollment trends</li> <li>○ Set meeting with auditor</li> <li>○ Review SIP/DIP and Data Report (not final – just demonstrate they are done or close to done)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                     | <ul style="list-style-type: none"> <li>○ Payroll</li> <li>○ Year to Date Spending Comparison</li> <li>○ Student Advisory Council Report</li> <li>○ FOIA Request Review</li> <li>○ Springfield Update</li> </ul>                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>○ Public budget hearing to start meeting</li> <li>○ Approve budget</li> <li>○ Teacher/Admin Compensation Report as part of agenda</li> <li>○ Review suicide prevention plan</li> </ul>                                                                                                                                                                                                                                                                                                                                           |
| <b>October 1st</b>  | <ul style="list-style-type: none"> <li>○ Consent Agenda Items <ul style="list-style-type: none"> <li>○ Treasurer's Report</li> <li>○ Personnel Report</li> <li>○ Accounts Payable</li> <li>○ Minutes</li> <li>○ Activity Accounts</li> <li>○ Payroll</li> </ul> </li> <li>○ Year to Date Spending Comparison</li> <li>○ Student Advisory Council Report</li> <li>○ FOIA Request Review</li> <li>○ Springfield Update</li> </ul> | <ul style="list-style-type: none"> <li>○ Fall Housing Report final data</li> <li>○ Review process for school closure</li> <li>○ Risk Management Plan affirmation or approval</li> <li>○ Mission, Vision, Core Value Review</li> <li>○ Presentation of audit</li> <li>○ Approve tentative levy (if EAV estimates are ready)</li> <li>○ Review school report card if released</li> <li>○ IASB items to be considered (Notices and Communications)</li> <li>○ All RSO Presentations Due</li> </ul>                                                                         |
| <b>November 5th</b> | <ul style="list-style-type: none"> <li>○ Consent Agenda Items <ul style="list-style-type: none"> <li>○ Treasurer's Report</li> <li>○ Personnel Report</li> <li>○ Accounts Payable</li> <li>○ Minutes</li> <li>○ Activity Accounts</li> <li>○ Payroll</li> </ul> </li> <li>○ Year to Date Spending Comparison</li> <li>○ Student Advisory Council Report</li> <li>○ FOIA Request Review</li> <li>○ Springfield Update</li> </ul> | <ul style="list-style-type: none"> <li>○ Levy Presentation (if possible) // Potential levy hearing</li> <li>○ Review District Report Card/PARCC Scores/Data Reports from previous year if not done in Oct.</li> <li>○ Triple I preview</li> <li>○ Review process for school closure</li> <li>○ Presentation of audit</li> <li>○ Decide on RSO Funding</li> <li>○ Update on Outstanding Fees</li> </ul>                                                                                                                                                                  |
| <b>December 3rd</b> | <ul style="list-style-type: none"> <li>○ Consent Agenda Items <ul style="list-style-type: none"> <li>○ Treasurer's Report</li> <li>○ Personnel Report</li> <li>○ Accounts Payable</li> <li>○ Minutes</li> <li>○ Activity Accounts</li> <li>○ Payroll</li> </ul> </li> <li>○ Year to Date Spending Comparison</li> <li>○ Student Advisory Council Report</li> <li>○ FOIA Request Review</li> <li>○ Springfield Update</li> </ul> | <ul style="list-style-type: none"> <li>○ Levy Hearing (if not already complete)</li> <li>○ Approve SVHS course guide (If ready – may be subsequent month)</li> <li>○ Review of Triple I</li> <li>○ Review major contracts and leases <ul style="list-style-type: none"> <li>○ Buses, Mechanical, Copiers</li> </ul> </li> <li>○ Conduct Superintendent Mid-year Evaluation process in closed</li> <li>○ Announce display of both cert and non-cert Seniority list</li> <li>○ Present any changes in student fees- (lunch, registration, technology, parking,</li> </ul> |

athletic) AGENDA ITEM NO MATTER  
WHAT

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| <b>January 7th</b>  | <ul style="list-style-type: none"><li>○ Consent Agenda Items<ul style="list-style-type: none"><li>○ Treasurer's Report</li><li>○ Personnel Report</li><li>○ Accounts Payable</li><li>○ Minutes</li><li>○ Activity Accounts</li><li>○ Payroll</li></ul></li><li>○ Year to Date Spending Comparison</li><li>○ Student Advisory Council Report</li><li>○ FOIA Request Review</li><li>○ Springfield Update</li></ul> | <ul style="list-style-type: none"><li>○ Approve Super to begin construction of tentative budget</li><li>○ Mid-Year Enrollment data and Kindergarten projected enrollment</li><li>○ Preview RIFs if needed</li><li>○ Review minutes and decide to keep closed, open them, or destroy (closed session)</li><li>○ Board to review Superintendent contract and consider extension</li></ul>                                                                                                                                                                                                                          |
| <b>February 4th</b> | <ul style="list-style-type: none"><li>○ Consent Agenda Items<ul style="list-style-type: none"><li>○ Treasurer's Report</li><li>○ Personnel Report</li><li>○ Accounts Payable</li><li>○ Minutes</li><li>○ Activity Accounts</li><li>○ Payroll</li></ul></li><li>○ Year to Date Spending Comparison</li><li>○ Student Advisory Council Report</li><li>○ FOIA Request Review</li><li>○ Springfield Update</li></ul> | <ul style="list-style-type: none"><li>○ Honor IL State Scholars BEFORE MEETING</li><li>○ Approve school calendar – 2 years out</li><li>○ Approve BOE calendar except in election years</li><li>○ Review Treasurer Bonds if not approved earlier in the year (they do not arrive in a systematic fashion)</li><li>○ Byron swim agreement</li><li>○ Reminder to file economic interest paperwork</li><li>○ RIFs if needed</li><li>○ Last possible date for approval of SVHS course guide</li><li>○ IN NEGOTIATION YEARS – Comprehensive review of contract, budget, negotiation related issues in CLOSED</li></ul> |
| <b>March 4th</b>    | <ul style="list-style-type: none"><li>○ Consent Agenda Items<ul style="list-style-type: none"><li>○ Treasurer's Report</li><li>○ Personnel Report</li><li>○ Accounts Payable</li><li>○ Minutes</li><li>○ Activity Accounts</li><li>○ Payroll</li></ul></li><li>○ Year to Date Spending Comparison</li><li>○ Student Advisory Council Report</li><li>○ FOIA Request Review</li><li>○ Springfield Update</li></ul> | <ul style="list-style-type: none"><li>○ Consider ESP wages</li><li>○ Approve IHSA membership</li><li>○ Review principal evals in closed session</li><li>○ Recommendation for principal and director salary increase</li></ul>                                                                                                                                                                                                                                                                                                                                                                                    |

**April 8th**

- 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 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
- 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 10th**

- 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