

- Dates with Meeting Restrictions
- Model Board Agenda Calendar



Dates with Meeting Restrictions		
January 1, 2020	New Year's Day	No school, no meetings
January 20, 2020	*Martin Luther King, Jr.'s Birthday Observed	No meetings
February 17, 2020	*Presidents' Day	No meetings
February 25, 2020	Precinct Caucus Day	No meetings or activities after 6:00 p.m.
March 3, 2020	Presidential Primary	No meetings or activities 6:00 p.m. - 8:00 p.m.
March 10, 2020	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 25, 2020	Memorial Day	No school, no meetings
July 4, 2020	Independence Day	No school, no meetings
August 11, 2020	Primary Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
September 7, 2020	Labor Day	No school, no meetings
October 12, 2020	**Columbus Day Observed (Optional Holiday)	No meetings unless board determines this is not a school district holiday
November 3, 2020	Election Day	No meetings or activities 6:00 p.m. - 8:00 p.m.
November 11, 2020	*Veterans Day	No meetings
November 26, 2020	Thanksgiving Day	No school, no meetings
November 27, 2020	Day After Thanksgiving (Optional Holiday)	No meetings if this is a school district holiday
December 25, 2020	Christmas Day	No school, no meetings
January 1, 2021	New Year's Day	No school, no meetings
January 18, 2021	*Martin Luther King, Jr.'s Birthday Observed	No meetings
February 15, 2021	*Presidents' Day	No meetings
March 9, 2021	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 31, 2021	Memorial Day	No school, no meetings

Minnesota Statutes Sections 120A.42 & 645.44, Subd. 5

* If determined a school day and so reflected in the teacher's contract, at least one hour of the school program must be devoted to a patriotic observance of the day. For more information, please see Minnesota Statutes Section 120A.42 (Conduct of School on Certain Holidays).

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Model Board Agenda Calendar

JANUARY

- Hold organizational meeting
- (first Monday in January or as soon thereafter as practicable)
 - Elect officers — establish and clarify roles and responsibilities
 - Appoint board committees and representatives
 - Establish meeting times and dates
 - Designate official newspaper
 - Designate depository and school attorney
 - Establish board member per diem and other allowance
 - Appoint board member to Minnesota State High School League (MSHSL)
- Induct new members — establish and clarify roles and responsibilities
- Review student enrollment projections
- Review student enrollment options data and yearly comparisons
- Approve fund balance transfer, if needed
- Adopt a legislative platform and develop a plan to monitor legislative activity
- Attend MSBA Leadership Conference
- Adopt resolution directing superintendent to make recommendations for adjustments in curriculum, programs, and staff for the following school year, if needed

FEBRUARY

- Update student open enrollment numbers for the following school year
- Review high school course changes and course registration booklet
- Approve school calendar for the following year
- Meet with local legislators
- Attend MSBA Officers' Workshop
- Attend MSBA Negotiations Seminar
- Review annual Wellness Report

MARCH

- Take action on resolutions discontinuing and/or reducing programs and positions, if necessary
- Review district communications plan, if appropriate
- Consider closed meeting to set negotiations strategy for appropriate certified bargaining groups
- Review enrollment projections for upcoming school year

APRIL

- Approve preliminary summer work schedule and programs, if necessary
- Adopt resolution relating to the termination and nonrenewal of the teaching contract(s) of probationary teacher(s), if appropriate
- Adopt resolution proposing to place continuing contract/tenured teacher(s) on Unrequested Leave of Absence (ULA), if required
- Review and approve curriculum modifications for subsequent school years
- Review and approve staff development plan for upcoming school year
- Attend MSBA Phase III Workshop

MAY

- Review those policies for which annual review is required prior to development of student handbook
- Adopt resolution placing continuing contract/tenured teacher(s) on ULA, if necessary
- Approve candidates for graduation
- Prepare for graduation ceremony

JUNE

- Approve and adopt initial revenue and expenditure budget for coming year
- Complete superintendent evaluation, if appropriate
- Set superintendent goals for upcoming year, if appropriate
- Adopt official board agenda calendar for upcoming school year
- Review handbooks (student, parent, teacher, athletic, etc.)
- Adopt resolution placing tenured teacher(s) on ULA, if required
- Initiate fall board elections

JULY

- Call for bids or quotes for commodities (milk, bread, fuel, etc.)
- Approve MSBA membership and memberships in other organizations (i.e., MSHSL)
- Approve district subscriptions
- Set date for annual board self-evaluation
- Review and adopt practice for timely acceptance of gifts and donations
- Set annual process for reviewing and updating district policy manual
- Receive "state of the district" report
- Review of strategic plan goals
- Recommend modifications, if needed

AUGUST

- Award bids or contracts for commodities (milk, bread, fuel, etc.)
- Attend MSBA Summer Seminar
- Report on district test results
- Set substitute teacher rate of pay
- Consider revisions to the district's strategic plan and World's Best Workforce (WBWF) goals
- Receive buildings and grounds report
- Approve 10-year long-term maintenance plan
- Update maintenance plan annually

SEPTEMBER

- Review of opening week, including student enrollment figures
- Certify proposed property tax levy (by September 30)
- Publish current and prior year budget information within one week of final audit by the board, or November 30, whichever is earlier
 - Hold WBWF District Advisory Committee Meeting
 - Monitor and adjust WBWF plan
- Submit any proposed MSBA legislative resolutions
- Appoint student representative to the board, if applicable
- Attend MSBA Advocacy Tour meeting

OCTOBER

- Review audit report, if received
- Approve Assurance of Compliance reports
- Adopt revisions to district strategic plan and WBWF plan
- Publish the district's WBWF plan
- Submit application for MSHSL grant, if applicable
- Review and submit compulsory attendance report (due December 1)

NOVEMBER

- Complete fall elections
- Receive community education annual report
- Review compulsory attendance report (due December 1)
- Submit required WBWF Report to Minnesota Department of Education (due December 1)
- Assign board mentor to newly elected board members, and begin mentoring new board members, if election year
- Begin work to revise annual budget, if necessary

DECEMBER

- Hold Truth in Taxation hearing
- (can be held during regularly scheduled board meeting)
- Certify final Property Tax Levy to the home county auditor(s)
- Accept final budget audit, if appropriate
- Hold/attend new board member orientations, if appropriate
- Make arrangements to attend MSBA Leadership Conference
- Approve continuing contract teacher final seniority list
- Set fund balance reserve goal, if applicable
- Approve revised current year annual budget, if necessary
- Attend MSBA Phase I-Phase II Workshops for newly elected board members