

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 - Tech
 - Feb 3rd - C & CC
 - Mar 3rd - Transportation
 - Apr 7th - MJHS
 - May 5th - SVHS
 - 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