

# 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)
<b>July</b>		<b>NO MEETING</b>
<b>August 6th</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>○ 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 Recordings (must keep written minutes)</li> </ul> </li> <li>○ Superintendent should present an annual presentation schedule for administration to the Board</li> </ul>
<b>September 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> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Review 6th day enrollment – include enrollment trends</li> <li>○ Set meeting with auditor</li> </ul>

	<ul style="list-style-type: none"> <li>○ Activity Accounts</li> <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>○ Review SIP/DIP and Data Report (not final – just demonstrate they are done or close to done)</li> <li>○ Public budget hearing to start meeting</li> <li>○ Approve budget</li> <li>○ Teacher/Admin Compensation Report as part of agenda</li> <li>○ SVEA dues stated publicly</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) //</li> <li>○ 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> </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> </ul>

- Springfield Update
- Present any changes in student fees- (lunch, registration, technology, parking, athletic) AGENDA ITEM NO MATTER WHAT

#### January 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
- 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 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
- 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 4th

- Consent Agenda Items
  - Treasurer's Report
  - Personnel Report
  - Accounts Payable
  - Minutes
  - Activity Accounts
  - Payroll
- Year to Date Spending Comparison
- Student Advisory Council Report
- Consider ESP wages
- Approve IHSA membership
- Review principal evals in closed session
- Recommendation for principal and director salary increase

	<ul style="list-style-type: none"> <li>○ FOIA Request Review</li> <li>○ Springfield Update</li> </ul>	
<b>April 8th</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>○ In election years <ul style="list-style-type: none"> <li>○ Authorize Canvass of Election</li> <li>○ Adjourn Sine Die</li> <li>○ Oath of Office</li> <li>○ Selection of President</li> <li>○ Selection of Officers</li> <li>○ Schedule self-assessment</li> </ul> </li> <li>□ Review Superintendent 360 Evaluation and Begin Evaluation Process</li> <li>□ Recognize Those Who Excel Award Winners (may be moved, waiting to hear new schedule)</li> <li>□ Emergency Plan approvals and revisions (IF NECESSARY)</li> </ul>
<b>May 6th</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>□ Review Director Evals in Closed</li> <li>□ Prevailing wage</li> <li>□ Place amended budget on display</li> <li>□ Approve LT and ESP salaries (if not done already)</li> <li>□ Announce scheduled date of audit</li> <li>□ Approve Handbooks</li> <li>□ Tentatively approve amended budget</li> </ul>
<b>June 10th</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> </ul>	<ul style="list-style-type: none"> <li>□ Approve handbooks-if not done</li> <li>□ ROE alternative program agreement</li> <li>□ Update on CLIC/OCEC estimated cost for year</li> <li>□ Review admin retreat</li> <li>□ Adopt amended budget, if necessary</li> <li>□ Assign someone to finalize audit process/sign-off</li> <li>□ Review Triple I dates and reservation information</li> </ul>

□ Springfield Update

□ Review status of Farm Lease

□ Conclude Superintendent Evaluation

□ Update on Outstanding Fees