

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 25 (Possible changes pending)
 - August – HES
 - September – B & G
 - October - MC
 - November - MJH
 - December – Health Services
 - January - SVHS
 - February – Transportation
 - March – Food Service
 - April – None
 - May – Tech
 - June – Activities and Athletics

Month	Recurring Items	BOE To-Do's (Expect to see on agenda)
July	NO MEETING	
August	<ul style="list-style-type: none"> ○ Consent Agenda Items <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ Present tentative budget (can approve budget if see fit) ○ New teacher reception scheduled ○ Audit update ○ Review suicide prevention plan ○ Present for approval a succession plan ○ Approve Superintendent goals for year ○ Approve CLIC (if not done in June) ○ Approve Treasurer's Bond ○ Superintendent evaluation should be completed no later than this ○ Review minutes and decide to keep closed, open them, or destroy (closed session) <ul style="list-style-type: none"> • 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 ○ Update on Outstanding Fees
September	<ul style="list-style-type: none"> ○ Consent Agenda Items <ul style="list-style-type: none"> ○ Treasurer's Report ○ Personnel Report ○ Accounts Payable ○ Minutes 	<ul style="list-style-type: none"> ○ Review 6th day enrollment – include enrollment trends ○ Set meeting with auditor

	<ul style="list-style-type: none"> ○ Activity Accounts ○ Payroll ○ Year to Date Spending Comparison ○ Student Advisory Council Report ○ FOIA Request Review ○ Springfield Update 	<ul style="list-style-type: none"> ○ 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 ○ SVEA dues stated publicly
October	<ul style="list-style-type: none"> ○ Consent Agenda Items <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Consent Agenda Items <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ 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
December	<ul style="list-style-type: none"> ○ Consent Agenda Items <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Consent Agenda Items <ul style="list-style-type: none"> ○ Treasurer’s Report ○ Personnel Report ○ Accounts Payable ○ Minutes ○ Activity Accounts 	<ul style="list-style-type: none"> ○ Approve Super to begin construction of tentative budget ○ Mid-Year Enrollment data and Kindergarten projected enrollment ○ Preview RIFs if needed

	<ul style="list-style-type: none"> ○ Payroll ○ Year to Date Spending Comparison ○ Student Advisory Council Report ○ FOIA Request Review ○ Springfield Update 	<ul style="list-style-type: none"> ○ Review minutes and decide to keep closed, open them, or destroy (closed session) ○ Board to review Superintendent contract and consider extension ○ Update on Outstanding Fees
February	<ul style="list-style-type: none"> ○ Consent Agenda Items <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Consent Agenda Items <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ Consider ESP wages ○ Approve IHSA membership ○ Review principal evals in closed session ○ Recommendation for principal and director salary increase
April	<ul style="list-style-type: none"> ○ Consent Agenda Items <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ In election years <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ● Consent Agenda Items 	<ul style="list-style-type: none"> ● Review Director Evals in Closed

	<ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Consent Agenda Items <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • 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