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	- 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	- 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) - 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	- 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 ○ SVEA dues stated publicly
October	○ 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	○ 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
December	○ 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	○ Consent Agenda Items ○ Treasurer's Report ○ Personnel Report ○ Accounts Payable ○ Minutes ○ Activity Accounts	○ Approve Super to begin construction of tentative budget ○ Mid-Year Enrollment data and Kindergarten projected enrollment ○ Preview RIFs if needed

	o Payroll o Year to Date Spending Comparison o Student Advisory Council Report o FOIA Request Review o Springfield Update	o Review minutes and decide to keep closed, open them, or destroy (closed session) o Board to review Superintendent contract and consider extension o Update on Outstanding Fees

February	o Consent Agenda Items
	     o Treasurer's Report
	     o Personnel Report
	     o Accounts Payable
	     o Minutes
	     o Activity Accounts
	     o Payroll
	o Year to Date Spending Comparison
	o Student Advisory Council Report
	o FOIA Request Review
	o Springfield Update
		o Honor IL State Scholars BEFORE MEETING
		o Approve school calendar – 2 years out
		o Approve BOE calendar except in election years
		o Review Treasurer Bonds if not approved earlier in the year (they do not arrive in a systematic fashion)
		o Byron swim agreement
		o Reminder to file economic interest paperwork
		o RIFs if needed
		o Last possible date for approval of SVHS course guide
		o IN NEGOTIATION YEARS – Comprehensive review of contract, budget, negotiation related issues in CLOSED

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

April	o Consent Agenda Items
	     o Treasurer's Report
	     o Personnel Report
	     o Accounts Payable
	     o Minutes
	     o Activity Accounts
	     o Payroll
	o Year to Date Spending Comparison
	o Student Advisory Council Report
	o FOIA Request Review
	o Springfield Update
		o In election years
		     o Authorize Canvass of Election
		     o Adjourn Sine Die
		     o Oath of Office
		     o Selection of President
		     o Selection of Officers
		     o 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	• Consent Agenda Items	• Review Director Evals in Closed

	○ 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	- 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	- 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