

# 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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| July      | <b>NO MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| August    | <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>○ Present tentative budget (can approve budget if see fit)</li> <li>○ New teacher reception scheduled</li> <li>○ Audit update</li> <li>○ Review suicide prevention plan</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>○ Superintendent evaluation should be completed no later than this</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> <li>○ Update on Outstanding Fees</li> </ul> |
| September | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                 | <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> </ul>                                                                                                                                                                                                                                                                             |
| <b>October</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</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) // 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> </ul>                                                                                                                                                                                                                                             |
| <b>December</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 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> <li>○ Present any changes in student fees- (lunch, registration, technology, parking, athletic) AGENDA ITEM NO MATTER WHAT</li> </ul> |
| <b>January</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> </ul> </li> </ul>                                                                                                                                                                        | <ul style="list-style-type: none"> <li>○ Approve Super to begin construction of tentative budget</li> <li>○ Mid-Year Enrollment data and Kindergarten projected enrollment</li> <li>○ Preview RIFs if needed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                      |

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|                 | <ul style="list-style-type: none"> <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 minutes and decide to keep closed, open them, or destroy (closed session)</li> <li>○ Board to review Superintendent contract and consider extension</li> <li>○ Update on Outstanding Fees</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>February</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>○ Honor IL State Scholars BEFORE MEETING</li> <li>○ Approve school calendar – 2 years out</li> <li>○ Approve BOE calendar except in election years</li> <li>○ Review Treasurer Bonds if not approved earlier in the year (they do not arrive in a systematic fashion)</li> <li>○ Byron swim agreement</li> <li>○ Reminder to file economic interest paperwork</li> <li>○ RIFs if needed</li> <li>○ Last possible date for approval of SVHS course guide</li> <li>○ IN NEGOTIATION YEARS – Comprehensive review of contract, budget, negotiation related issues in CLOSED</li> </ul> |
| <b>March</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>○ Consider ESP wages</li> <li>○ Approve IHSA membership</li> <li>○ Review principal evals in closed session</li> <li>○ Recommendation for principal and director salary increase</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>April</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</b>      | <ul style="list-style-type: none"> <li>● Consent Agenda Items</li> </ul>                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>● Review Director Evals in Closed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| <b>June</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>• 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> <li>• Review status of Farm Lease</li> <li>• Conclude Superintendent Evaluation</li> </ul> |