

## ***MONTHLY SCHOOL BOARD ACTIVITY SCHEDULE***

### **JANUARY**

Reorganization Meeting:  
New Member Oath Administered (if needed)  
Election of Officers  
Set Meeting Date, Time, Location  
Appointments: Treasurer; Attorney; Discussion Committee & Alternate; ISBA Delegate/  
Legislative Liaison; Student Handbook Committee Volunteers; Textbook Adoption  
Committee Volunteers  
Set Board Salaries  
Board of Finance Meeting  
Elect Board of Finance Officers; Accept Annual Report of Investments (Preceding Year)  
Regular Session:  
Approve School Attorney Contract  
Budget Transfers  
Budget Review  
Conflict of Interest Forms to be signed by Board  
Winter Board Institute  
*District Report*

### **FEBRUARY**

Enrollment Report  
Technology Report  
*District Report*

### **MARCH**

Executive Session for Personnel Evaluations (*if needed*)  
Approve School Calendar  
*District Report*

### **APRIL**

Permission to apply for Grants (Chapter 1, Chapter 2, Math/Science Training Grant,  
Gifted Talented, & Drug-Free)  
Approval of Summer School Programs  
Board/Administrator Retreat Discussion  
*District Report*

### **MAY**

Approve RIFs (if necessary)  
Approve Staff Retirement Resolutions (*if needed*)  
Approve Textbook Adoption  
Approve Summer School Staff & Contracts  
Board Retreat Discussion  
Board Self-Evaluation and Superintendent's Evaluation Forms  
(to be completed for June Meeting - included in May board packet)  
ISBA Spring Region 2 Meeting  
*District Report*

## **JUNE**

Executive Session for Administrative Evaluations  
Set Board Goals for Upcoming School Year  
Approve Textbook Rental  
Review Student Handbooks  
Approve Library Board Appointment (*alternate years*)

## **JULY**

Executive Session for Superintendent Evaluation  
Superintendent's Goal Review for Current Year & Goal Recommendations for Upcoming Year  
Approve Administrative Contract Extensions & Addendums  
Approve Fundraisers for School Year  
Approve Annual Financial Report for Publication  
Approve & Sign Extra-Curricular Treasurer Bonds  
Receive Copies of Extra-Curricular Financial Reports  
*District Report*

## **AUGUST**

Request Permission to Advertise for Budget & CPF Plan & 12 Year Bus Replacement Plan  
Approve Bus Driver Contracts  
Lunch Program Report (changes)  
*District Report*

## **SEPTEMBER**

Budget Review  
Present Proposals for Budget, CPF Fund Plan, 12 Year Bus Replacement Plan  
Public Hearing for Budget, CPF Plan, & 12 Year Bus Replacement Plan  
Approve Teacher Contracts  
Approve Non-Certified Blanket Recommendations for the School Year (class sponsors, academic sponsors, lay coaches)  
Enrollment Report  
ISBA Fall Conference - Indianapolis  
*District Report*

## **OCTOBER**

Adopt Budget & CPF Plan & Bus Replacement Plan  
Casualty/Liability Insurance Quotes (Insurance Expires: November)  
ECA/ISTEP Report from Buildings  
ISBA Fall Regional Meeting  
*District Report*

## **NOVEMBER**

Executive Session for Mid-Year Superintendent Evaluation  
Consider Permission to Advertise for Temporary Warrants (if necessary)  
*District Report*

## **DECEMBER**

Executive Session to Discuss Certified Personnel Evaluations (if needed)  
Review Board Goals  
Approve Classified Employee Wages/Benefits (*Coincides with teacher contract years.*)  
Award Temporary Warrants (if necessary)  
ISBA School Attorney Workshop  
*District Report*