

## 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

*District Report*

### **FEBRUARY**

Enrollment Report

Technology Report

Approve School Calendar

*District Report*

### **MARCH**

Executive Session for Personnel Evaluations (*if needed*)

Approval of Summer School Programs

*District Report*

### **APRIL**

Permission to apply for Grants (Title 1, Title 2, Technology Grants, High Ability, Drug-Free, etc.)

Board/Administrator Retreat Discussion

Approve Summer School Staff & Contracts

Board Self-Evaluation and Superintendent Evaluation Forms

(to be completed for June Meeting - included in April board packet)

*District Report*

### **MAY**

Approve RIFs (if necessary)

Approve Staff Retirement Resolutions (*if needed*)

Approve Textbook Adoption

Board Retreat Discussion

Review Student Handbooks

ISBA Spring Region 2 Meeting

*District Report*

## **JUNE**

Executive Session for Administrative and Superintendent Evaluations  
Superintendent Goal Review for Current Year and Goal Recommendations for Upcoming Year  
Set Board Goals for Upcoming School Year  
Approve Textbook Rental  
Review Student Handbooks  
Lunch Program Report (changes)  
Approve Library Board Appointment (*alternate years*)

## **JULY**

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 and 12 Year Bus Replacement Plan  
*District Report*

## **SEPTEMBER**

Budget Review  
Present Proposals for Budget, CPF Fund Plan, and 12 Year Bus Replacement Plan  
Public Hearing for Budget, CPF Plan, and 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 and 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)  
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## **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*