

GENESEO ANNUAL SCHOOL BOARD CALENDAR

The Geneseo Annual School Board Calendar establishes a process and plan for effective governance centered on the board's key work of governance and maintaining alignment of:

1. Written board policy, including mission and goals
2. Administrative procedures, handbooks, and district practice
3. District budget
4. School improvement plans

This resource is meant to be a guide, following best practices, and not necessarily the rule.

SCHOOL BOARD ANNUAL CALENDAR – FIRST QUARTER

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> Board conducts self-evaluation (Policy 2:120) and reviews all applicable board process policies and Operating Agreements, checking for indications that the board has or has not been complying with said policy or Operating Agreement by way of a Board Retreat and in partnership with the IASB. (Board Policy Manual, Section 2) Board conducts any necessary regular business at the conclusion of the Retreat. Superintendent begins to implement district goals developed by the Board in April. (Policies 1:30, 3:10, 6:10) 	<ul style="list-style-type: none"> Board receives and begins review of the tentative budget for the current fiscal year. * (Policies 4:10, 4:30) Notice is published of the availability of the tentative budget for public inspection and hearing. * (Policy 4:10) Board reviews minutes of closed sessions and reports its determinations in open session. ** (Policy 2:220) 	<ul style="list-style-type: none"> Board holds a public hearing on the budget for the current fiscal year and adopts the budget. * (Policy 4:10)

* Boards must adopt their budget before the end of the first quarter of their fiscal year. Notice of availability for public inspection and hearing must be published by September 1.

** Boards must review minutes of all closed sessions that have not been released for public inspection at least semi-annually to determine if they should remain confidential. The specific dates these reviews are conducted is up to the individual board.

SCHOOL BOARD ANNUAL CALENDAR – SECOND QUARTER

OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> Board reviews Illinois Report Card combining this data with internal assessments measuring student academic achievement and surveys of learning conditions. (Policy 6:15) Board reports to community on district performance re: academic achievement/student performance. (Principles of Effective Governance, Principle 2, Connecting with the Community) 1st Quarter check point on progress toward district goals. (Policies 1:30, 3:10, 6:10) Board receives the audit report and reports to the public on the district's financial health. (Policy 4:80 and Principles of Effective Governance, Principle 2, Connecting with the Community) 	<ul style="list-style-type: none"> Board approves the tentative tax levy and holds a public hearing, if necessary. (Policy 4:10) Board receives Annual Statement of Affairs from the Superintendent or CSBO. (Policy 4:10) IASB • IASA • IASBO Joint Annual Conference (Triple I) in Chicago 	<ul style="list-style-type: none"> Board reviews District and School Improvement Plans, if required. (Policy 6:15) Board approves tax levy. * (Policy 4:10) Board receives the audit report if an extension was approved by the ROE and reports to the public on the district's financial health.

* Certificate of Tax Levy must be filed with the County Clerk on or before the last Tuesday in December.

SCHOOL BOARD ANNUAL CALENDAR – THIRD QUARTER

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> • Board prepares for and holds a summary meeting to review the superintendent's progress toward goals as a part of the evaluation process. (Policies 1:30, 2:130, 3:10, 3:40, 6:10) • 2nd Quarter check point on progress toward district goals. (Policies 1:30, 3:10, 6:10) 	<ul style="list-style-type: none"> • Board completes the Superintendent Evaluation process. (Policy 3:40) • Board and superintendent agree on contract and compensation, if applicable. (Policy 3:40) • Board approves the school calendar for the following year, if the last year of the multi-year calendar. (Policy 6:20) • Board reviews minutes of closed sessions and reports its determinations in open session. * (Policy 2:220) 	<ul style="list-style-type: none"> • Board receives employment recommendations for certified and non-certified staff, including Directors for the following school year. (Policies 5:30, 5:200, 5:270) • Board receives superintendent's recommendations for administrators for the following school year. (Policy 3:50) • Board uses an agreed-upon process to develop district goals, indicators, and measures of progress: Objective and Key Results (OKRs). This may require a Special Board Meeting. (Principles of Effective Governance, Principle 1)

* Boards must review minutes of all closed sessions that have not been released for public inspection at least semi-annually to determine if they should remain confidential. The specific dates these reviews are conducted is up to the individual board.

SCHOOL BOARD ANNUAL CALENDAR – FOURTH QUARTER

APRIL	MAY	JUNE
<ul style="list-style-type: none"> Board holds the organizational meeting: elects officers, administers the Oath of Office, seats new members, and sets regular meeting dates for the coming year as policy dictates. This may need to be a Special Meeting to meet the required deadlines. (Policies 2:110, 2:210) Statement of Economic Interest is due May 1. (5 ILCS 420/4A-105) Board selects a delegate and alternate for the annual IASB Delegate Assembly. (Policy 2:125) 3rd Quarter check point on progress toward district goals. (Policies 1:30, 3:10, 6:10) Board approves district goals for the following school year. (Principles of Effective Governance, Principle 1) 	<ul style="list-style-type: none"> Board approves student handbooks. (Policy 2:150) Board recognizes staff members who have contributed significantly to educational programs and the welfare of students. (Policy 5:110) Board decides which of the goals, indicators, and measures will be written into the superintendent's performance contract. (Policy 3:40) Board approves ESP Manual 	<ul style="list-style-type: none"> Board sets time and place for its regular meetings for the coming year if not in the year of an election.* (Policy 2:200) Board President appoints committee members for appropriate committees. Superintendent develops plans to carry out the district goals set by the Board and shares them with the Board for feedback. (Policy 3:10) Board receives, reviews, and discusses the first draft of next fiscal year's budget. (Policy 4:10)

* Public Bodies must set meeting time and place either at the beginning of their fiscal year or at the beginning of the calendar year, per the Illinois Open Meetings Act.