

GENESEO ANNUAL SCHOOL BOARD AGENDA CALENDAR 2023-24

The Annual School Board Agenda 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
- Dates in each month when regular board meetings or workshops are planned.
 - Routine and mandated business that the board is expected to consider at specific times of the year (such as approval of the budget, consideration of teacher contracts, evaluation of the superintendent, and approval of school improvement plans).
 - Dates to monitor and review the district's "ends" policies (mission, vision, goals, values and beliefs).
 - Dates when the board expects to receive state report cards and/or testing data.
 - Dates when reports on study/discussion topics are to be available for board review.
 - A date each year for the board to monitor and review its board process policies and to do a self-evaluation of its effectiveness.
 - Dates for the board and superintendent to monitor and review board/superintendent relationship policies and to allow for ongoing evaluation of the superintendent's effectiveness.
 - Dates to monitor and review the various policy topics that address the operation of the district.
 - Dates for the board to report to the community on the health of the school district: financial health, student achievement data, progress toward goals, etc.
 - Dates for major district events that board members need to be aware of, such as high school graduation.
 - Dates for local board training activities and outside board training events members may want to attend (state association annual conference, NSBA Annual Conference, Black Hawk Division meetings, etc.).

Items that may be included

Remember that unexpected items may come up that need to be added to an agenda in any given month; for months with several time-intensive discussion items listed, consider scheduling a second board meeting to allow adequate discussion time for critical board decisions such as approving district goals or adopting the budget. **This resource is meant to be a guide for districts, following best practices, and not necessarily the rule.**

SCHOOL BOARD ANNUAL AGENDA CALENDAR – FIRST QUARTER

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> ● Board conducts self-evaluation (Policy 2:120) and reviews all board process policies, checking for indications that the board has or has not been complying with policy. (Board Policy Manual, Section 2) ● Board monitors district compliance with Operational Services policies and takes any necessary action. (Board Policy Manual, Section 4, and other individual policies as determined by the board) ● Board reviews Operating Agreements, checking for indications that the board has or has not been complying with them and making any necessary changes. ● Board uses an agreed-upon process to develop district goals, indicators, and measures of progress (OKRs). (Principles of Effective Governance, Principle 1) 	<ul style="list-style-type: none"> ● Finance Committee Meeting for tentative budget review ● The Whole Board receives and begins review of the tentative budget for 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) ● Superintendent develops plans to pursue district goals and shares them with the board for feedback. (Policy 3:10) ● Policy Committee Meeting PRESS Issue 112 ● Form the Early Childhood Education Expansion Committee 	<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) ● Communications Committee Meeting ● Reconvene Vocational Committee ● Superintendent begins to implement district goals developed in July. (Policies 1:30, 3:10, 6:10) ● Early Childhood Education Expansion Committee Meeting

* 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 AGENDA 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) ● Quarterly 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 Superintendent. (Policy 4:10) ● Board monitors district compliance with Instruction Policies and takes any necessary action. (Board Policy Manual, Section 6, and other individual policies as determined by the board) ● Board receives reports from staff, committees, etc. on study/discussion topics. (Per July planning meeting) ● Triple I Conference in Chicago: November 17-19 ● Mid-year checkpoint for superintendent evaluation process. (Policy 3:40) 	<ul style="list-style-type: none"> ● Board reviews District and School Improvement Plans, if required. (Policy 6:15) ● Once every 4 years the board evaluates the district's sex equity policies and practices. (Policy 7:10) ● Board approves tax levy. ** (Policy 4:10)

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

SCHOOL BOARD ANNUAL AGENDA CALENDAR – THIRD QUARTER

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> ● Board prepares for and holds a summary meeting to review its superintendent’s progress toward goals. Goals are set for the coming year. (Policies 1:30, 2:130, 3:10, 3:40, 6:10) ● Board monitors compliance with School District Organization, School Administration, and Community Relations policies and takes any necessary action. (Board Policy Manual, Sections 1, 3 and 8, and other individual policies as determined by the board) ● Quarterly 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. (Policy 3:40) ● Board and superintendent agree on compensation and contract issues, if applicable. (Policy 3:40) ● Board holds session with input from experts on study/discussion topic (staff, stakeholders, etc.). ● Board approves the school calendar for the following year. (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 reviews the superintendent's job description and employment contract to determine whether they are current and relevant. (Policies 3:10, 3:40) ● Board receives employment recommendations for certified and non-certified staff. (Policies 5:30, 5:200, 5:270) ● Board monitors compliance with Personnel Policies and takes any necessary action. (Board Policy Manual, Section 5, and other individual policies as determined by the board) ● Board reemploys administrators per superintendent’s recommendation. (Policy 3:50)

* 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.

** 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 AGENDA CALENDAR – FOURTH QUARTER

APRIL	MAY	JUNE
<ul style="list-style-type: none"> ● As needed, the board revises Policy 3:10, <i>Goals and Objectives</i>, Policy 4:150, <i>Facilities Management and Expansion Programs</i>, and 6:10, <i>Educational Philosophy and Objectives</i> per goal development process and has first reading. ● 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. (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) ● Quarterly check point on progress toward district goals. (Policies 1:30, 3:10, 6:10) 	<ul style="list-style-type: none"> ● Board receives, reviews, and discusses the first draft of next fiscal year’s budget. (Policy 4:10) ● Board receives a report from the Parent-Teacher Advisory Committee and approves student handbooks. (Policy 2:150) ● As needed, the board has second reading and adoption of policies 3:10, 4:150, 6:10. ● Board monitors district compliance with Student Policies and takes any necessary action. (Board Policy Manual, Section 7, and other individual policies as determined by the board) ● Board recognizes staff members who have contributed significantly to educational programs and the welfare of students. (Policy 5:110) 	<ul style="list-style-type: none"> ● Board decides which of the goals, indicators, and measures will be written into the superintendent’s performance contract. (Policy 3:40) ● Board and superintendent clarify evaluation criteria and process. (Policy 3:40) ● Board reports to public results to date of study/discussion topic(s) and encourages community input. ● Board sets time and place for its regular meetings for the coming year. * (Policy 2:200) ● Board approves textbooks per staff recommendations. (Policies 6:40, 6:210)