

## Sample Board Activity Calendar 1

### January

#### Action items

Superintendent evaluation  
Action on superintendent's contract and salary

#### Other items

Presentation of and required public hearing on the district's annual report  
School board appreciation

#### Events

NA

### February

#### Action items

Administrator contract renewals  
Calling of school board election  
Review of superintendent evaluation procedures and instrument for next year

#### Other itemg

Report on scholarships

#### Events

TASB Winter Governance and Legal Seminar

### March

#### Action items

Teacher contract renewals

#### Other items

Update on budget development status and state funding issues

#### Events

Board candidates workshop

### April

#### Action items

NA

#### Other items

Formative superintendent evaluation  
Report of district-level planning committee  
Discuss preliminary budget

#### Events

NSBA convention

### May

#### Action items

Canvassing of election  
Reorganization of the board (election of officers)  
School calendar approval

**Other items**

Review Code of Ethics  
Recognize valedictorian and salutatorian  
Discuss salary recommendations  
Discuss preliminary budget

**Events**

Graduation  
Employee appreciation banquet  
Regional Spring Workshop (board training)

**June**

**Action items**

Present/approve salary schedules  
Approve depository contract (every other year?)  
Consider resolutions for TASB Delegate Assembly

**Other items**

Budget workshop  
Present preliminary budget (operating fund)  
Update revenue projections and effect on recommendations  
Preliminary TAKS data report  
Goal progress reports  
Recognition of outgoing board members

**Events**

Summer Leadership Institute  
Local orientation for new board members (and present new member handbook)

**July**

**Action items**

Elect TASB delegate

**Other items**

Interim (mid-year) superintendent evaluation  
Budget workshops  
Meet new teachers

**Events**

Publish required notice to public of intent to adopt budget and set tax rate

**August**

**Action items**

Adopt budget/public hearing  
Approve health insurance (employee)

**Other items**

Budget workshops

**Events**

Annual team building and assessment of continuing education

## **September**

### **Action items**

Set tax rate  
Approve superintendent annual travel plans  
Approve textbook committee membership

### **Other items**

NA

### **Events**

Homecoming parade  
TASB/TASA convention

## **October**

### **Action items**

Approve district/campus performance objectives (required by law)

### **Other items**

Community input on district goals report  
AEIS report

### **Events**

Community input for district goals meeting

## **November**

### **Action items**

Review and update district goals  
Review status of investments and appoint investment officers

### **Other items**

Review campus report cards  
District Improvement Plan report (formative)

### **Events**

NA

## **December**

### **Action items**

Review/approve financial audit  
Approve budget deadlines and priorities

### **Other items**

Announcement of board training hours  
Superintendent's report on district status (in preparation for superintendent evaluation)

### **Events**

Board Christmas dinner

## **Monthly reports**

District recognitions/appreciation  
Curriculum report/highlight  
Operations report  
Financial report

## **Quarterly reports**

Principals' reports on campuses

## Sample Board Activity Calendar 2

Month	Regular Meeting	Special Meeting/Event
January	District Annual Report Hearing Monthly Financial Report	Superintendent Evaluation
February	Approve Superintendent Performance Goals/Update instrument Approve District and Campus Performance Objectives Administrator contract renewals Budget Assumptions and Priorities Monthly Financial Report	
March	Review District and Campus Improvement Plans Teacher contract renewals Monthly Financial Report Quarterly Budget Amendment	Board self-evaluation
April	Update on current improvement plan implementation Formative Superintendent Evaluation New teacher contracts Monthly Financial Report	
May	Monthly Financial Report New teacher contracts Results reports on new programs Annual reports on transportation, maintenance, food service, technology	New board member orientation
June	Monthly Financial Report Quarterly Budget Amendment New teacher contracts TAKS Scores Budget development update	Team-building workshop and assessment
July	Formative Superintendent Evaluation Report on staff development to meet district goals Budget development update Monthly Financial Report New teacher contracts	
August	Accountability Ratings Monthly Financial Report Final Budget Amendment Budget adoption	Budget workshop and hearing
September	Set tax rate Update on curriculum alignment Monthly Financial Report Enrollment update	
October	AEIS Report Formative Superintendent Evaluation	
November	Campus Report Cards Monthly Financial Report Quarterly Budget Amendment	Annual goals review and update
December	Monthly Financial Report Review district financial audit Approve district and campus performance objectives	