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 items**
- Report on scholarships
- TAPR Report

**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 candidate’s 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
- 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 TAAS data report
- Goal progress reports
- Recognition of outgoing board members

Events
- Graduation
- 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
TASA/TASB convention

October

**Action items**
Approve district/campus performance objectives (required by law)

**Other items**
Community input on district goals 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**
Superintendent’s report on district status (in preparation for superintendent evaluation)
Announcement of board training hours

**Events**
Board Holiday dinner

**Monthly reports**
District recognitions/appreciation
Curriculum report/highlight
Operations report
Financial report

**Quarterly reports**
Principals’ reports on campuses
## Sample Board Activity Calendar 2

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