

SCHOOL BOARD MEETING GUIDE

JANUARY

- Organizational Meeting
- Elect Officers
- Induct New Members
- Appoint board committees and representatives
- Resolution directing administration to make recommendations for adjustments in curriculum, programs and staff for following year
- MSBA Leadership Conference

FEBRUARY

- Review enrollment projections including open enrollment numbers

MARCH

- Approve final revised budget for current fiscal year
- Begin negotiation of the teachers' Master Agreement (odd-numbered years)
- Begin negotiation with AFSCME groups (even-numbered years)
- Resolution discontinuing and/or reducing programs and positions

APRIL

- Approve summer programs
- Approve preliminary summer work schedule
- Adopt resolution proposing that tenured teachers be placed on unrequested leave.

MAY

- Approve non-renewal/termination of probationary teachers; pass resolution
- Review those policies for which annual review as needed

JUNE

- Adopt preliminary budget
- Review handbooks (student/parent)
- Adopt Resolution placing tenured teachers on leave
- Initiate fall school board elections
- Establish meeting times and dates
- Call for bids or quotes for commodities

JULY

- Designate official newspaper, depository, attorney
- Establish board member per diem
- Approve MSBA, MREA and MSHSL memberships
- Award bids or contracts for commodities

AUGUST

- Building and Grounds report
- MSBA Summer Seminar

SEPTEMBER

- Review of opening week and enrollments
- Approve annual curriculum, instruction report
- Certify proposed property tax levy

OCTOBER

- Approve Assurance of Compliance reports

NOVEMBER

- Publish current and prior year budget information
- Review Audit report
- Complete Fall elections

DECEMBER

- Hold Truth-in-Taxation hearing/Certify final levy
- Organize attendance at MSBA Conference