

Updated 8/15/2007

TO DO LIST

JULY TO DO LIST

Task	Date Due	Person Responsible	Notes
Beginning of new Fiscal Year			
Approve Resolution to Adopt Tentative Budget	First		Display 30 days prior to Adoption
Approve Tentative Budget Notice	First		Publish Notice of Time and Date of Budget Hearing
Update Board Policy Manual	First		
Audit	First		
Report on end of previous FY ending			
Reestablish Working Cash Fund, if needed	Mid		
Re-approve Serious Safety Hazard Findings	Mid		
Finalize Budget	Mid		
Transportation Claim Due	25 <sup>th</sup>		ISBE
Expenditure Reports Due	30		ISBE

AUGUST TO DO LIST

Task	Date Due	Person Responsible	Notes
Criminal Background Investigation Claims due	1		ISBE
TRS Report Due	14		TRS
Special Ed. Private and Extraordinary Claim	15		ISBE
Special Ed. Personnel Claim	15		ISBE
Board Tour of Summer Work	Mid		Board
Publish Notice of Time and Date of Budget Hearing	First		
Begin work on Levy	First		
Approve Tentative Budget	Mid		Board

SEPTEMBER TO DO LIST

Task	Date Due	Person Responsible	Notes
Distribute Updated Board Policy Manuals	First		
Teacher Dismissal Report	15		ISBE
Approve School District Assurance for Compliance	Mid		Board
Report on School District Enrollment	Mid		
Work on Levy	Mid		Finance Committee
Hold Public Hearing on Budget	Mid		
Approve an Annual Budget	Mid		ISBE

OCTOBER TO DO LIST

Task	Date Due	Person Responsible	Notes
Estimate EAV for Next Year	First		Contact County Clerk
Collective Bargaining	First		Depends upon contract
Financial Projections for Levy	First		Finance Committee
File District Audit	15		
Deliver Annual Financial Report to ROE	15		
Last day to submit Special Ed. Summer School Claim	15		
Test Score Report to the Board	Mid		
IASB Resolutions Committee Report	Mid		Board
Draft Next Years School Calendar	Mid		
Audit Report	Mid	Auditor	Board
Report on Parent Teacher Conferences			
School Report Card must be Released to Public	31	Principals	

NOVEMBER TO DO LIST

Task	Date Due	Person Responsible	Notes
Special Education Summer School Claim Due	First		ISBE
Begin Verification Process for Child Nutrition Program	First		ISBE
Fall Housing Report Due	First		
Financial Projections for the Levy	Mid		Board
Discuss Levy	Mid		Board
Resolution to establish Tax Levy	Mid		Finance Committee/Board
Prepare Seniority List	Mid		Board
Prepare for School Closings due to Weather	First		Check all Phone Numbers
Prepare for National Education Week	First		Order Donuts
Ten Year Life Safety Report	Mid		Board
Approve Next School Years Calendar	Mid		Board
Review Minutes of Closed Sessions	Mid		Board
Final Arrangements for Board Conference	Mid		Provide information to Board
Joint annual Conference	Late		Chicago
Last Day to Publish Annual Financial Statement	30		

DECEMBER TO DO LIST

Task	Date Due	Person Responsible	Notes
Send Volunteer Transfer Form to all Staff	First		
Review and Finalize Teachers Seniority List	Mid		Board
Child Nutrition Programs Annual Financial Report	1		Form (54-07)
End of Verification process for Child Nutrition Program	15		
Annual Financial Statement & Certification of Pub filed	15		Form (50-37)
Truth in Taxation Hearing, if needed	Mid		
Approve Tax Levy	Mid		Board
Discuss the Superintendents Evaluation	Mid		To be completed in January
Start Putting Together Supt. Evaluation Report	Mid		
Preliminary Discussion of all Non-Tenure Staff	Mid	Supt/Principals	Board
File Tax Levy	Last Tue.		Board
Enrollment Forms Revised if Necessary	Mid	Principals	
Revise Students Handbooks	Mid	Principals	
Begin Summer Work List	Mid	Principals/Custodians	Board
Approve School Calendar	Mid	Steve/Board	

JANUARY TO DO LIST

Task	Date Due	Person Responsible	Notes
Elect Education Foundation Officers	Early		
Superintendents Evaluation	Mid	Board	
Review and Finalize Teachers Seniority List	Mid		Board/Association
Statement of Economic Interest	Mid		
First Reading of Student Handbooks	Mid	Principals	Board
Change in Dental Exam – Add to Handbook	Mid	Principals	
Revise Physical Exams/Update for Registration	Mid	Principals	
Set Fees for next School Year	Mid		
Bid Architectural Services every 3 <sup>rd</sup> year (2006)	Mid		
Set Fees, textbook, student fees, breakfast, Lunch Milk, other fees	Mid		Board
Verification Summary data for Child Nutrition Program	18		
Quarterly Expenditure Reports for Categorical Grants	30		
Last Day to Issue W-2	31		
Last date to file Certificate for Exempt Real Property	31		
Summer Work List	Mid		
Expenditure Reports for Grants Due	Late		
Discuss Possible RIF's with the Association	Late		
Prepare Budget Projection			

FEBRUARY TO DO LIST

Task	Date Due	Person Responsible	Notes
Post annual summary if occupational injuries and illnesses			
For each workplace OSHA Form #200	First		
Prepare List of Staff to be Re-employed	First		
Statements of Economic Interests	First	Board/Administration	
Summer Work List	First	Supt/Building & Grounds Committee	
Accept Instructional Supply Bid	Mid		
Approve Student Handbooks	Mid	Principals	Board
Principals Evaluations	Mid	Supt/Principals	Board
Re-employ Principals	Mid		Board
Discuss all Non-tenured Staff	Mid	Supt/Principals	Board
Discuss all Extra Duty Positions	Mid	Supt	Board
Finalize Schedules as much as possible	Mid	Administrators	
Notify Association of any RIF's	Mid	Supt	
Notify Staff of any Reductions	Mid	Supt/Administrators	
Approve Students Handbooks	Mid		Board
Revise Fee Sheets	Mid		
Parent/Notification of Asbestos Management Letter	Mid		
Truancy Letter, if Necessary	Mid		
Change in Medication form if needed	Mid		
Revise School Day Schedule for Buildings, if Needed	Mid	Principals	

MARCH TO DO LIST

Task	Date Due	Person Responsible	Notes
Prepare List of Staff to be Re-employed	First		
Dismissal of Teachers and Support Staff	First		Board
Projection on State Aid	First		
Schedule Independent Audit	First		
Send Letters to Staff Regarding Re-employment	Mid		
Post for Summer Workers	Mid		
Review Policy Manual	Mid		
Complete Free Textbook Orders	Mid		
Continue preparing Budget and Financial Projections	Mid		
Re-employ non-tenure Staff	Mid		Board
Re-employ Support Staff	Mid		Board
Designate District Depository	Mid		Board
Discuss Summer Maintenance Plan	Mid		Board
Hire Auditor (every third year) 2007	Mid		Board
Schedule Audit	Mid		
Supplies for Next Year	Late		
Prepare Information for Registration Packets	Late		
Daylight Savings Time	Late		Change Clocks
In Coming Kindergarten Class Report	Mid		

APRIL TO DO LIST

Task	Date Due	Person Responsible	Notes
Consolidated Elections (every other year)			
Canvass Returns (election year)			
Election of Officers (election year)			
Appoint Board Committees (election year)			
Work with Architect on Summer H/L/S Amendments	First		
Estimate EAV for Next Year	First		
Start Work on Next Years Budget	First		
Amend School Calendar (if necessary)	Mid		Board
Approve IESA Membership	Mid		Board
Approve Summer Maintenance Plans	Mid		Board
State and Federal Grants	Mid		Board
Textbook Adoption	Mid	Principals	Board
New Board Member In-Service (if necessary)	First	Supt/Board	
Seat New Board Members (election years)	Mid	Board	Board
Administrative Professional Day	Late		

MAY TO DO LIST

Task	Date Due	Person Responsible	Notes
Distribute Enrollment Packets	1 <sup>st</sup>		
Statement of Economic Interest must be filed	1 <sup>st</sup>		Send to County Clerk
Reading Improvement Block Grant due	First		
Early Childhood Block grants Due			
IASBO Conference	First		
Discuss the School Board Conference	Mid		
Need a number of Board Members Attending			
Recognize Retiring Staff	Mid		
Appoint Delegate for Board Conference	Mid		
Appoint Supt. to prepare the next FY Budget	Mid	Board	
Review Minutes of Closed Sessions	Mid		Board
Collect ALL Board Policy Manuals	Mid		
Board Members at Graduation	Mid		
Complete Asbestos Ten Day Notification Request	Mid		
Arrange for Asbestos Dumpster	Mid		
Arrange with Landfill for Asbestos Disposal	Mid		

JUNE TO DO LIST

Task	Date Due	Person Responsible	Notes
Update Board Policy Manuals	First		
Complete School Board Conference Reg.	First		
Proposed School Calendar for next year	June 15		
Approve Special Education Coop Budget	Mid		
Approve Resolution to for Prevailing Rate of Pay	Mid		Board
Approve Resolution to Prepare Tentative Budget	Mid		Board
Approve Resolution to Transfer Interest of Working Cash to Education Fund	Mid		Board
Set Dates and Times for Regular Board Meetings	Mid		Board
Abolish Working Cash Fund (if necessary)	Mid		Board
Approve IASB Membership	Mid		Board
Approve Prevailing Rate of Wages	Mid		
Extension of Time for Life Safety Projects	Mid		
Property & Casualty Insurance	Mid		Board
Last Day to file General State Aid Claim	15		
Post Regular Board Meeting Dates	30		
End of Fiscal Year	30		