

Idaho School Boards Association

2022 ISBA Annual Board Calendar



THE ISBA MISSION STATEMENT

The Idaho School Boards Association advocates for Idaho students and public education with leadership and service for local school boards.

2022 ISBA Annual Board Calendar

The ISBA Annual Board Calendar is a document to assist school boards regarding important conference dates, reporting deadlines, recommended work sessions, and planning reminders. Your annual calendar should be constantly evolving as issues and interests unfold. The board chair, board clerk, and superintendent/charter administrator collectively should review and update the calendar monthly and include it in the board packet. Please note, this calendar does not include all items a board needs to be aware of but should serve as a starting point which includes some primary planning and policy functions. ISBA is not responsible for any missing information or dates. The user is responsible for reading and understanding the requirements of each statute and deadline. Neither this document nor any of the information contained in this document is to be used as a formal legal opinion nor is it intended to be used as a substitute for the advice of the user's school attorney. ISBA recommends the user contact the board school attorney for formal legal advice. Your monthly agenda items may vary from the following calendar.

The Annual Calendar is organized by topics and includes example items. One method that is encouraged for efficient and effective Board Meeting is to use Consent Agenda. A Consent Agenda includes several action items that can be voted on with one motion. They typically include those items that are done every month and usually do not require discussion. Some examples are board minutes, monthly bills, classified employment recommendations, etc.

These materials are intended solely for ISBA member use and are not intended for nor authorized for any other purpose or use. Such materials shall not be used by any agent or employee of the District/Charter for any other purpose, personal, private or proprietary.



JANUARY BOARD AGENDA ITEMS

Mission, Vision, & Goals	Review Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
Accountability & Student Achievement	Continuous Improvement Plan – Review and share progress on goals
Advocacy	Legislation
	Discuss & make arrangements for ISBA Day of the Hill
	Discuss & contact possible meetings with local legislators
Finance	Review & approve bills and budget report
	Select Depository for District Funds
	Approve Capitalization amounts and holders of credit/debit cards—authority regarding same
	Review Leadership Premiums
	Approve Signatories for Checks
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
	Accreditation Report
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session
	Hear Unscheduled Board Member Future Item(s)
	Administer Oath of Office to New/Re-Elected Board Members
	Board Code of Ethics – Review and Sign
	Elect Board Chairperson & Vice Chairperson, and if applicable Treasurer and Secretary
	Appoint Board Clerk and Business Manager
	Appoint Assistant Treasurer (decide if you want them to be bonded)
	Discuss and re-affirm Title IX Coordinator and Title VII Officer
	Discuss and re-affirm designee and alternate to respond to public records requests.
	Determine board committees and appoint board representatives to those committees
	Set School Board Meetings - establish date, time, and location for board meeting
	Discuss and re-affirm the board's desire to stream it's meeting live and whether it will be a consistent regular practice or a courtesy
	Select Newspapers and Posting Sites for Legal Publications
	Select District/Charter School Attorney
	Discuss Board's policy on patron input during board meetings.
	Hear Attendance Violation Appeals
Board Professional Development	Schedule training for new Board Members - Distribute New Board Member Packets
Board Election	Approve Election Resolutions & Timelines for March & May (if applicable)

FEBRUARY BOARD AGENDA ITEMS

Mission, Vision, & Goals	Review Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
Accountability & Student Achievement	Continuous Improvement Plan – Review and share progress on goals
Advocacy	ISBA Day on the Hill
	Update on legislative activities
Finance	Review & approve bills and budget report
	Discussion on process to set next year's Budget
	Negotiations Budget Preparations
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
	Approve Annual Building Safety Inspection Report
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session
	Hear Unscheduled Board Member Future Item(s)
Board Professional Development	Discuss attending Ed. Law Institute in April

MARCH AGENDA ITEMS

Mission, Vision, & Goals	Review Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
	School Calendar Options
Accountability & Student Achievement	Continuous Improvement Plan – Review and share progress on goals
Advocacy	Update on legislative activities
Finance	Review & approve bills and budget report
	Continue the process to set next year's budget
	Discuss Negotiation Process
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session
	Hear Unscheduled Board Member Future Item(s)
	Approve Early Graduates
	Approve Safety Busing
	Approve renewable instructional and pupil service staff Contract – upcoming school year
Board Election	Bond/Levy Election
	Bond Levy Resolution for May
	Approve Election Resolutions & Timelines for August (if applicable)

APRIL AGENDA ITEMS

Mission, Vision, & Goals	Review Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
Accountability & Student Achievement	Continuous Improvement Plan – Review and share progress on goals
Advocacy	Update on legislative activities
Finance/Budget	Review & approve bills and budget report
	Approve Request to Advertise for Fee Increases <ul style="list-style-type: none"> • Set Fee Increase Hearing
	Schedule District Annual Budget Hearing
	Discuss Negotiation Process
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session <ul style="list-style-type: none"> • Negotiations Preparation/Discussion
	Hear Unscheduled Board Member Future Item(s)
	Approve Category 2 and 3 instructional and pupil service staff Contract – upcoming school year
	Approve Athletic Director’s Request for Use of Protective Equipment for summer athletics
	Discuss Summer School
	Negotiation Team – Board Members
	Graduation Assignments of Board Members
Board Professional Development	ISBA Leadership Institute - Registration
Board Election	Bond/Levy Election (May)
	Canvas March Election Results (if applicable)

MAY AGENDA ITEMS

Mission, Vision, & Goals	Review Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
	Approve Upcoming School Year(s) Calendar
	Approve School Handbooks for Upcoming School Year
Accountability & Student Achievement	Continuous Improvement Plan – Review and share progress on goals
Advocacy	Discuss Proposals for Resolution for ISBA due July 31st.
Finance/Budget	Review & approve bills and budget report
	Fee Increase Hearing
	Approve Fee Increases
	Select CPA to Conduct Audit
	Approve Negotiation Agreement & Contracts
	Leadership Premiums
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session <ul style="list-style-type: none"> • Discuss Negotiation Process
	Hear Unscheduled Board Member Future Item(s)
	Approval of use of Football safety equipment –camp
Board – Superintendent Relations	Superintendent Evaluation – Completion no later than end of May (Due June 1st) After completion of the Superintendent’s evaluation, a copy of the memo from the board chair that is read at the board meeting and a copy of the evaluation rating sheets and comments sheet from board members goes into Superintendent’s personnel file
	Superintendent Contract
Board Professional Development	ISBA Leadership Institute
Board Elections	Bond/Levy Election

JUNE AGENDA ITEMS

Mission, Vision, & Goals	Review Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
Accountability & Student Achievement	Continuous Improvement Plan – Review and share progress on goals
Advocacy	Discuss Proposals for Resolution for ISBA due July 31st.
Finance/Budget	Review & approve bills and budget report
	Call for Fuel Bids
	Call for Propane Bids (Every Two Years)
	Review/Approve Leadership Premiums
	Budget Hearing (Public Hearing and Approval)
	Approve Amended Budget (if applicable)
	Approve Budget for Following Year
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session
	Hear Unscheduled Board Member Future Item(s)
	Approve School Resource Officer Agreement
	Hear Attendance Violation Appeals
Board Professional Development	Board Self-assessment
	Approve Annual ISBA Membership
Board Elections	Approve Election Resolutions & Timelines for August (if applicable)
	Canvas May Election Results (if applicable)

JULY BOARD AGENDA ITEMS

Mission, Vision, & Goals	Review Mission, Vision, and Goals
	Identify Board Goals for upcoming school year
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
	Approve Transportation Route Changes Request(s)
	Consider joining ISBA's Policy Update Services so that the district/charter receives model policies for the laws that were changed during the legislative session. Many laws go into effect July 1st.
	Approve Non-Resident Students
Accountability & Student Achievement	Continuous Improvement Plan – Review and discuss whether goals were attained
	Charter School Annual Review
Advocacy	Submit Resolution for ISBA due July 31
Finance/Budget	Review & approve bills and budget report
	Consideration of Leadership Premiums for upcoming year
	Approve District Property Insurance Carrier
	Approve Bi-Annual Bond Payment
	Insurance Committee Recommendations
Board – Superintendent Relations	Review Superintendent Job Description
	Determine Superintendent Evaluation Tool
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session
	Hear Unscheduled Board Member Future Item(s)
Board Elections	Approve Election Resolutions & Timelines for August (if applicable)

AUGUST BOARD AGENDA ITEMS

Mission, Vision, & Goals	Finalize Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
	Bus Routes (Transportation Safety Zones)
	Policy Review
Accountability & Student Achievement	Review of draft for new/amended Continuous Improvement plan (Due 10/1) Review Student Achievement from previous school year Set new goals for Continuous Improvement Plan
Finance/Budget	Review & approve bills and budget report
	Award Fuel Contract
	Approve Dist. Tech. Admin. Disposal of Surplus Property
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session
	Hear Unscheduled Board Member Future Item(s)
Board Professional Development	Board Retreat – possible ISBA Training
	ISBA Annual Convention - Registration
Learning Community	Welcome back to Staff and Students - Address any welcome-back activities for students/personnel
Board Elections	Approve Election Resolutions & Timelines for August (if applicable)
	Approve Emergency Levy (if qualifying)
	Run Supplemental Levy

SEPTEMBER BOARD AGENDA ITEMS

Mission, Vision & Goals	Review Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
Accountability & Student Achievement	Review, approve & Post New/Revised Continuous Improvement Plan on Website (Due October 1)
Finance/Budget	Review & approve bills and budget report
	Accept Annual District Audit Report
	Bond or Levy (Election November)
	Determine whether the district qualifies for an Emergency Levy
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
	Administrators Reports on Opening School
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session
	Hear Unscheduled Board Member Future Item(s)
	Approve Graduation Date for Seniors
	Approve Annual Food Service Bids (Milk, Dairy, etc.)
Board Professional Development	ISBA Annual Convention – Early Registration
Learning Community	ISBA Fall Region Meetings
Board Elections	Canvas August Election Results (if applicable)
	Consideration of Bond or Levy Election for November
	Post vacancy notice of board members (if applicable)
	Authorize clerk to declare single candidate election

OCTOBER BOARD AGENDA ITEMS

Mission, Vision & Goals	Review Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
Accountability & Student Achievement	Continuous Improvement Plan – Review and share progress on goals
Advocacy	Review ISBA Resolutions for ISBA Annual Convention
Finance/Budget	Review & approve bills and budget report
	Acceptance of Audits
	Review Leadership Premiums
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session
	Hear Unscheduled Board Member Future Item(s)
Board Professional Development	ISBA Annual Convention – Registration
Board Elections	Bond or levy (Election November)
	Declaration of Candidacy deadline
	Newspaper notice of elections

NOVEMBER BOARD AGENDA ITEMS

Mission, Vision & Goals	Review Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
	Approve Certificated Personnel Support Program
	Insurance Committee recommendation for New Contract
Accountability & Student Achievement	Continuous Improvement Plan – Review and share progress on goals
Finance/Budget	Review & approve bills and budget report
	Acceptance of Audits
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
Board Operations	Approve minutes and miscellaneous items
	Executive Session (if needed); Approve Action Item(s) Following Executive Session
	Hear Unscheduled Board Member Future Item(s)
Board Professional Development	ISBA Annual Convention
Board Election	Election (Trustee) – Odd Years

DECEMBER BOARD AGENDA ITEMS

Mission, Vision & Goals	Review Mission, Vision, and Goals
Community Relations	Patron Input (if applicable)
Policy Governance	Approve Policy Amendment/Adoption
	Job Descriptions Create/Review/Amend
	Approve Out-of-State/Overnight Trips (if applicable)
Accountability & Student Achievement	Continuous Improvement Plan – Review and share progress on goals
Finance/Budget	Review & approve bills and budget report
Reports	Superintendent/Charter Administrator Report
	Approve Certified and Classified Personnel Report
	Approve minutes and miscellaneous items
Board Operations	Executive Session (if needed); Approve Action Item(s) Following Executive Session
	Hear Unscheduled Board Member Future Item(s)
	Approve Annual Safety Inspection Report & Our Responses
	Approve Annual Reorganizational Meeting Date/Time
Board-Superintendent Relations	Superintendent Process of Evaluation – First Check-in with Superintendent
Board Professional Development	Hear Report from Board on ISBA Convention
	Board Self-assessment
Board Election	Canvas November Election Results (if applicable)