

Annual Board Meeting and Work Session Calendar Procedure- Trustees

The Board has developed the following annual calendar of agenda items as a guide when developing agendas. Items to be discussed will fall under the following agenda categories:

Special Work Session: Special work sessions may be set by the Board at a regular board meeting as needed. Included may be a special work session in June for Annual Board Orientation and Strategic Plan Review and a special work session in August to Review and Discuss Budget Priorities.

Regular Meeting: Regular meeting agenda items, which tend to occur at the same time each year have been added to the annual calendar of agenda items. Regular meetings may include other agenda items, but this procedure will serve as only a guide, as some agenda items may be moved to other months as deemed necessary by the Board Chair and/or Superintendent when developing agendas.

Special Meeting: Special meeting agenda items are those, which the Board knows will occur on an annual basis.

Superintendents Report: Superintendent's Report items are informational items, which the Board has requested from the Superintendent during the Board's regular monthly meeting. These items are informational only and do not require Board action.

MONTHLY MEETINGS:

July

Historically, Board does not hold a regular meeting in July, but may do so if necessary.

Special Work Session:

Annual Board Orientation and Training and Strategic Plan Review

August

Special Work Session:

Review and Discuss Budget Priorities

Regular Meeting:

Review and open negotiations for *Superintendent's Contract* (renewal years or earlier)
Appoint Board negotiations team- *Superintendent's Contract* (renewal years or earlier)
Set Board goals and objectives
Adopt final budget
Approve *Student Attendance Agreements*
Hire volleyball coach(es)
Approve disposal of District records
Appoint trustees to committees
Food Service Budget Report
Review handbook revisions

September

Special Work Session:

Inspect facility/playground

Regular Meeting:

Approve line-item budget

Superintendent's Report:

August PIR Days

October

Regular Meeting:

Hire basketball coach (boys' or girls')
Hire cheerleading coach
Annual review of committees

Superintendent's Report:

September PIR Days

November

Regular Meeting:

Set date for Superintendent's evaluation

Superintendent's Report:

Fall ANB count

December

Regular Meeting:

Annual review of *Safety Plan*
Hire basketball coach (boys' or girls')
Hire wrestling coach

January

Regular Meeting:

Appoint Board negotiations team- *Certified Contract* (even years)
Discuss budget projections for next FY

Superintendent's Report:

Winter ANB count

Special Meeting:
Superintendent's evaluation (executive session)

February

Regular Meeting:
Review annual school election calendar dates
Adopt *Resolution Calling for Election*
Approve polling place election or mail ballot election
Approve school calendar for next school year
Set meeting dates for Budget/Levy discussions
Approve *Out-of-District Tuition Rate* for next fiscal year
Review and/or adjust substitute rate of pay for next fiscal year

Superintendent's Report:
Report on staff evaluation process
Spring ANB count

Special Meeting:
Community Budget/Levy discussion

March

Regular Meeting:
Appoint *Professional Development Advisory Committee*
Approve ballot wording/levy amounts for election
Hire track coach

Special Meeting:
Community Budget/Levy discussion

April

Regular Meeting:
Approve 8th Grade class trip for next school year
Review *Property & Liability Insurance Contract* (renewal years)
Review/renew health insurance

Approve *Salary Step-up Requests* (certified staff)
Renewal/non-renewal without cause of certified staff
Renewal of classified contracts

May

Regular Meeting:
Canvas votes from annual school election
Annual organizational meeting
Approve *Student Attendance Agreements* for next school year for current students
Approve 5th Grade Class fieldtrip to West Yellowstone
Set date for special work session(s) for *Board Orientation* and *Strategic Plan Review*

June

Regular Work Session:
Review end of year spending priorities
Review and discuss budget priorities

Special Work Session:
Develop Action Plans for Completing Goals

Regular Meeting:
Approve bus routes for next school year
Adopt *PIR Committee Professional Development* for next school year
Set regular board meeting dates for next fiscal year
Set date for budget work session(s)
Approval trustee attendance for MCEL
Approve 6th Grade Class Fieldtrip to Expedition! Yellowstone
Approve *Public Health Nursing Services Agreement*

Superintendent's Report:
Enrollment Graph