

Annual Business Cycle

Month / Activity	Student Achievement / Data Review	Human Resources	Financial	Operational
July	<ul style="list-style-type: none"> ❖ Preliminary Review of New District Goals 		<ul style="list-style-type: none"> ❖ School District Audit 	<ul style="list-style-type: none"> ❖ Policy Review and Revision ❖ Middle School Building Utilization
August	<ul style="list-style-type: none"> ❖ Board Data Retreat with Review of Vision, Mission, Beliefs, and Expectations and Demographic, Perceptions, Program and Process, Student Achievement Data ❖ Approval of District Goals 	<ul style="list-style-type: none"> ❖ Introduction of New District Staff 	<ul style="list-style-type: none"> ❖ Budget Review 	<ul style="list-style-type: none"> ❖ Policy Review and Revision ❖ High School Building Utilization
September	<ul style="list-style-type: none"> ❖ Data Review: Student/Teacher Ratio; Course Numbers and Curriculum Offerings 		<ul style="list-style-type: none"> ❖ Annual Meeting 	<ul style="list-style-type: none"> ❖ Policy Review and Revision ❖ Elementary Building Utilization ❖ Review and Revise Population Projections
October	<ul style="list-style-type: none"> ❖ Data Review: Third Friday Enrollments; Demographic Data ❖ Report on Progress Toward District Goals 	<ul style="list-style-type: none"> ❖ Innovative Teacher Grant Presentations 	<ul style="list-style-type: none"> ❖ Set Tax Levy and Final Budget Adjustments as Required by Statute ❖ Accept Annual Audit Report 	<ul style="list-style-type: none"> ❖ Policy Review and Revision ❖ Review of District Facilities Utilization
November	<ul style="list-style-type: none"> ❖ Curriculum and Instruction Program Proposals ❖ Fall Board Letters of Recognition 	<ul style="list-style-type: none"> ❖ Innovative Teacher Grant Presentations ❖ Review of Building and Staff Goals 		<ul style="list-style-type: none"> ❖ Policy Review and Revision
December	<ul style="list-style-type: none"> ❖ Approve Early Graduation Requests 	<ul style="list-style-type: none"> ❖ Administrative Evaluations 		<ul style="list-style-type: none"> ❖ Policy Review and Revision
January	<ul style="list-style-type: none"> ❖ Report on Progress Toward District Goals ❖ Data Review: 	<ul style="list-style-type: none"> ❖ Staffing Update ❖ Personnel Evaluations ❖ Superintendent 		<ul style="list-style-type: none"> ❖ Policy Review and Revision

	Attendance, Course Numbers and Curriculum Offerings	<ul style="list-style-type: none"> ❖ Evaluation ❖ Issuance of Administrative Contracts by January 28 		
February	<ul style="list-style-type: none"> ❖ Data Review: Second Friday Enrollments; Demographic Data 			<ul style="list-style-type: none"> ❖ Policy Review and Revision ❖ Approve Calendar ❖ Report on Board Convention Attendance
March	<ul style="list-style-type: none"> ❖ Report on Progress Toward District Goals ❖ 	<ul style="list-style-type: none"> ❖ Staffing Update ❖ Review of Building and Staff Goals 	<ul style="list-style-type: none"> ❖ Preliminary Budget Review 	<ul style="list-style-type: none"> ❖ Policy Review and Revision
April	<ul style="list-style-type: none"> ❖ Winter Letters of Recognition 	<ul style="list-style-type: none"> ❖ Oath of Officers for Elected Members ❖ New Board Member Orientation ❖ Appoint CESA Representative ❖ Issuance of Staff Contracts by May 15 	<ul style="list-style-type: none"> ❖ Approve Bus Contract 	<ul style="list-style-type: none"> ❖ Policy Review and Revision
May	<ul style="list-style-type: none"> ❖ Gather Senior Exit Perceptions Data ❖ Approve Open Enrollment Applications 			<ul style="list-style-type: none"> ❖ Policy Review and Revision Election of Officers and Board Committees ❖ Board Work Session on Board Operations
June	<ul style="list-style-type: none"> ❖ Spring Letters of Recognition ❖ Approve Early Kindergarten Entrance ❖ Report on Progress Toward District Goals ❖ Preliminary Review of New District Goals ❖ Gather Two- and Four-Year Post Graduate Perceptions Data 	<ul style="list-style-type: none"> ❖ Approve Innovative Teacher Grants ❖ Superintendent Evaluation 	<ul style="list-style-type: none"> ❖ End of Budget Cycle 	<ul style="list-style-type: none"> ❖ Policy Review and Revision