

## JANUARY

 Appointments

Subcommittee to Negotiate Superintendent's Contract (appoint 2)..... Board Policy

 Bond Issue/Tax Levy (Resolution for April) (if applicable)..... §164.121 RSMo.; §164.013 RSMo.

 Curriculum (IFI) (approve) (Consent Agenda)..... MSIP

 Reports..... Monitoring Tools

 Finance (6)

Monthly financial reports that show:

a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures

b. Amount received to date for each revenue item and amount expended to date on each expenditure item

 Curriculum (11) Do we comply with all Title I requirements?

 Curriculum (12) What type, if any, programs are available for pre-school?

 Curriculum (13) Report on the following programs – usage, staffing, cost, benefits:

a. ESL - English as a Second Language

b. Gifted Programs

c. Vo-Tech

d. Homebound

e. Alternative School

f. Migrant Student

g. Homeless

h. Adult Education

i. Are there programs we can operate to affect drop-out rate?

 Curriculum (14) Has there been significant increase or decrease in any specialized programs?

 Curriculum (15) What is the number of children receiving special education services—cost, staffing, budget ramifications?

 Curriculum (16) How do we identify At-Risk, Title I students?

 Students (3) What is the breakdown for special programs? How many in

a. Title I

b. Special Education

c. Alternative

d. Part-time

e. Gifted

f. Vo-tech

 Students (11) Does the district have an Alternative School? How is it funded, staffed? What is the effect on the district's budget?

 Superintendent's Evaluation/Offer Contract (no salary established)..... §168.410 RSMo.; §168.201 RSMo.

## FEBRUARY

- Administrators' Evaluations/Offer Contracts (no salaries established).....§168.410 RSMo.; §168.201 RSMo.
- Audit Bids (every three years) (authorize to bid)..... §165.121 RSMo.
- Ballot Report (candidates filed and any tax issue).....§162.341 RSMo.; §115.125 RSMo.
- Enrollment Report (January Count).....DESE
- Material and Supplies (approve expenditures for next budget year) (Consent Agenda)..... Board Policy
- Reports.....Monitoring Tools
  - Finance (6) Monthly financial reports that show:
    - a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - b. Amount received to date for each revenue item and amount expended to date on each expenditure item
  - Student (5) What is our current tuition rate?
  - Student (29) Does the district have adequate student counseling support? What is the cost/benefit? What is the student/case load ratio? Do we comply with MSIP guidelines?
- Summer School (approve) (Consent Agenda) ..... §167.227 RSMo.
- Tuition Rates (DFI-R) (approve) (Consent Agenda).....§167.121 RSMo.; §167.151 RSMo.

## MARCH

- District Career Ladder Plan (approve) (Consent Agenda)..... §168.500 RSMo.
- Enrollment/Projections Report (if numbers are available)..... DESE
- Hire Certificated Staff (no salaries established)..... §168.201 RSMo.  
(Schedules have been set for 2002-03 and 2003-04)
- Reports..... Monitoring Tools
  - Finance (4) A description of the district's student enrollment trends and projections and the potential budgetary impact of these changes.
  - Finance (6) Monthly financial reports that show:
    - a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - b. Amount received to date for each revenue item and amount expended to date on each expenditure item
  - Finance (7) Recommendations and rationale for budget amendments
  - Personnel (9) Teacher recruitment
    - a. What are our recruitment efforts (number of job fairs, etc.)?
  - Students (8) Do we have a current attendance policy – is it followed in a consistent manner? Are there any problems with the policy or its enforcement?
  - Students (12) Does the district have a comprehensive, up-to-date discipline policy? How is it distributed to parents, staff, students?
  - Students (13) Do the policy and practices concerning student discipline comply with all Safe School Act requirements?
  - Students (14) Does the district comply with all DESE student discipline reporting requirements?
  - Students (15) Are there in-service opportunities for teachers/staff on student discipline?
  - Students (16) Does the school provide the required training specified in the Safe Schools Act?
  - Students (17) Are discipline reports kept, and released, as required by the Safe Schools Act?
  - Students (18) Is the policy concerning the steps for filing a Student Grievance current and distributed appropriately?
  - Students (19) Does the district have policy on Due Process and Student Hearings?
  - Students (20) Does the district have a Crisis Plan for dealing with severe situations? Do staff and students have adequate in-service on the plan?
  - Students (22) Do all buildings have Emergency Evacuation plans and are staff within those buildings properly trained to use them?
  - Students (23) What type of bus safety plan is developed? How are bus drivers, students, parents trained

- and/or informed of the procedures?
- Students (24) How are patrons/parents informed of the safety procedures in place to protect staff and students?
  - Students (30) Does the district have a comprehensive, up-to-date policy concerning student records?
  - Students (31) Does the district follow the legal requirements (FERPA) for keeping student records?
  - Students (32) Are separate records, as required by FERPA, being kept?
  - Students (33) Does all staff understand and follow confidentiality guidelines?
  - Students (34) Is there a policy to provide access to student records?
  - Students (35) Does the district set what will be used for student directory information? Is this publicized?
  - Students (36) Does the district distribute student handbooks?
  - Students (37) How often are student handbooks updated and by whom?
  - Students (38) Are the student handbooks checked against district policy to ensure consistency?
  - Students (39) Does the district consult an attorney with concerns on student policy?
  - Students (40) How do parents receive school information—handbooks, written notices?
  - Students (41) Are student handbooks district-wide or building generated?

APRIL

- Acceptance of Election Returns..... §162.371 RSMo.; §115.595 RSMo.
- Appointments
  - A+ Schools Committee Ex-Officio Member (appoint 1)..... CSIP
  - Board Officers — President, Vice-President, Absence of Treasurer,
    - Absence of Secretary..... §162.301 RSMo.
  - Career Ladder Committee Ex-Officio Members (appoint 2)..... CSIP
  - CORE Board Ex-Officio Member (appoint 1)..... CSIP
  - Crisis Management Team Ex-Officio Members (President and Vice-President;
    - Treasurer in Absence)..... CSIP
  - ESEA Title I Authorized Representative (appointment)..... CSIP
  - MSBA Delegate and Alternate (appoint for June and October meetings)..... §162.011 RSMo.
  - MSIP Steering Committee Ex-Officio Member (appoint 1)..... CSIP
  - Policy Committee Ex-Officio Member (appoint 2)..... CSIP
  - Special Education Committee Ex-Officio Member (appoint 1)..... CSIP
  - TAB Committee Ex-Officio Member (appoint 1)..... CSIP
- Board Reorganization (within 14 days of election)..... §162.301 RSMo.
- Program Reports
  - At-Risk
  - Guidance
  - Health
  - Library Media Centers
  - Professional Development
  - Special Education
  - Technology
  - Vocational Programming
  - Volunteers
- ..... MSIP
- Reports.....Monitoring Tools
  - Finance (6) Monthly financial reports that show:
    - a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - b. Amount received to date for each revenue item and amount expended to date on each expenditure item

- Personnel (6) Salary Report
  - a. Certificated staff
    - What is our starting salary and how does it compare with surrounding school districts?
    - What is the average salary in our district?
  - b. Support Staff
    - What is our entry level salary?

- Personnel (10) Extra-curricular duties
  - a. What stipends do we pay?

- Personnel (14) Employee benefit package (certificated/support staff)
  - a. What are the rules for eligibility (full-time/part-time)?
  - b. Do we offer major medical, dental, long-term disability, etc., and are there budgetary concerns in this area?

- Curriculum (4) How is the curriculum developed? How often is it reviewed?

- Curriculum (5) Is the district providing the resources necessary to meet our curriculum goals (technology, teachers, facility needs, etc.)? If not, which areas need the most help?

- Curriculum (19) How does the district stand in relation to technology needs?
  - a. Availability
  - b. Maintenance, upgrade, training
  - c. Staff training – availability
  - d. Technology plan

- Student Achievement (9)
  - Is our selection of textbooks, instructional materials, and technology directed by our achievement priorities?

- Student/Parent Handbooks CHANGES IN POLICY for..... CSIP  
Any requests to change policy referenced in a student/faculty handbook must be submitted for first reading.
- School Bus Inspections Report..... §307.375 RSMo.

MAY

- Contract for Superintendent (salary established)..... §168.201 RSMo.
- Contracts for Administrators (salaries established)..... §168.201 RSMo.
- Contracts for Certificated Staff (salaries established)..... §168.201 RSMo.
- Contracts for Support Staff (salaries established)..... §168.251 RSMo.
- Kindergarten Screening Report..... MSIP
- MSBA/John T. Belcher Scholarship Nominee (approve) (Consent Agenda) ..... MSBA
- RCTA Salary/Welfare Proposal Presented ..... Board Policy
- Reports..... Monitoring Tools
  - Finance (6) Monthly financial reports that show:
    - a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - b. Amount received to date for each revenue item and amount expended to date on each expenditure item
- Retirement Resolutions (approve) (Consent Agenda)..... Tradition
- RHS Student Advisory Committee Meeting (at high school) ..... Tradition
- Subcommittee to Negotiate Superintendent’s Contract Report ..... Board Policy
- Student/Parent Handbooks CHANGES IN POLICY for..... CSIP
 

Any requests to change policy referenced in a student/faculty handbook must be submitted for first or second reading.
- Teachers’ Career Ladder Plans (approve individual teachers’ plans) (Consent Agenda)..... §168.500 RSMo.

## JUNE

- Appointments
  - Board Secretary ..... §162.821 RSMo.
  - Board Treasurer ..... §162.401 RSMo.
- Bus Route Approval/Ridership(final revision approval) ..... §163.161 RSMo.
- Budget (approve) ..... Board Policy
- District Goals (AE) (discussion) ..... CSIP
- Parents As Teachers Report ..... MSIP
- Reports ..... Monitoring Tools
  - Finance (1) A copy of the district's budget that has a summary clearly indicating beginning and ending balances, revenues, expenditures and transfers contained in each fund. The budget should also contain an explanation of:
    - a. Local revenues
    - b. State revenues
    - c. Federal revenues
    - d. State and federal mandates and funding status
    - e. Expenditures for major categories
  - Finance (2) A three-year history of the district that shows beginning and ending balances, revenues and expenditures in each fund
  - Finance (5) Data on the existing bond indebtedness of the district and when various building debts will expire
  - Finance (6) Monthly financial reports that show:
    - a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - b. Amount received to date for each revenue item and amount expended to date on each expenditure item
  - Finance (7) Recommendations and rationale for budget amendments
  - Personnel (13) Career Ladder Plan
    - a. How many elementary/secondary teachers are eligible?
    - b. How many teachers are participating in each level (1, 2, and 3)?
    - c. What is the cost to the district?
    - d. What money is provided to the district?
  - Curriculum (24) Provide some discussion on the district's extra curricular, co-curricular offerings?
    - a. Does the school follow MSHSAA guidelines?

b. Are the activities available to all students in an equitable manner?

c. What is the cost to the district?

- Retirement Resolutions (approve) (Consent Agenda)..... Tradition
- Student/Parent Handbooks (approve all, changes noted)..... CSIP  
Any requests to change policy referenced in a student/faculty handbook **MUST HAVE BEEN APPROVED** prior to changing the handbook (should have been submitted in April or May).
- Summer School Enrollment Report..... DESE
- Term Attendance Report..... DESE
- Transfer of Funds (approve)..... Board Policy

## JULY

- Bus Bids (award) (Consent Agenda)..... Board Policy
- District Goals (AEE) (approve)..... CSIP
- Free and Reduced Lunches (JHH-E) (approve) (Consent Agenda)..... §167.201 RSMo.
- Bread Bids (award) (Consent Agenda) ..... Board Policy
- LP Gas Bids (award) (Consent Agenda)..... Board Policy
- Milk Bids (award) (Consent Agenda)..... Board Policy
- Reports..... Monitoring Tools
  - Curriculum (17) What is the average percent of students retained annually? (Break down as to cause.) Is this number increasing or decreasing? What is the process followed to retain a student?
  - Curriculum (18) What is the number of students accelerated annually? (Trend) What involvement do parents have in this decision?
  - Finance (3) Data on district per pupil costs and how this compares to other districts of comparable size and characteristics (available from DESE on an annual basis)
  - Finance (6) Monthly financial reports that show:
    - d. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - e. Amount received to date on each expenditure item
  - Student (7) What is the working relationship we have with other support agencies when dealing with truancy, drop-out, at-risk, etc. (Police Department, Juvenile Authorities, Division of Family Services, Alcohol/Drug Counselors?)
  - Student (9) How many suspensions (in-school and out-school) over the last year? What is the trend?
  - Student (10) How many expulsions in the last few years? Follow up — Did students return? How were education options presented?
  - Student (21) Does the district employ a school resource officer? What is the cost/benefit?

# AUGUST

- ACT Results Report..... MSIP
- Approve Tax Levy (submit to County Clerks).....§164.011 RSMo.; §67.110 RSMo.
- Financial Interest Statement (BBFA) (adopt annually) (Consent Agenda)..... §105.483 RSMo.
- Public Hearing on School Tax Levy Issue (forwarded to County Clerk  
by September 1).....§164.011 RSMo.; §67.110 RSMo.
- Reports.....Monitoring Tools
  - Finance (6) Monthly financial reports that show:
    - a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - b. Amount received to date for each revenue item and amount expended to date on each expenditure item
  - Finance (10) Why don't we give our taxpayers a break and cut the tax rate?
  - Personnel (4) Report of New Hires
    - a. How many certificated?
    - b. How many support staff?
    - c. Were they additional hires or replacement hires?
    - d. Were the new hires for the elementary school(s), secondary school(s), or administrators?
- Secretary of the Board Report (SBR) ..... §163.081 RSMo.

SEPTEMBER

- Committees (Board Appointed Committees Approved) ..... MSIP
- Preliminary Enrollment Report..... Tradition
- Reports.....Monitoring Tools
  - Finance (6) Monthly financial reports that show:
    - a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - b. Amount received to date for each revenue item and amount expended to date for each expenditure item
  - Personnel (15) Professional development
    - a. Are we budgeting enough money and in-service days to provide professional staff development?
    - b. What opportunities are available for certificated/support, elementary/secondary personnel?
    - c. What is the level of participation by certificated/support, elementary/secondary personnel?
    - d. Do we have in-service training regarding?
      - Sexual harassment?
      - Discipline code?
- Transportation Contracts (approve) (Consent Agenda) ..... §167.231 RSMo.
- Selection of Depositories (approve) (as warranted) (Consent Agenda) ..... §165.201 RSMo.

## OCTOBER

- Audit (approve)..... §165.121 RSMo.
- Bus Route Approval/Ridership(approve)..... §163.161 RSMo.
- Reports.....Monitoring Tools
  - Finance (4) A description of the district's student enrollment trends and projections and the potential budgetary impact of these changes
  - Finance (6) Monthly financial reports that show:
    - a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - b. Amount received to date for each revenue item and amount expended to date for each expenditure item
  - Finance (8) Annual independent audit. What are the implications if we are:
    - a. Spending more than we are taking in
    - b. Spending less than we are taking in
  - Personnel (1) Report of certificated staff:
    - a. How many elementary teachers/administrators?
    - b. How many secondary teachers/administrators?
    - c. How many central office staff?
    - d. How many other staff?
  - Personnel (2) Academic degree level of certificated staff
    - a. How many elementary teachers/administrators with no degree, AA, BS, MEd., Ed. Sp., Doctorate?
    - b. How many secondary teachers/administrators with no degree, AA, BS, MEd., Ed. Sp., Doctorate?
    - c. How many central office staff with no degree, AA, BS, MEd., Ed. Sp., Doctorate?
    - d. How many other staff with no degree, AA, BS, MEd., Ed. Sp., Doctorate?
  - Personnel (3) Report of Support Staff
    - a. How many secretaries?
    - b. How many custodians?
    - c. How many cooks?
    - d. How many bus drivers?
    - e. How many other staff?
  - Personnel (5) Retirement/Resignations
    - a. What is our attrition rate for certificated and classified staff?

- Personnel (7) Experience of certificated staff
  - b. How many are eligible to retire at the end of the current school year?
  - a. How many first year in elementary/secondary?
  - b. How many 1-5 years in elementary/secondary?
  - c. How many 6-10 years in elementary/secondary?
  - d. How many 10+ years in elementary/secondary?

- Personnel (8) Substitute teachers
  - a. How many in our pool?
  - b. How many in our pool have teacher certificates?
  - c. What is the average number used per day in elementary/secondary (from previous year)?
  - d. What is our pay rate?

- Personnel (11) Absence report for certificated/support staff
  - e. How many took sick leave?
  - f. How many took personal leave?
  - g. How many took bereavement leave?
  - h. What are the budget effects?

- Personnel (12) Pupil to teacher ratios
  - a. What is the ratio in regular elementary classes?
  - b. What is the ratio in regular secondary classes?
  - c. What is the ratio in “special” programs (electives, SPED)?

- Curriculum (7) What is our student/teacher ratio at all varying levels? (Is this acceptable or do we need to lower the ratio?)

- Students (1) What is our current student enrollment—breakdown at levels, buildings? What are projections for the next five years?

- Students (2) How many resident, non-resident students?

- Students (4) How many do we have in Free and Reduced lunch program?

- Retreat Agenda (discussion) ..... Tradition

- Teachers’ Career Ladder Plans/Amendments (approve individual teachers’ plans)  
(Consent Agenda) ..... §168.500 RSMo.

## NOVEMBER

- Achievement Testing Report ..... MSIP
- MSBA Conference Reports (attending members) ..... Tradition
- Notice of April Election (approval) (Consent Agenda) ..... §162.371 RSMo.; §115.595 RSMo.
- Reports ..... Monitoring Tools
  - Finance (6) Monthly financial reports that show:
    - a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - b. Amount received to date for each revenue item and amount expended to date on each expenditure item
  - Finance (7) Recommendations and rationale for budget amendments
  - Curriculum (2) How do we stand in our instructional area as far as MSIP is concerned? Do we have areas that need improvement?
  - Curriculum (3) Are the educational opportunities we provide available to all children in an equitable manner? If not, why?
  - Curriculum (20) What type of testing program do we have? Provide some generalized information on MAP – what is it? How is information used?
  - Curriculum (21) What type of assessment program do we have?
  - Curriculum (22) How are our students doing? Provide some comparisons and trends.
  - Curriculum (23) What do we do with assessment data? How do we provide this information to our patrons/community, students/staff?
  - Student Achievement (1)
    - Have we established a specific and limited set of priorities for improving student achievement that gives everyone in the district clear focus?
  - Student Achievement (2)
    - Have we made staffing and resource allocation decisions based on our student achievement priorities?
  - Student Achievement (3)
    - Have we ensured resource equity for schools by providing additional support to students with higher needs?
  - Student Achievement (10)
    - Is staff training designed to support our achievement priorities?

# DECEMBER

- Board Self Evaluation ..... Board Policy
- Budget Amendments/Discussion (approve for current year, discuss for upcoming year)..... Board Policy
- Buildings and Grounds Report..... MSIP
- Notice of Annual Election.....§162.341 RSMo.; §115.125 RSMo.
- Report Card (SB380)..... §162.661 RSMo.
- Reports.....Monitoring Tools
  - Finance (6) Monthly financial reports that show:
    - a. Amount budgeted for each revenue and expenditure item and total budgeted revenues and expenditures
    - b. Amount received to date for each revenue item and amount expended to date on each expenditure item
  - Finance (9) Explanation of state aid formula
  - Curriculum (1) How and when is the school calendar developed, and who has input?
  - Curriculum (6) What is the procedure followed to add/delete curricular offerings?
  - Curriculum (8) How many hours of credit do we require for graduation? Does this exceed state requirements?
  - Curriculum (9) Do we have policy/procedures for handling dual credit, transfer, correspondence, part-time attendance?
  - Curriculum (10) Do we have a college preparatory course of study?
  - Student Achievement (4)
    - Do we view the budget as a vehicle for accomplishing our priorities rather than just as a spending plan?
  - Student Achievement (5)
    - Do we leverage resources within our budget to achieve our priorities?
  - Student Achievement (6)
    - Do we add or delete program initiatives based on analysis of data and district priorities?
  - Student Achievement (7)
    - Do we have sacred cows in our budget that we can no longer justify?
  - Student Achievement (8)
    - Are our curriculum and program initiatives aligned with achievement priorities?
  - Student (6) What is our current drop-out percentage?
  - Students (25) Does the school have adequate Health Services provided for students and staff? Are all required screenings performed?
  - Students (26) Is there a current policy to handle communicable disease, immunizations, and administration of

medications?

Students (27) How does the district staff the health services area?

Students (28) Is adequate in-servicing provided for all staff to help them recognize health concerns and understand confidentiality issues?

School Calendar (ICA-E) (approve) (Consent Agenda) ..... §171.031 RSMo.