

**Reeds Spring School District
ANNUAL CALENDAR AND EVALUATION OF DISTRICT
PROGRAMS AND SERVICES**

Month	Board Policy	Program/Service	Responsible Person(s)
August	3110	Final Budget Approval	Superintendent/B.O.E.
	3110	Public Budget Review and Adoption	Superintendent/B.O.E.
	3320	Public Tax Rate Hearing	Superintendent/B.O.E.
	0342 & Reg.	Ethics/Financial Disclosure (every other year) (2018, 2020, 2022, 2024)	Superintendent
		Local Model Compliance	Federal Programs Director
	1310	Designate District's Section 504 Compliance Coordinator and ADA Coordinator	Special Services Director
	3420	Approve Secretary of the Board's Annual Report for Publication (ASBR)	Superintendent/Board of Education/Bookkeeper
	6110	Curriculum Adoption (current year) and Curriculum Program Review (past year)	Director of Instruction
	4411	Professional Development Program Review	Director of Instruction
		Annual Board Calendar - Review Evaluation and Assessment Procedures for all District Operations (Consent Agenda)	Board of Education
	Opening School Report (Aug or Sept-depends on school start date)	Superintendent	
September	5110	Facilities & Grounds Review & Summer Maintenance Projects	Director of Operations
	6440	District Assessment Plan (moved from Aug)	Director of Instruction
	1710	Summer School Program Review	Superintendent
	1710	Federal Programs Review	Special Services Director
		FERPA Training	Special Services Director
		Professional Development Plan	Director of Instruction
		Set Commencement Date	HS Principal/B.O.E.
		Intruder Procedures Review (Closed Session)	Director of Operations/Supt.

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October		District Enrollment	Superintendent
	5320	Transportation Program Review	Director of Operations
	5630	Approve Bus Routes	Director of Operations
	5260	Safety Review	Director of Operations
		Selection of Auditor (Bid every 3 years - 2018, 2021, 2024)	Superintendent/Board of Education
November	5510	Food Service Program Review	Food Service Director
		Final Superintendent <u>Self-Evaluation</u>	Superintendent
		Parent Teacher Conferences Reports	Principals
	0320	Filing Procedures for April Election	Superintendent/B.O.E.
	1710	Fall Sports Program Review (MS/HS)	Activities Director/MS Asst Principal
		Strategic Plan Update Report (reworded from Mid-year District Goals Report)	Spec Services Director Superintendent/Dir of Instruction
		Final Board Self-Evaluation Review (New monthly process ends in Oct)	Board of Education
		Reeds Spring City Sewer Contract (Consent Agenda)	Superintendent
December	4610	Preliminary Teacher Evaluation PBTE	Superintendent
	3510	Audit Report	Superintendent
		Annual APR (moved from Dec)	Superintendent
		Student (MAP) Achievement & Disaggregated Data Reports & Annual Performance Report (APR) (Moved from Nov)	Director of Instruction
	1520	School Report Card; General/Financial/ Student/Teacher	Superintendent
	1720	Final Evaluation of the Superintendent (New monthly process ends in Nov)	Board of Education
	5230	Accident Report (First Semester)	Director of Operations
		Food Service Audit Report (every 3 years- 2020, 2023, 2036)	Food Service Director

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January		Central Office Administrators Evaluation	Board of Education
	6150	At-Risk Programs Review	Principals
		School Climate Review	Superintendent
	1720	Review Final Superintendent's Contract	Board of Education
		Baseball Assistant Coach – evaluated annually	Activities Director
February		Persistence to Graduation Data	High School Principal
	3510	Selection of Auditor (years not bidding - 2019, 2020, 2022, 2023)	Board of Education
	6270	A+ Schools Program Review	A+ Schools Coordinator
	6410	Clubs/Organizations Review	Building Principals
	6410	Technology Program Review	Supt/Director of Operations
	6410	Guidance/Counseling Review	Counselors
	6410	Student Council Review	MS/HS Council Reps
	1730	Principal Evaluations	Superintendent
March	4610	Final Teacher Evaluations	Principals
	4140	Employment of Teachers	Board of Education
		Winter Activities Reviews (MS/HS)	Activities Director/MS Asst Principal
	6410	Library/Media Services Review	Librarians/Dir. of Instruction

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April		Certification of Elections Results	Board of Education
	0321	Board Reorganization	Superintendent/B.O.E
	0321	Elect District Board Secretary & Treasurer	Board of Education
	0321	Elect MSBA Delegate and Alternate	Board of Education
	4620	Classified Evaluation and Reports	Director of Operations
		Review Incentive Grant Proposals	B.O.E./Superintendent
		Next Year Budget Considerations	Superintendent
		New Board Member Orientation	Superintendent
		Summer School Application (DESE Screen 24A)	Superintendent
	1460	Strategic Plan Review	Superintendent/Board
	1210	Set Next Year's School Calendar - Hearing (Calendar for 2020-21, approve in 2018-19)	Superintendent
May		Extra Duty Assignments	Activities Directors
		Summer School Plans	Summer School Directors
		Legislative Report	Superintendent
	3140	Selection of Depositories (Bank) (Bid every 5 years – 2017, 2022)	Board of Education
	6160	Gifted Education Program Review	Special Services Director
	4505	Approve Salary Schedule	Board of Education
		"No Cost" & "Reduced Cost" Breakfast & Lunches Published	Food Service Director/Board of Education
		Youth Recreational Activities Report	Superintendent/Youth Coordinator
		Board Meeting Calendar for next year	Board of Education
		GO CAPS/LAUNCH MOU (2017-19)	Superintendent

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June		Assessor's Report	Assessor and/or Superintendent
	3110	Preliminary Budget Approval	Superintendent/B.O.E.
		Spring Sports Program Review (HS/MS)	Activities Director/Asst MS Principal
	6170	P.A.T. and RSEEC-FD (full day) Program Review	Primary School Principal
	6170	RSEEC-HD Program & Special Education Program Review (ECSE)	Special Services Director
	6140	Special Education Program Review	Special Services Director
	5230	Semi-Annual Accident Report (Second Semester)	Director of Operations
	2830	Health Services Review	Director of Operations
		Milk and Bread Bids	Board of Education
		Employee Handbook	Superintendent
		Approve Student Handbooks	Building Principals/BOE
		Annual Goal Setting and Revisions/District and Administrative at Each Level	Superintendent/BOE Principals
		Board/Administrator's Retreat – first Monday of the month (or week before regular Board of Education Meeting)	Board of Education/ Administrators