

Superintendents Checklist

July		
<u>Item</u>	<u>Due Date</u>	<u>Completed</u>
Finish Work on Budgets for Following Year	31 st	
Submit REAP Reimbursement	31 st	
Review Substitute Policy and Compensation		
Approve Local Teaching Certificate		
School Fees Hearing		
Parent Involvement Hearing		
August		
<u>Item</u>	<u>Due Date</u>	<u>Completed</u>
Finalize Staffing for School Year	1 st	
Staff Letter and Opening Workshop Schedule	1 st	
Special Grant Fund List	1 st	
Assessed Valuation Certified By County	20 th	
Finalize Student/Staff/Program Schedules	31 st	
Finalize Budget and Set Budget Workshops/Hearing		
Student Fee Hearing		
Internet Safety Hearing		
Hearing to Exceed the Basic Allowable Growth Rate		
Mecca Tech Summer Financials		
Review AYP		

September

Item	Due Date	Completed
NASB Area Membership Meeting	13 th	
Tech Prep Annual Report	15 th	
Special Grant Fund List	20 th	
Begin E-Rate Technology Plan		
Hearing to Exceed 2.5% to a Maximum of 3.5%		
Budget Hearing		
Levy Setting Hearing		
Identify Staff for Online Assessment Training		
Review Summer Project Work		
Rule 10 Annual Report Approved		

October

Item	Due Date	Completed
Resolutions Setting All Tax Requests Filed	13 th	
Hot Lunch Health Inspection Report	15 th	
US Dept of Education Civil Rights Compliance Report	15 th	
Update Technology Plan for E-Rate		
Local Tax Request Hearing		
Board Retreat		
Review/Establish Goals		
Register for NASB State Conference		

March

Certification of State Aid and Budget Factors	1 st	
District School Board Officers Report	3 rd	
Annual Audit Report to Patrons of the District		
Filing Deadline to Run for Board		
Schedule Teacher Appreciation Night		
Review Staffing Needs		
Review Certified Staff to be Tenured		
Non-Renewal Letters Issued		

April

Limited English Proficient Student Survey	15 th	
Reduction in Force Deadline	15 th	
Staff Requisitions Due	15 th	
NDE Title I Schoolwide Verification	30 th	
Board Member Building Visits		
Review/Approve District Rental Fees		
Begin Teacher Negotiations		

May

Request to Submit Data via Internet	9 th	
Proposed Line Item Budget	15 th	
Submit Form 486 Schools and Libraries		
Review/Approve Classified Compensation		
Review Summer Maintenance Projects		

June		
High School Completer Report	30 th	
SEGIS Update	30 th	
SPED Discipline Report	30 th	
BCBS Meeting		
Review Vehicle Replacement Schedule		
Review Depreciation Schedule		
Review/Approve Lunch Prices		
Review Staff, Student and Activity Handbooks		
Hearings That Need to Occur Annually		
Student Fees		
Parental Involvement		
Bullying Policy		
Budget Hearings:		
Proposed Budget		
Exceed the Basic Allowable Growth Rate (If Needed)		
Set Final Tax Request (To Exceed Last Year's)		
Amend Budget (If Needed)		
Hearings For Initial Policy Adoption and Amendments		
Internet Safety Policy		
School Wellness Policy		