Superintendents Checklist

July		
ltem	Due Date	<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		
A u g u s t Item	Due Date	Completed
Finalize Staffing for School Year	1 st	<u>oompicien</u>
Staff Letter and Opening Workshop Schedule	1 1 1 st	
Special Grant Fund List	1 1 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		
ltem	Due Date	<u>Completed</u>
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		
ltem	<u>Due Date</u>	<u>Completed</u>
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		

November	November	
ltem	Due Date	<u>Completed</u>
Statewide Writing Assessment Student Information	10 th	
IDEA Part B Application	15^{th}	
NASB/NASA Convention		
Mecca Tech Fall Financials		
American Education Week		
Written Superintendent Evaluation by Board		
December		

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ltem	Due Date	<u>Completed</u>
Annual External Safety Audit	1 st	
Annual District Audit Final Review	1 st	
Flexible Funding/EIS	31 st	
Audit Response	31 st	
Filing Deadline for Report of Interlocal Agreements	31 st	
E-Rate Form 470	31 st	
Review Superintendent Contract		
Review NDE "State of the Schools" Report		

January		
ltem	<u>Due Date</u>	<u>Completed</u>
Certified Staff Negotiations Information Updated	30 th	
Preliminary Budgets Due	30 th	
E-Rate Form 471	31 st	
Election of Board Officers; Appoint Secretary, Treasurer, Federal Authorized Representative, Legal Firm & Auditor, and Standing Committees		
Designate Depositories for Funds		
February		I
Negotiations Conference		
Apply for Title I Reimbursement (First Semester)		
Annual Report to Patrons of District Student Performance		
Incumbent Filing Deadline		
Drivers Ed Application		
Send out Requisition Forms to Staff for Next Year		
School Board Retreat		
Review Administrator Contracts		
Multicultural Education Annual Report		
Approve School Calendar		
Student Handbooks for Ensuing Year		

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		
Μаγ		
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
SESIS 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 And	
Student Fees	πυαπγ
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	