

ANNUAL BOARD CALENDAR
BILLINGS COUNTY SCHOOL DISTRICT

Regular meetings are normally held at 5:00 p.m. MT on the second Tuesday of each month August through June. The July meeting is at 5:00 p.m. the third Tuesday. Meetings are held at the DeMores School in Medora unless otherwise planned with notice given. If time allows, any change in the time or place of regular meetings is advertised in the *Billings County Pioneer* and posted at each school and on the school website under School Board/Notices of Meetings or School Board Agendas.

The following is the tentative agenda of regular business for each month. Agendas are subject to additions and deletions as necessary without prior notice. Anyone wishing to be placed on the agenda for a regular meeting should contact the business manager at 623-4363 one week before the meeting. Anyone needing special accommodations for attending a meeting should contact the above number or 1-800-366-6888 TTY or 1-800-366-6889 Voice.

JULY:

PRE-APPROVE BUDGET
APPROVE INVESTMENT REPORT
APPROVE BUSINESS MANAGER'S ANNUAL FINANCIAL REPORT
REVIEW BANK PLEDGES OF ASSETS
DESIGNATE DEPOSITORIES
DESIGNATE OFFICIAL NEWSPAPER
DESIGNATE HEALTH CARE PROFESSIONAL(S) FOR PHYSICALS
DESIGNATE DOT MECHANIC FOR BUS INSPECTIONS
DESIGNATE REPRESENTATIVE TO W. RIVER STUDENT SERVICES
DESIGNATE AUTHORIZED REPRESENTATIVE FOR TITLE PROGRAMS
DESIGNATE HOMELESS LIAISON AND FOSTER CARE LIAISON
DESIGNATE BEHAVIORAL COORDINATOR
SEAT NEW BOARD MEMBERS AND ELECT OFFICERS
POLICY REVIEW AS NEEDED
RESP REPORT

AUGUST:

REVIEW BUS ROUTES & ESTABLISH MILEAGE
APPROVE NO CHARGE TUITION AGREEMENTS
CALL FOR PROPANE BIDS
POLICY REVIEW AS NEEDED
RESP REPORT

SEPTEMBER:

FINAL BUDGET APPROVAL
PROPANE BID/QUOTES
APPROVE ANNUAL CERTIFICATE OF COMPLIANCE
SELECT CONVENTION DELEGATES
SUBMIT ANY RESOLUTIONS FOR NDSBA DELEGATE ASSEMBLY
POLICY REVIEW AS NEEDED
RESP REPORT

OCTOBER:

APPROVE FINANCIAL REPORT
POLICY REVIEW AS NEEDED
NDSBA CONVENTION & ATTORNEY SEMINAR – END OF OCTOBER
RESP REPORT

NOVEMBER:

CONVENTION DELEGATE REPORT
POLICY REVIEW AS NEEDED
FILL OUT PRINCIPAL EVALUATIONS (1ST 3 YRS. IN DIST. ONLY)
WESTERN DAKOTA ENERGY ASSOC. ANNUAL MEETING REPORT
CALL FOR FUEL OIL BIDS
RESP REPORT

DECEMBER:

FULE OIL BID/QUOTES
RETURN PRINCIPAL EVAL. TO BOARD PRESIDENT BY DEC.1
BOARD PRESIDENT COMPILES EVALUATIONS, REVIEWS THEM WITH
PRINCIPAL, & GIVES THEM TO BS. MGR. TO FILE BY DEC. 15TH
POLICY REVIEW AS NEEDED

APPROVE AUDIT REPORT IF COMPLETED
RESP REPORT

JANUARY:

APPROVE PLEDGES OF ASSETS
APPROVE INVESTMENT REPORT
REVIEW TRANSPORTATION PAYMENTS
SELECT NEGOTIATING TEAM TO ATTEND NDSBA SEMINAR IN FEBRUARY
LEGISLATIVE REPORT--ODD YEARS
POLICY REVIEW AS NEEDED
RESP REPORT

FEBRUARY:

DISCUSS STAFF NEEDS FOR COMING YEAR
DISCUSS TEACHER PLACEMENT
LEGISLATIVE REPORT-ODD YEARS
NEGOTIATIONS SEMINAR
PRINCIPAL & TEACHER NEGOTIATIONS (IF PETITIONED)
POLICY REVIEW AS NEEDED
MARCH 1-DEADLINE FOR OPEN ENROLLMENT APPS. TO BE FILED
WITH RECEIVING DISTRICT
DO PRINCIPAL AND BUSINESS MANAGER EVALUATIONS
SET ELECTION DATE, POLLING PLACES, ELECTION BOARDS
RESP REPORT

MARCH:

BEGIN PROCESS FOR ANY NONRENEWALS IF NECESSARY
APPROVE SCHOOL CALENDAR FOR FOLLOWING YEAR
BEGIN DISCUSSION OF BUDGET NEEDS FOR FOLLOWING YEAR
LEGISLATIVE REPORT-ODD YEARS
POLICY REVIEW AS NEEDED
CONTINUE NEGOTIATIONS WHEN NECESSARY
RESP REPORT

APRIL:

BD. PRESIDENT COMPILES EVALUATIONS , REVIEWS THEM WITH
PRINCIPAL & BS.MGR. & GIVES TO BS. MGR. TO FILE BY APRIL 15
APPROVE FINANCIAL REPORT
SET NON-INSTRUCTIONAL STAFF SALARIES FOR NEXT YEAR
REVIEW DRUG/ALCOHOL & DISCRIMINATION POLICIES FOR COMPLIANCE &
ASSURANCE DISCIPLINARY SANCTIONS WERE CONSISTENTLY APPLIED
DECIDE WHETHER TO BID OR NEGOTIATE BUS ROUTES (EVERY TWO YEARS) &
SET DATES FOR SAME
LEGISLATIVE REPORT-ODD YEARS
POLICY REVIEW AS NEEDED
CONTINUE NEGOTIATIONS IF NECESSARY
PRE-APPROVE TECHNOLOGY BUDGET FOR UPCOMING YEAR
APRIL 15 DEADLINE FOR FINAL NOTICE FOR ANY NONRENEWALS
NONRENEWAL HEARINGS IF NECESSARY
RESP REPORT

MAY:

SET CANVASSING MEETING DATE (6TH DAY AFTER ELECTION)
POLICY REVIEW AS NEEDED
BUDGET DISCUSSION
MEET WITH COMMISSIONERS RE: LAND USE FUNDS
RESP REPORT

JUNE:

CANVASSING MEETING SIX DAYS AFTER ELECTION
APPROVE LIBRARY CONTRACT FOR UPCOMING YEAR
REVIEW TRANSPORTATION PAYMENTS
POLICY REVIEW AS NEEDED
RESP REPORT