



# New Jersey School Boards Association

413 West State Street • Trenton, NJ 08618 • Telephone: 609.695.7600 • Toll-Free: 888.88NJSBA • Fax: 609.695.0413

## BOARD RESPONSIBILITIES 12-MONTH AGENDA PLANNING

### JANUARY

- Board reorganization (November elections)
- Elect board officers (November elections)
- Board President appoints committees (November elections)
- Set meeting calendar for upcoming year (November elections)
- Set evaluation calendar for CSA evaluation and Board Self-Evaluation
- Review the requirements of Superintendent contract renewal (For contracts expiring July 1st see 18A:17-15)
- Review preliminary budget numbers
- Review Board Member mandatory training requirements
- Board Code of Ethics Discussion with NJSBA Representative (November elections)
- Financial Disclosure online submission to Ethics Commission (newly elected board members, November elections)
- \_\_\_\_\_

### FEBRUARY

- Meet with NJSBA Representative to review superintendent and board evaluation process and set timelines for completion
- Board petitions for April elections due to County Board of Elections
- Update on capital projects
- \_\_\_\_\_

### MARCH

- Hold budget hearing / adopt budget (April elections)
- CSA provides update on progress toward achievement of district goals and objectives
- Board provides update on progress toward achievement of Board goals
- Online CSA evaluation and Board Self-Evaluation tools available at njsba.org (to meet July 1st statutory deadline for CSA evaluation)
- \_\_\_\_\_

### APRIL

- Financial Disclosure online submission to Ethics Commission (existing board members and April elections)
- Hold budget hearing/adopt budget (November elections)
- Board/CSA pre-conference for evaluation
- Approve the School Health Nursing Services Plan
- Approve the Comprehensive Equity Plan
- \_\_\_\_\_

### MAY

- Board reorganization (April elections)
- District In-house orientation for new board members (April elections)
- Board Code of Ethics Discussion with NJSBA Representative (April elections)
- CSA evaluation – begin process (all non-conflicted board members) once CSA has completed his/her goals portion
- Begin Board self-evaluation process
- Approve written curriculum that clearly and specifically aligns with the most recent State Board adopted version
- End of Year Staff Review (All staff: Non-tenured, Tenured, & Administration)
- Report on compliance of submitting Financial Disclosure Statements to the Ethics Commission
- Appoint outside professional positions not appointed at reorganization (register keepers, consultants, etc.)
- Act on personnel recommendations
- Annually approve remote learning plan
- \_\_\_\_\_

### JUNE

- Schedule Closed Session meeting (all non-conflicted board members) to organize superintendent evaluation narrative (Rice superintendent)
- CSA provides end-of-the-year report on district goals
- Board provides end-of-the-year report on board of education goals

---

## JUNE continued

- Review and revise as necessary the Superintendent evaluation instrument for upcoming year based on goals and objectives
- Finalize the Superintendent's Evaluation and conduct closed session summary conference (Rice superintendent; all non-conflicted board members) before **July 1** as per statute
- Board requests Contract Analysis, from NJSBA Labor Relations Dept., for employee contracts ending in June of the upcoming year
- CSA submits annual progress towards the PDP to the board for board review
- Review results of compiled Board Self-Evaluation
- CSA provides final update on progress toward achievement of district goals and objectives
- Board provides final update on progress toward achievement of board goals
- Board Annual Goal-Setting Retreat
- Certification of Implementation (COI) re: prior year's audit findings to Office of Compliance Investigators by June 30
- \_\_\_\_\_

---

## JULY

- Superintendent develops Action Plans to achieve District Goals
- Board develops Action Plans to achieve Board Goals
- Review and approve staff development plans for next year and the connection to student achievement
- Review the district Mentoring Plan
- Board petitions for November elections due to County Board of Elections
- Review curriculum writing process and the connection to increased student achievement
- \_\_\_\_\_

---

## AUGUST

- Review progress of all students at key grade levels in mastering the NJ Student Learning Standards and on the performance of student subgroups on state tests
- Approve personnel recommendations
- Annual review of student code of conduct
- Annual review of Memorandum of Agreement (MOA) and law enforcement operations for alcohol, other drugs, weapons and safety
- Submission of Merit Goals to Executive County Superintendent by Sept. 1 for approval
- \_\_\_\_\_

---

## SEPTEMBER

- Board of Education approves District & BOE Goals
- Superintendent presents Action Plans for achievement of District Goals
- Approve the Long Range Facility Plan
- Approve the Safety and Security Plan
- Board plans for negotiations for employee contracts ending in June of upcoming year and reviews bargaining unit contracts to determine start date for negotiations
- \_\_\_\_\_

---

## OCTOBER

- Public hearing of the Student Safety Data Report
- Develop budget parameters focusing on student achievement based on strategic planning goals and/or district annual goals and set budget calendar
- Update on curriculum writing / pilots / cycle
- CSA provides update on progress toward achievement of district goals and objectives
- Board provides update on progress toward achievement of board goals
- Public presentation of standardized testing results
- NJSBA Workshop
- \_\_\_\_\_

---

## NOVEMBER

- Board election (November elections)
- Present school self-assessment on HIB at BOE meeting
- District Performance Review (DPR) submission by Nov. 15 if applicable
- Review and/or approve Technology Plan (Best practice but DOE approval not required)
- Approve the Comprehensive Maintenance Plan
- \_\_\_\_\_

---

## DECEMBER

- Review budget priorities, ensure planned purchase of materials and curriculum development to support student achievement
- Review audit report / approve and oversee the corrective action plan if needed
- CSA provides update on progress toward achievement of district goals and objectives
- Board provides update on progress toward achievement of Board goals
- District In-house orientation for new board members (Nov. elections)
- \_\_\_\_\_