

**ARCADIA VALLEY R-II SCHOOL DISTRICT
BOARD OF EDUCATION
2011-2012 ANNUAL CALENDAR**

MONTH	PROGRAM/SERVICE	DATA COLLECTED/ANALYZED	RESPONSIBLE PERSON(S)
JULY	Board Policy Review	Board Policies	Board of Education/Superintendent
	Discipline	discipline reports	Building Principals
	Federal assurance form	Title I, II, IV, VI	Federal Programs Director
	Bids for Milk, Ice Cream, Bread	Bids	Superintendent/Board of Education
AUGUST	Summer School	programs offered, participation rates	Summer School Director/Superintendent
	Early Childhood	all information/program evaluation	Early Childhood Director
	Tax Rate Hearing	Financial	Superintendent
	Final Budget Approval	Financial/Budget	Superintendent
SEPTEMBER	Professional Development	PDC Activities	PDC Chairperson/Superintendent
	Opening of School	attendance rates	Superintendent/Building Principals
	Student Assessment	MAP scores/Terra Nova/ACT	Superintendent/Testing Coordinator
	Designation of District Personnel Officers and Coordinators	program evaluations	Board of Education/Superintendent
OCTOBER	Board of Education	program evaluation, board policy	Board of Education
	Audit Report	Financial	Superintendent
	A+ Schools Program	all information/program evaluation	A+ Schools Coordinator
	MSBA/MASA Conference		Superintendent

MONTH	PROGRAM/SERVICE	DATA COLLECTED/ANALYZED	RESPONSIBLE PERSON(S)
NOVEMBER	Parent/Teacher Conferences	attendance rates	Principals
	Library/Media Services	utilization, schedule, evaluation	Librarian/Administrators
	Operation of Plant		Superintendent/Maintenance Director
	Annual Performance Report	general/financial/student/teacher/ drop-out/attendance rates, 1 & 5 year follow-up studies	Superintendent
DECEMBER	At-Risks Program	participation rates/success rates/ program evaluation	At-Risk Coordinator
	Preliminary Teacher Evaluation	PBTE	District Administrators
	Superintendent Evaluation Form Distributed	PBTE Form	Superintendent
	Holiday Social		Superintendent
JANUARY	Superintendent Evaluation	PBTE	Board of Education
	Special Services	Special Ed./Gifted	Special Services Director
	Mid-Year Goal Update	goals obtained	Superintendent
FEBRUARY	Building Administrators and Program Evaluations	PBTE	Superintendent/Board of Education
	Health Services	Program Evaluation	Director of Health Services/Nurses
	Mid-Year Budget Update	budget/programs	Superintendent
MARCH	Teacher Evaluation	PBTE	Building Principals
	Support Staff Evaluations	Evaluation Forms	Supervisors/Directors
	Federal/State Programs	ELL, Reading Recovery, Title I, II, IV, VI	Federal Programs Director
	Tuition Rates	Financial	Superintendent/Board
	School Calendar	attendance dates/calendar	Superintendent/Salary and Welfare
	Bus Bids	bus specifications	Transportation Director/Superintendent

MONTH	PROGRAM/SERVICE	DATA COLLECTED/ANALYZED	RESPONSIBLE PERSON(S)
APRIL	Technology	Technology Census/Program Evaluation	Technology Director
	Board of Education ReOrganization	Accept election results, swear in new members	Board of Education
	Budget Projections	financial	Superintendent
	Summer School	student needs/survey	Summer School Director
	Next Year Budget Considerations	new programs/financial	Superintendent
MAY	Staff Salary and Welfare Issues	proposals/insurance/career ladder	Board/Superintendent/Salary & Welfare Committee
	Extra Curricular Activities	programs	Administrators/Athletic Director
	Commencement	graduation information	H.S. Principal/Superintendent
	CSIP Review	CSIP plan	Superintendent/CSIP Committee
JUNE	Strategic Planning	Goals and Objectives for upcoming year	Superintendent
	Fiscal Management	Approve Preliminary Working Budget for upcoming year and Approve budget revisions for current year	Superintendent/Board of Education
	Student and Teacher Handbooks	Handbooks	Building Principals
	Final Expenditure Reports	ECSE, Special Ed., Title I, II, IV, VI, TLCF, Tech. Acq., VIDEO, Goals 2000, Perkins, Vocational Enhancement	Program Directors