

YUTAN PUBLIC SCHOOLS

BOARD CALENDAR

General Monthly Activities				
January	Planning <ul style="list-style-type: none"> ▪ Annual Leadership Team Planning Retreat ▪ School Calendar Development 			
	Personnel <ul style="list-style-type: none"> ▪ Develop new superintendent goals ▪ Appoint superintendent as district’s Non-discrimination Compliance Coordinator ▪ Principals’ Evaluations ▪ Negotiations mandatory mediation if no agreement; Due February 8 - § 48-818.01 			
	Budget <ul style="list-style-type: none"> ▪ Budget Priorities 			
Curriculum <ul style="list-style-type: none"> ▪ District Report Card 				
Other <ul style="list-style-type: none"> ▪ Superintendent’s Annual Report ▪ Board office elections & Board committee assignments ▪ NASB Legislative Issues Conference 				
	Activity	Statute	Timeframe	Summary
	Negotiations	§ 48-818.01	On or before February 8	If an agreement is not reached by February 8 th , the parties shall submit to mandatory mediation or fact-finding as ordered by the commission, unless the parties mutually agree, in writing, to forgo mandatory mediation or fact-finding.
February	Planning <ul style="list-style-type: none"> ▪ Board Retreat ▪ Adopt district goals ▪ Adopt School calendar 			
	Personnel <ul style="list-style-type: none"> ▪ Adopt revised superintendent evaluation instrument and goals ▪ Principals’ Contracts ▪ Negotiations, mediation, fact-finding end date; Due March 25 - § 48-818.01 			
	Budget <ul style="list-style-type: none"> ▪ Budget Planning 			
Curriculum <ul style="list-style-type: none"> ▪ Review Special Education Program 				
Other <ul style="list-style-type: none"> ▪ Review/Appoint GRN Representative ▪ NASA/NASB Education Forum ▪ NASB Leadership Workshop 				

February	Activity	Statute	Timeframe	Summary
	Negotiations	§ 48-818.01	On or before March 25 (or within 25 days after certification of amounts, whichever occurs last in time)	Negotiations, mediation, and fact-finding shall end. If no agreement is reached by this date, either party may, within fourteen days after such date, file a petition with the commission.
March	<p>Personnel</p> <ul style="list-style-type: none"> ▪ Teacher notification of contract amendment or modification <p>Budget</p> <ul style="list-style-type: none"> ▪ State Aid Certification ▪ Budget Update & Planning <p>Curriculum</p> <ul style="list-style-type: none"> ▪ Review School Improvement Plan ▪ Review Alternative Education Program <p>Other</p> <ul style="list-style-type: none"> ▪ NASB President’s Retreat ▪ NASB Dues ▪ Teacher Appreciation Event 			
	Activity	Statute	Timeframe	Summary
April	<p>Personnel</p> <ul style="list-style-type: none"> ▪ Teacher Non-Renewal, RIF, and Termination Notices; Due April 15 - § 79-831 <p>Budget</p> <ul style="list-style-type: none"> ▪ Budget development ▪ Buildings & Grounds Update <p>Curriculum</p> <ul style="list-style-type: none"> ▪ Review ELL Program <p>Other</p> <ul style="list-style-type: none"> ▪ YPS Foundation Officer Approval 			
	Activity	Statute	Timeframe	Summary
	Certificated employee contract notice	§ 79-831	On or before April 15 of each year action is taken on the contract	For any probationary or permanent certificated employee, written notice must be given if the district plans on amending, terminating, or not renewing the employee’s contract for the next school year.

May	Personnel <ul style="list-style-type: none"> ▪ Staffing plans for next year (classified, extra duty assignments, etc.) Budget <ul style="list-style-type: none"> ▪ Set date for Board/Administrators Budget Work Session Curriculum <ul style="list-style-type: none"> ▪ Review Statewide Assessment Results ▪ Graduation Update Other <ul style="list-style-type: none"> ▪ Summer Maintenance 			
	June	Budget <ul style="list-style-type: none"> ▪ Board/Administrators Budget Work Session ▪ Athletic Budget submitted by the A.D. ▪ Approval of Lunch Prices Curriculum <ul style="list-style-type: none"> ▪ Year End Assessment and Curriculum Review ▪ Review School Improvement Plan Policy <ul style="list-style-type: none"> ▪ Annual Review Bullying Prevention Policy; Due July 1 - § 79-2,137 Other <ul style="list-style-type: none"> ▪ Submit Legislative Resolution or Standing Position to NASB Legislation Committee ▪ Fundraising Report ▪ NASB School Law Seminar 		
Activity		Statute	Timeframe	Summary
Bully Prevention Policy		§ 79-2,137	On or before July 1	School district must review their bullying prevention and education policy annually; update as needed.
July	Personnel <ul style="list-style-type: none"> ▪ Superintendent evaluation and goal's review Budget <ul style="list-style-type: none"> ▪ Board / Administrator Budget Work Session and/or update ▪ Budget Authority and Allowable Reserve Percentage Certification Policy <ul style="list-style-type: none"> ▪ Annual Review Parent Involvement Policy (public hearing and adoption only if changes) - 79-531 and 79-533 ▪ Student Fees Policy; Due August 1 § 79-2,134 Other <ul style="list-style-type: none"> ▪ NASB School Board Workshop ▪ Review NASB Board Awards of Achievement (Deadline for updating points earned.) 			
	Activity	Statute	Timeframe	Summary
	Student Fees	§ 79-2,134	On or before August 1	Requires every school board to hold a public hearing proposing a student fee policy. In the meeting, the board shall review the amount of money collected from student fees (per policy) the prior year. They shall then propose and adopt the upcoming school year policy and publish in the student handbook.

August

Personnel

- Negotiations employee’s agent request recognition; Due September 1 (year preceding contract year) [§ 48-818.01](#)

Budget

- Board/Administrators Budget Work Session
- Certification of District’s Assessed Valuation, August 20th
- Public Budget Hearing / Adopt Budget; Due on or before September 20 [§ 13-508](#) [§ 79-1084](#), [§ 79-1085](#), [§ 79-1086](#)

Curriculum

- Review Alternative Education Program

Other

- NASB Area Membership Meetings
- Committee on Americanism (Selected in January); Due beginning of school year [§ 79-724](#)

Activity	Statute	Timeframe	Summary
Negotiations	§ 48-818.01	On or before September 1 (year preceding the contract year in question)	The certificated and instructional employees’ collective bargaining agent must request recognition as bargaining agent.
Committee on Americanism	§ 79-724	Beginning of the school year	Requires every school board to appoint a committee of three to be known as the committee on Americanism. YPS selects this committee in January.
Negotiations	§ 48-818.01	On or before September 15	Negotiations contract dispute decision (year of contract, if needed);

August

General Budget Adoption	§ 13-508	On or before September 20	School board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget.

	ESEA Notices	Federal		Elementary and Secondary Education Act (ESEA) – Requires school districts and individual schools to provide numerous notices to parents the public and others under the No Child Left Behind Act. A complete list, description and sample notices can be found at: http://www.ed.gov/programs/titleiparta/parentinguid.doc
	FERPA Annual Notice	Federal		Family Educational Rights and Privacy Act (FERPA) - Annual notice provided to parents/guardians and eligible students of their rights to inspect and review educational records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education. Sample Notice: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html
	PPRA Annual Notice	Federal		Protection of Pupil Rights Amendment – (PPRA) – Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.

August	Child Nutrition Annual Notice	Federal		Child Nutrition Programs – If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about fee and reduced price meals and/or free milk and must provide parents with an application form.
	AHERA Annual Notice	Federal		Asbestos Hazard Emergency Response Act (AHERA) – requires schools districts to have an asbestos management plan for each school building in the district (whether lease or own). Annually, school districts must notify parents, teachers, and employee organizations of the availability of the asbestos management plan. All members of the custodial staff who work in a building containing asbestos must have awareness training and all new custodial staff must be training within the first 60 days of hiring. . Sample Notice: http://yosemite.epa.gov/R10/OWCM.NSF/d14dabb756dc1fb3882565000062f164/c18ad083691dc38825672f0058649d!OpenDocument

	McKinney-Vento Notice	Federal	McKinney-Vento Homeless Assistance Act – Requires public notice of the education rights of homeless students. The notice must be disseminated in places where homeless students receive services including schools, family shelters, and soup kitchens. They must be understandable to homeless students and their parents and when necessary in their native language. Downloadable poster: http://center.serve.org/nche/pr/er_poster.php#youth .
	Non-discrimination Notice	Federal	Non- Discrimination - requires all recipients of federal funds to notify their students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.
	IDEA Annual Notice	Federal	Individuals with Disabilities Education Act (IDEA) – Annual notice to parents of a child with a disability of the district’s procedural safeguards. A notice must also be placed on the district’s website. The notice must be easily understandable and in the native language of the parents. Sample Notice: http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf
September	<p>Personnel</p> <ul style="list-style-type: none"> • Negotiations contract dispute decision (year of contract, if needed); Due September 15 § 48-818.01 • Personnel Report to the Department of Education; Due September 15 § 79-804 • Negotiations board must respond to agent request; Due October 1 § 48-818.01 <p>Curriculum</p> <ul style="list-style-type: none"> ▪ Review Summer School Programs ▪ Review ACT Results ▪ Review School Improvement Plan <p>Other</p> <ul style="list-style-type: none"> ▪ NASB Area Membership Meetings ▪ Option enrollment update ▪ Fundraiser Approval ▪ Tax Request Hearing for Fund Levies; Due October 13 § 77-1601.02 ▪ Poverty Plan; Due October 15 § 79-1013 ▪ Superintendent file Membership Report; Due October 15 § 79-528 ▪ Limited English Proficiency Plan; Due October 15 § 79-1014 ▪ Elementary Site Allowance; Due October 15 § 79-1007.15 		

Activity	Statute	Timeframe	Summary
Negotiations	§ 48-818.01	On or before September 15	The commission will render a decision on any contract dispute in regards to a non-agreed upon agreement that was due March 25.
Personnel Report	§ 79-804	On or before September 15	All schools shall file with the Department of Education a fall personnel report, specifies the names of all individuals employed by the school who are certificated.
Negotiations	§ 48-818.01	On or before October 1 (year preceding the contract year in question)	The board of directors must respond to an agent's request for recognition as bargaining agent.
Tax Request Hearing	§ 77-1601.02	On or before October 13 and a special public hearing and proper notice to be held prior to this date.	Requires a school board, ESU, learning community board, who is setting the tax request at a different amount than the prior year, to hold a special public hearing, provide proper notice at least five days prior to the hearing, pass by a majority vote a resolution or ordinance increasing the tax amount and to certify and submit the resolution to the county clerk on or before October 13.
Membership Report	§ 79-528	On or before October 15	All superintendents must file with the Commissioner of Education the fall school district membership report.
Poverty Plan	§ 79-1013	On or before October 15	Requires each school district designating a maximum poverty allowance greater than zero dollars to submit a poverty plan for the next school fiscal year to the NDE and to the learning community coordinator council (if applicable).
Limited English Proficiency Plan	§ 79-1014	On or before October 15	Requires each school district designating a maximum limited English proficiency allowance greater than zero dollars to submit a limited English proficiency plan for the next school fiscal year to the NDE and to the learning community council (if applicable).
Elementary Site Allowance	§ 79-1007.15	On or before October 15	Requires each school district who qualifies for an elementary site allowance to submit the applicable form to the NDE.

October	Personnel <ul style="list-style-type: none"> ▪ Early Retirement Policy ▪ Approve Teacher Incentive Projects ▪ Negotiations shall begin; Due November 1 § 48-818.01 Budget <ul style="list-style-type: none"> ▪ Fall district enrollment figures Curriculum <ul style="list-style-type: none"> ▪ Review Statewide Assessment Results Other <ul style="list-style-type: none"> ▪ Review Annual Emergency Safety Plan ▪ Superintendents file Financial Report, Audit submission to Commissioner & State Auditor; Due November 1 § 79-528 			
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	Negotiations	§ 48-818.01	On or before November 1 (year preceding the contract year in question)	Negotiations shall begin. No fewer than four negotiations meetings between the certificated and instructional employees' collective-bargaining agent and the board's bargaining agent.
Financial Report	§ 79-528	On or before November 1	All superintendents must submit to the Commissioner of Education an annual financial report.	
November	Personnel <ul style="list-style-type: none"> ▪ Formative evaluation of the superintendent & Distribute superintendent evaluation ▪ Negotiations update Curriculum <ul style="list-style-type: none"> ▪ Multicultural Education Report Other <ul style="list-style-type: none"> ▪ District Audit Report ▪ Staff Holiday Social Event ▪ Fall Activities report ▪ Advertisement & Promotion ▪ NASB/NASA State Education Conference 			
	Personnel <ul style="list-style-type: none"> ▪ Summative superintendent evaluation ▪ Approve superintendent contract – NOTE: Before approval of new contract/amendment, board must publish a copy of the proposed contract/amendment three days before approval along with estimate and description of all costs Budget <ul style="list-style-type: none"> ▪ Fiscal Year Audit Report Curriculum <ul style="list-style-type: none"> ▪ NDE State of the Schools Report ▪ Review School Improvement Plan ▪ Technology Update Other <ul style="list-style-type: none"> ▪ NASB New Board Member Workshops (Election Year) ▪ Activity Coops Renewal Agreements (dependent on the 2-yr cycle) ▪ Safety Committee Report & Safety Plan Review ▪ Board Retreat scheduling & discussion 			
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