

APPENDIX: Agenda Planning Schedule

Reference: GP 108: Meeting Planning

AGENDA PLANNING SCHEDULE

| ITEM TO BE REVIEWED or APPROVED | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Capital Outlay Summer Projects | | | | | | | | X | | | | |
| Report on Test Results for Prior Year | X | | | | | | | | | | | X |
| Student Fee Schedule | | X | | | | | | | | | | |
| Estimated Enrollment 1.0 | | X | | | | | | | | | | |
| Sabbatical and Education Leave | | X | | | | | | | | | | |
| Board of Education Meeting Schedule | | | X | | | | | | | | | |
| Parent University Meetings | To be decided annually with Board Meeting Schedule | | | | | | | | | | | |
| Title I Schools | | | X | | | | | | | | | |
| Non-Resident Fees | | | | X | | | | | | | | |
| School Starting and Ending Times | | | | X | | | | | | | | |
| Employee Compensation Review | | X | | | | | | | | | | |
| Employee Contract Ratification | | | | X | X | | | | | | | |
| Budget Planning | | | | X | X | | | | | | | |
| Budget Approval | | | | | | X | | | | | | |
| Budget Hearings/Amended Budget | | | | X | | X | | | | | | X |
| Boundary Changes | | | | | | | | X | X | X | X | |
| Utah Consolidated Application Plan (CUSAP/UCA) | | | | | | | | | X | X | | |
| Audit Report (CAFR) | | | | | | | | | | | X | |
| School Calendar | | | | | | | | | | | | X |
| Superintendent and Business Administrator Contract Renewal Discussion (bi-annual/odd years) | X | | | | | | | | | | | |
| Superintendent and Business Administrator Contract Negotiations (bi-annual/odd years) | | | | | X | | | | | | | |
| Superintendent Evaluation (B/SC 204) | | | | | | | | | | X | X | X |
| Business Administrator Evaluation (B/SC 205) | | | | | | | | | | | | X |
| Open Meeting Law Training | X | | | | | | | | | | | |
| Review of GP, B/SC and EL Policies (see Policy Review Schedule) | X | X | X | X | X | X | X | X | X | X | X | X |
| Monitoring Reports (EL and E policies) | X | | | | | X | X | | X | X | | X |
| Board Self-Evaluation/Monitoring | | | | | | | | | | | X | |
| Review of Ends 404 <i>Safety & Security</i> | | X | | | X | | | X | | | X | |