

Annual Leadership Team Calendar
A Planning Guide for School Boards and Administrators*
Revised 03/2017

Acronyms are defined at the end of this document.

Month	Required by Law or DESE	Recommended or Required by MSBA Policy, but not Legally Required
January	Candidate filing closes (15 th Tuesday prior to the election)	<ol style="list-style-type: none"> 1. Send MSBA board candidate list 2. Administrative review of district handbooks
February	<ol style="list-style-type: none"> 1. Core Data & MOSIS (2/15) 2. Board candidates file PFDS (Within 14 days of the close of filing) 	<ol style="list-style-type: none"> 1. Make hiring decisions about administrators 2. MSBA Legislative Forum 3. Negotiations with teachers begin (2/1) (Policy HA) 4. Summative evaluations to principals (2/1) (Procedure CFB-AP1)
March		<ol style="list-style-type: none"> 1. Make hiring decisions about teachers 2. Deadline for staff requests to transfer to another building in the district (Policy GCI) 3. Summative evaluations to teachers (Procedure GCN-AP1)
April	<ol style="list-style-type: none"> 1. Board Elections – First Tuesday after the first Monday 2. Board Organizational Meeting – Within 14 days after election (10 for urban districts) 3. MAP Testing 4. Projected levy to clerk (4/8) 5. Notify principals and probationary teachers who will not be renewed (4/15) 6. Core Data & MOSIS (4/15) 7. Hold hearing on calendar if starting more than 10 days prior to the first Monday in September (unless done previously) 	<ol style="list-style-type: none"> 1. Readopt Board Ethics Policy (BBF) 2. Update and send MSBA District Data Sheets 3. Facsimile signature application filed with SOS 4. Set calendar (before 5/1) (Policy IC) 5. MSBA Regional Meetings
May	<ol style="list-style-type: none"> 1. Board members, superintendent, CFO and legal counsel file PFDC (if applicable) (5/1) 2. Contracts to probationary teachers and principals (5/15) 3. Contract modifications to tenured teachers (5/15) 	<ol style="list-style-type: none"> 1. Set calendar (if not done previously) 2. Finalize salary schedule for next school year 3. MSBA Regional Meetings

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June	<ol style="list-style-type: none"> 1. Last day for tenured teachers to notify the district they are leaving (6/1) 2. Applications for summer school approval (6/1) 3. Core Data & MOSIS (6/30) 4. Final approval of modifications to transportation plan (6/30) 	<ol style="list-style-type: none"> 1. Finalize salary schedule for next school year (if not done in May) 2. MSBA Practical Personnel Law Webinar Series 3. MSBA Leadership Summit 4. Teacher negotiations end (6/1) 5. Tentative budget proposal to board (6/1) (Policy DB) 6. Deadline for ratifying agreement with teachers (6/30)
July	<ol style="list-style-type: none"> 1. Compliance assurances and application for federal grants (7/1) 2. Special Education Part B application (7/1) 3. Application for authorization for career education expenditures (7/1) 4. Deadline to appoint board secretary and treasurer (7/15) 5. Migrant Education Program application (7/27) 	
August	<ol style="list-style-type: none"> 1. ASBR (8/15) 2. Application for state transportation aid (8/15) 3. Core Data & MOSIS (8/15) 4. Mo. Option Program application (8/15) 5. Summer School Review Checklist and Final Approval (8/15) 6. Food service application/renewal before school opens or by September 1st 7. Tax rate hearing – notice posted seven days prior 	
September	<ol style="list-style-type: none"> 1. Tax rate to the clerk (most districts) (9/1) 2. Newspaper publication of district finances if the district does not perform an annual audit (9/1) 3. Readopt Policy BBFA <i>every other year</i> and send certified copy to MEC within ten days (9/15) 	

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October	<ol style="list-style-type: none"> 1. Tax rate to the clerk (St. Louis, St. Charles and Jackson counties and the City of St. Louis) (10/1) 2. Core Data & MOSIS (10/15) 3. Transportation services plan and routes approved (10/31) 4. IDEA child find notice published (before 11/1) 	<ol style="list-style-type: none"> 1. MSBA Annual Conference 2. MSBA Safe Schools and Colleges Conference
November	Items Not Waived Checklist (11/30)	
December	<ol style="list-style-type: none"> 1. Post notice that the district is accepting declarations for board candidates – prior to first date of filing 2. Opening day of filing (16th Tuesday prior to the municipal election date) (15th Tuesday prior to election for KC area) 3. Core Data & MOSIS (12/15) 4. Audit report to DESE (12/31) 	Last day for teacher groups to submit issues for negotiations (12/1) (Policy HA)
Annual**	<ol style="list-style-type: none"> 1. Evaluate parent involvement policies 2. Train staff on confidentiality, discrimination and harassment and the district’s discipline code 3. Notify parents at the beginning of the school year about upcoming surveys and physical exams (PPRA) 4. Curriculum review/revision 5. Notice to parents of <ul style="list-style-type: none"> • Rights under FERPA, the information determined by the board to be directory and the parent’s ability to opt out of the release of directory information • The district’s obligation to provide contact information to recruiters from the military and higher education and parent’s ability to opt out of the release • That the district transfers record to other schools where students enroll or attend 	<ol style="list-style-type: none"> 1. Principals evaluate attendance procedures 2. Evaluate CSIP and revise as necessary

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Every 3 years	<ol style="list-style-type: none"> 1. Bid health insurance 2. Assess the local Wellness Policy 	
Every 5 years	<ol style="list-style-type: none"> 1. Revise CSIP 2. Bid bank depositories <ul style="list-style-type: none"> • May be bid more often 	
Every 6 years	Bid property and liability insurance	

ASBR – Annual Secretary of the Board Report
CSIP – Comprehensive School Improvement Plan (Strategic Plan)
DESE – Missouri Department of Elementary and Secondary Education
FERPA – Family Education Rights and Privacy Act
FR – Final Report
IDEA – Individuals with Disabilities Education Act
MAP – Missouri Assessment Program
MEC – Missouri Ethics Commission
MSBA – Missouri School Boards’ Association
MOSIS – Missouri Student Enrollment Information System
PFDS – Personal Financial Disclosure Statement
PPRA – Protection of Pupil Rights Amendment
SOS – Secretary of State (Missouri)

* Also consult the *Annual Data Acquisition Calendar* on the DESE website, www.dese.mo.gov. This calendar is a comprehensive list of all required applications and reports. Some, but not all, items on the DESE calendar are included in this document.

** For more required notices, see the MSBA documents, *Parent and Student Notices and Handbook Information* and *Employee Posting and Notice*, on the MSBA website, www.msbanet.org.