

Monthly

1. Schedule superintendent's visits
2. Approve field trips plans and associated budget (if any)
3. Approve warrant

January

1. Draft/revise tentative budget at budget work session(s)
2. Hold Budget Hearing and approve proposed budget
3. Prepare documents for Plantation Annual Report (proposed budget, financial report, education warrant articles, superintendent's letter)
4. Send Superintendent approved minutes of Dec. meeting documenting supt. employment details
5. Review teacher and teacher contract related policies prior to hiring process

February

1. Post notice of School Committee vacancy(ies)
2. Finalize documents for Plantation Annual Report
3. File report of Teacher evaluation from Superintendent
4. Approve Continuing Contract if teacher is hired beyond 2 years (action in third year only)

March

1. Orient new School Committee member(s) (from town meeting to June)
2. Request that superintendent send letter to parents of secondary students explaining school's liability for costs for next school year
3. Approve extended year programming

April

1. Receive parents' secondary school choices
2. Approve room & board requests for secondary students
3. Request that Superintendent notifies secondary schools of Monhegan's obligation for room & board and for tuition (after town meeting)
4. Send letter to Pre-School Program and Kindergarten parents on immunization and screening
5. Develop school calendar for the following school year
6. Review all insurance coverage
7. Request bids for lawn mowing & arrange service starting in May
8. Finalize superintendent contract following Plantation Annual Meeting
9. Finalize Monhegan's financial commitment to Outer Islands TLC following annual plantation meeting
10. Send copy of Town Meeting minutes to Superintendent

May

1. Register kindergarten students
2. Review Crisis Response Plan (CEP manual)
3. Approve teacher hiring as necessary (action for probationary contract only)
4. Obtain list of recommended purchases from Teacher
5. Request all bills be submitted in time for the end the of the fiscal year warrant

June

1. Confirm annual audit dates
2. Consider revision of Student Handbook

July

1. Elect School Committee Officers
2. Review School Policy Manual
3. Arrange for inspection of heating system
5. Arrange for schoolhouse cleaning and opening of school

August

1. Post school calendar
2. Post/distribute Student Handbook (including required materials in appendix)

September

1. Report school rental income for minutes
2. Conduct annual walk-through of schoolhouse and Plantation Teacher House Lot houses with caretaker
3. Inspect School & Teacher House Property fire extinguishers & smoke detectors with teacher/tenant

October

1. Distribute Superintendent evaluation

November

1. Request that teacher begin budget estimates for instructional supplies, books, equipment, etc., for next school year.
2. Schedule school/community social event for December
3. Discuss evaluation of Superintendent
4. Review Superintendent/Teacher goals
5. Review past years school committee goals and identify budget goals for coming school year

December

1. Review Teacher Contract status
2. Obtain list of proposed expenditures from Teacher
3. Set tentative opening date for next school year
4. Consider evaluations of Superintendent & take action on renewal of Superintendent's Contract
5. Schedule budget work session(s)
6. Delegate person to handle school summer rentals

Revised: 03/27/18 by J. Stevens, M. Weber & J. Brady