

MILLVILLE ELEMENTARY SCHOOL DISTRICT

**BOARD ACTION &
REPORT CALENDAR**



Standard Agenda Items
Anticipated for this School Year

2025/2026

Standard Agenda Format

The following are standard agenda item headings for each regular monthly meeting.

Call to Order

- Opportunity for Members of the Public to Address the Board Concerning Items on the Closed Session Agenda
- Adjournment to Closed Session
- Reconvene to Open Session
- Pledge of Allegiance
- Correspondence
- Agenda Order/Consent Agenda Approval
- Approval of Minutes

Reports and Public Forum

- Employee Recognition or Commendations
- Superintendent's Report
- Public Forum

Instruction – Reports

- Staff Development and Conference Attendance

Human Resources – Reports

- Resignations

Business – Reports

- Financial
- Enrollment

Instruction – Action

- Overnight Trips
- Single Plan for Student Achievement

Human Resources – Action

- Employment

Business – Action

- Warrant Listings

Planning Matters (building development within the District)

Closing

- Items From the Floor
- Future Meeting Dates
- Adjournment to Closed Session
- Reconvene to Open Session
- Report Action Taken by the Board in Closed Session
- Adjournment

MILLVILLE ELEMENTARY SCHOOL DISTRICT

Definitions

For purposes in helping decide whether an item should be an Action Item, Action/Consent Item, or Report Item.

Action:

Collective decision made by the majority by an actual vote upon a motion, proposal, resolution, order, ordinance. If there is to be discussion upon an item to determine a decision, the item must be voted upon independently.

Action/Consent:

This is an action item that must be voted upon in the same manner as above but may be combined with other action items under the same motion without discussion. They will be reported in the minutes as if they were acted upon independently. Generally, these items are ones that have a pre-determined outcome (for example, applications regarding funding where the amount is set by the state, routine resolutions that are done every year, etc.). However, all Action/Consent items can be pulled from the consent list and be open for discussion if so desired.

Report:

A Report item is one that does not require a decision by vote of the Board under a motion. These items are generally for informational purposes.

Board Action and Report Calendar

Month	Department	Item	Type
<i>July</i>	No Scheduled Meeting		
<i>August</i>	Business	- State Budget - Quarterly Facilities/Teacher/Material Report (4/1 to 6/30) - Mandated Block Grant Application	Report Report Action/Consent
	Human Resources	New Staff Hires	Action
	Instruction	- Summer Tutoring Report / If necessary - Staff Development In-service Plans	Report Report
<i>September</i>	Business	- Budget Revisions / Unaudited Actuals - LCAP Approval if necessary (revisions) - Health Benefit Agreements - Shasta County Investments - Conflict of Interest code (even years) - Back to School Night	Action/Consent Report Report Report Action/Consent Report
	Human Resources		
	Instruction	Sufficiency of Textbooks Resolution (per E.C. 60119/BP 6161.1)	Action/Consent
<i>October</i>	Business	- Quarterly Facilities/Teacher/Material Report (7/1 to 9/30) - Unaudited Actual Financial Reports - Revenue Limit Subject to Gann - Prop 28 Arts and Music in Schools - EPA	Report Action Action Action Report
	Human Resources		
	Instruction		
	Administrative	Appoint Board Members (if current members have filed and are unopposed during the period of filing with the county clerk [July/August], they will be appointed "in lieu of election" at the October meeting)	Action

Month	Department	Item	Type
<i>November</i>	Administrative	- Set Date & Time of Annual Organizational Meeting of the Board - Organizational Chart	Action Action/Consent
	Business		
	Human Resources		
	Instruction		
<i>December</i>	Organizational Meeting	- Election of Officers - Set Board Meeting Date, Time, Place - Seat New Board Members (every 2 yrs.)	Action Action Action
	Business	- Shasta County Investments - First Interim Report - Developer Fee Annual Report	Report Action Report
	Human Resources	Extra-Curricular Activities/Coaches/ Clubs, etc.	Report
	Instruction		
<i>January</i>	Business	- Approve Audit Report - Quarterly Facilities/Teacher/Material Report (10/1 to 12/31) - New Board Officers assume positions	Action Report
	Human Resources		
	Instruction		
<i>February</i>	Business	- State Budget Report - Workers Comp Liability Report	Report Report
	Human Resources		

	Instruction		
--	-------------	--	--

Month	Department	Item	Type
<i>March</i>	Business	Second Interim Report	Action
	Human Resources		
	Instruction		
<i>April</i>	Business	Quarterly Facilities/Teacher/Material Report (1/1 to 3/31)	Report
	Human Resources		
	Instruction	Open House Date	Report
<i>May</i>	Business	- School Calendar Approval - Lincoln Day Observation	Action Action
	Human Resources	Employees of the Year Recognition	Report
	Instruction		
<i>June</i>	Human Resources	Declaration of Need/Emergency Credentials	
	Instruction		Report/Action

	Superintendent	End of Year Superintendent's Report	Report
--	-----------------------	---	--------

Month	Department	Item	Type
<i>June</i> (continued)	Business	First June Meeting Public Hearing	Public Hearing
		- Budget - LCAP	
		Second June Meeting Adoption of	Action
		- Final Budget - Final LCAP	Action/Consent
		Consolidated Application	Action/Consent
		- Approve Resolutions Necessary for the Operation of the District: ☐ Authorize Supt. Board Clerk, and Board President to Sign Warrants ☐ JPA Representative ☐ Year-End Budget Transfers ☐ Budget Revisions ☐ Budgeted Abatement ☐ Restricting General Fund Ending Balance ☐ Transfer of Funds (Multiple Resolutions) ☐ Transfer of Expenditures ☐ Transfer of Balance of Lease/Purchase Funds ☐ Authorizing Short-Term Borrowing Outside of District ☐ Authorizing Short-Term Borrowing Inside of District ☐ Proposition 28 Arts and Music Annual Report ☐ Local Indicators	Action/Consent
			Action/Consent
			Action/Consent
			Action/Consent
			Action/Consent
			Action/Consent
			Action/Consent
			Action/Consent
			Action/Consent
			Report