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	Туре
July	No Scheduled Meeting		
August	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
CO1+ P.	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
September	Human Resources		
	Instruction	Sufficiency of Textbooks Resolution (per E.C. 60119/BP 6161.1)	Action/Consent
October	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	Туре
Novembe	Administrative	 Set Date & Time of Annual Organizational Meeting of the Board Organizational Chart 	Action Action/Consent
	Business		
r	Human Resources		
	Instruction		
December	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		
January	Business	 Approve Audit Report Quarterly Facilities/Teacher/Material Report (10/1 to 12/31) New Board Officers assume positions 	Action Report
	Human Resources		
	Instruction		
February	Business	 State Budget Report Workers Comp Liability Report 	Report Report
	Human Resources		

Instruction	

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

Superintendent	End of Year Superintendent's Report	Report
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Month	Department	Item	Туре
		First June Meeting Public Hearing Budget LCAP	Public Hearing
		Second June Meeting Adoption of • Final Budget • Final LCAP	Action Action/Consent
		Consolidated Application	A 11 10 1
June (continued)	Business	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