

ESUCC

Annual Board Agenda Items

July

Rule 84 Meeting

Budget Preview

- Approve Claims, Financial Statements, and Assets
- Approve Expenses to be paid
- Share Updated Lists
 - ESUCC Calendar
 - ESU Admin List
 - ESUCC Team
 - ESUCC Org chart
 - ESUCC Infrastructure

Every 2 Years

Approve ESUCC Committee Membership

Conference/Meetings

- AESA Summer Leadership Conference
- NCSA Admin Days

August

NO MEETING

September

Budget:

PUBLIC BUDGET HEARING General Fund Budget

BOARD MEETING

- Approve Claims, Financial Statements, and Assets
- Approve Expenses to be paid
- Adopt Budget
- Appoint Executive Director
- Appoint Distance Learning Director
- Approve Financial Institution
- Approve Attorney of Record
- Approve Homepage
- ESUCC President will present any changes in the Executive Director Evaluation Tool to the Coordinating Council for approval
- ESUCC President will share the Executive Director evaluation process and timeline with the Coordinating Council

Every 2 Years

Elect ESUCC Board Officers – every two years

- Oath of Office

October

BOARD MEETING

- Approve Claims, Financial Statements, and Assets
- Approve Expenses to be paid
- Adopt Budget
- Executive Director Evaluation – Draft
 - ESUCC Executive Assistant will provide a digital copy of the Evaluation Resources to the Coordinating Council in the first week of October.
 - The Coordinating Council will be invited to complete the evaluation tool and submit it to the ESUCC President by October 31.
 - The Executive Director will complete the Evaluation Tool as self-assessment and send it to ESUCC President on or before October 31
- MSA
 - Executive Assistant to create and send out to the Executive Committee, Legal, Staff to begin to update
- Audit

Conference/Meetings

- AESA - Educators Call to Action Meeting

November

BOARD MEETING

- Approve Claims, Financial Statements, and Assets
- Approve Expenses to be paid
- Approve Executive Director to pay financials during the month of December
- Executive Director Evaluation - Draft
 - ESUCC President and Past President will summarize responses from the Coordinating Council.
 - ESUCC President will send (1) the completed Executive Director self-assessment, and (2) the summary and compilation of responses from the Coordinating Council to the ESUCC Executive Committee by November 7.
 - ESUCC President and Past President will meet with the Executive Director before the November Board Meeting to review the results of evaluation.
 - ESUCC President will report to the Coordinating Council in November Board Meeting following Closed Session rules.

Conference/Meetings

- NASB/NASA Annual Conference

December

NO MEETING

Conference/Meetings

- AESA Conference
- State Principals Conference

January

RULE 84 MEETING

BOARD MEETING

- Approve Claims, Financial Statements, and Assets
- Approve Expenses to be paid
- ESUCC - PDO Two Year Calendar – Draft

- Review Meeting Dates
- Decide Meeting Hosts
- MSA
 - Executive Committee Review for any needed changes
 - Affiliates to begin to prepare budget Requests - to be submitted by January 25
- Executive Director provides goals to the Coordinating Council

Conference/Meetings

- NASB Legislative Preview

February

BOARD MEETING

- Approve Claims, Financial Statements, and Assets
- Approve Expenses to be paid
- ESUCC - PDO Two Year Calendar – Draft
 - Review Meeting Dates
 - Decide Meeting Hosts
- Review Executive Director Salary & Benefits
- MSA
 - Budgets submitted to Committees for Review
 - Information Resources
 - NOC
 - TLT
 - Educational Resources
 - ESPD Requests
 - SDA Requests
 - PDO Requests
 - Overall Budget
 - SRS
 - Administrative Fee
 - Tier Structure

March

BOARD MEETING

- Approve Claims, Financial Statements, and Assets
- Approve Expenses to be paid
- Approve ESUCC - PDO Two Year Calendar
- Approve Executive Director Salary & Benefits
- Review Staff Salary & Benefits

- Approve MSA
 - Budgets submitted to Committees for Approval
 - Information Resources
 - NOC
 - TLT
 - Educational Resources
 - ESPD Requests
 - SDA Requests
 - PDO Requests
 - Overall Budget
 - SRS
 - Administrative Fee
 - Tier Structure

Every 2 Years

Review President Elect Position

April

BOARD MEETING

- Approve Claims, Financial Statements, and Assets
- Approve Expenses to be paid
- Approve Staff Salary & Benefits
- ESUCC Meeting Calendar - Draft
- MSA - Final

Every 2 Years

- Approve President Elect Position

April 2025

- Review Bolds Steps

Conference/Meetings

- NASBO Conference

May

BOARD MEETING

- Approve Claims, Financial Statements, and Assets
- Approve Expenses to be paid
- Approve Executive Director to pay financials during the month of June, July, August
- Approve - ESUCC Meeting Calendar
- Executive Committee will review the Executive Director Evaluation Resources and recommend any revisions necessary.

Every 2 Years

- Review Committee Membership

April 2025

- Approve Bolds Steps

June

NO MEETING

POLICY REVIEW

- Six week review – if needed