

Anchorage Board of Education Annual Calendar

2024–2025

July 2024

- *July 1st* – New school year & fiscal year begins
- Superintendent to notify all teachers no later than 45 days before the first student day of school of the best estimate as to salary to be paid that year
- *July 25* – District to submit Annual Financial Report to the Department of Education
- School Office closed
- Review enrollment
- Report of School/District Activity Funds
- Annual Donation Report to Board
- Annual Attendance Report to the Board
- Second Reading & approval of revised Board policies

August 2024

- Approve School-Wide Fundraising Projects
- Report on Opening of School
- Written Curriculum Update
- Integrated Pest Management Notice in Board News
- Council Report

September 2024

- **September 30** – Submit Working Budget to Department of Education
- Hearing date on Tax Rate
- Approve Tax Rate
- Approve Tax payment terms
- Approve Motor Vehicle Tax Rate
- Approve Final Working Budget
- KSA Results Report
- Appoint Evaluation Appeals Committee
- Review Effectiveness & Efficiency of District Operations

2025–2026

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August 2025

- Approve School-Wide Fundraising Projects
- Report on Opening of School
- Written Curriculum Update
- Integrated Pest Management Notice in Board News
- Review & Discuss IMPACT Survey Data (every other year)
- Council Report

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September 2024 - cont'd

- Council Report
- Formative Evaluation of Superintendent

October 2024

- Review & accept audit report
- Superintendent renews agreement for Benefits Program
- Council Annual Report
- Advertise Annual Financial Statement
- Review Progress Toward Delivery Targets for student proficiency, college/career-readiness, & closing the achievement gap

November 2024

- Board Elections
- Submit requests for inclusion in next FY Budget Drafts
- Prepare Anchorage Prints for Outgoing Council & Board members (including julep cups)
- Periodic surveillance of Asbestos Containing Building Materials (ACBM) – 6 Month Assessment Due
- Review Principal Effectiveness System & Teacher Effectiveness System Implementation & Plan
- Three Year Asbestos Inspection Completed in 2023, due again in November, 2026
- Council Report

December 2024

- Approve Lawn Care Service Contract
- Written Curriculum Update
- Presentation of information on Open Meetings law to newly elected board members
- Formative Evaluation of Superintendent
- Approve Comprehensive District Improvement Plan/District Goals to address KPREP Gap Target
- Review enrollment projections & ECE projections for next FY
- Approve school calendar for next Fiscal Year (2 years if possible)

September 2025 - cont'd

- Council Report
- Formative Evaluation of Superintendent
- Essential Workplace Ethics Program Review (every other year)

October 2025

- Review & accept audit report
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- Review enrollment projections & ECE projections for next FY
- Approve school calendar for next Fiscal Year, if not done for 2 years in previous year

January 2025

- Oath of Office for new Board members
- Send Certification of Oaths to Jefferson Co. Clerk
- Elect chair & vice-chair
- Assignment of Responsibilities (City Council Liaison, APTA Liaison, School Council Liaison, Legislative Contact, Review Invoices)
- Set times/dates for school board meetings for the year
- Set staff holidays for the year
- Review preliminary draft of the next FY Budget
- Provide input to Principal for School Calendar for upcoming school year
- Report of School/District Activity Funds Wellness Plan
- CARE, Inc. – Annual Meeting to elect officers
- Review Annual Reports of the Corporation
- Council Report

February 2025

- Budget process continues
- Report of summer library/summer offerings
- Superintendent may begin to appoint employees for the upcoming school year
- Strategic Plan Report
- Council Report

March 2025

- Report on Delinquent Taxpayers
- School's Tentative Activity Fund Budget
- Review District Insurance
- OVEC Annual Report of Activities
- Approve OVEC, KPC, and JCPS bids
- Approve revisions to Current School Calendar (if needed)
- Retirement Eligibility Report
- Council Report
- High Quality Instructional Resource Plan Progress Report
- Formative Evaluation of Superintendent
- Master Schedule

January 2026

- No Oath of Office for new Board members (No election in 2025)
- Elect chair & vice-chair
- Assignment of Responsibilities (City Council Liaison, APTA Liaison, School Council Liaison, Legislative Contact, Review Invoices)
- Set times/dates for school board meetings for the year
- Set staff holidays for the year
- Review preliminary draft of the next FY Budget
- Provide input to Principal for School Calendar for upcoming school year
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- CARE, Inc. – Annual Meeting to elect officers
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April 2025

- Superintendent must provide written notice of non-renewal of each limited contract certified employee whose contract will not be renewed for the following school year (Deadline May 15/90 days prior to first student day of school in upcoming school year.
- Selection of an auditor
- School Principal's Combining Budget
- Declaration of Emergency to employ substitute teachers (Cannot be completed prior to March 1 of previous school year)
- Prepare Anchorage Prints for retiring/resigning staff and for outgoing APTA president
- Council Report
- High Quality Instructional Resource Selection Committee Report
- Professional Development Plan

May 2025

- Ninety days before the first student day of school in the next school year, Superintendent to provide written notification of reduction in responsibilities and reduction in salary to affected certified employees
- Adopt a Tentative School Activity Fund Budget
- Approve Teacher Salary Schedule
- Approve Substitute Teacher Salary Schedule
- Approve Extra Duty Pay Schedule
- Approve Administrative Salary Schedule
- Approve Tentative Budgets
- Approve Bond of Treasurer
- Approve Gym/Auditorium Rental Fees
- Approve Participation (Sports/Activity) Fees
- Approve MS Chromebook Fees
- Set lunch prices
- Superintendent's Evaluation - *Closed session to have preliminary discussions, returning to open session to have/adopt/discuss written summative evaluation*

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May 2025 – cont'd

- Periodic surveillance of Asbestos Containing Building Materials (ACBM) – 6 month Assessment Due
- Annual Reports to Secretary of State (District Finance Corporations, Anchorage Public School Community & Alumni Association, Inc., & Community of Anchorage Rallies for Education, Inc.)
- Council Report

June 2025

- Thirty days before the first student day of school, teachers are to give written notification to the Superintendent indicating that they do not accept employment for the coming school year
- **June 30** – School Year & Fiscal Year ends
- Update Annual Board Calendar
- Approve various summer bids (if available)
- Approve High Quality Instructional Resource Plan
- Approve Bond of Depository (every other year)
- Approve Tax Revenue Anticipation Notes (TRAN), if applicable
- Annual KDE District Statement of Assurance
- First Reading proposed Board policy changes
- Approve School-Wide Fundraising Projects/Activity Budgets
- Review of *School Council Plan* & accompanying *Anchorage Independent Committee Structure* diagram

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