

July	August
<p>Planning Meeting / Agenda</p> <ul style="list-style-type: none"> • Create Agenda / Post on website • Email BOE members for attendance Keep "private" until 48 hrs before meeting; then make "public" • 2 days prior to Regular Meeting, contact BOE members for attendance • Make copies for public & give to Mike Sloan • Executive Session Agenda • If new hires listed, two copies of the 2024-25 employment contract need to be completed and mailed the day following the BOE meeting. • Complete attendee list for new hires • If Coaches/Co-Curricular listed; once approved, need to be input in System 3000 notes and contracts issued. • Day after BOE meeting, send copy of agenda in word format to Gabrielle French. • Day following the BOE meeting, forward a pdf copy of the "Approved" Agenda to recipients. (will forward list to whomever is responsible) 	<p>Planning Meeting / Agenda</p> <ul style="list-style-type: none"> • Create Agenda / Post on website • Email BOE members for attendance Keep "private" until 48 hrs before meeting; then make "public" • 2 days prior to Committee & Regular Meeting, contact BOE members for attendance • Make copies for public & give to Mike Sloan • Executive Session Agenda • If new hires listed, two copies of the 2024-25 employment contract need to be completed and mailed the day following the BOE meeting. • Complete attendee list for new hires • If Coaches/Co-Curricular listed; once approved, need to be input in System 3000 notes and contracts issued. • Day after BOE meeting, send copy of agenda in word format to Gabrielle French. • Day following the BOE meeting, forward a pdf copy of the "Approved" Agenda to recipients. (will forward list to whomever is responsible)
<ul style="list-style-type: none"> • Setting up interviews / year-end direct report evaluation 	<ul style="list-style-type: none"> • Setting up interviews / year-end direct report evaluations
<ul style="list-style-type: none"> • Year-End Observations for Direct Reports 	<ul style="list-style-type: none"> • Welcome Back Speech
<ul style="list-style-type: none"> • 2024-2025 Rollover w/Deneen • Once completed by Deneen, run salary report. • Assign UPC and budget for new hires 	<ul style="list-style-type: none"> • New Hire List for Opening Day (list new hires from 09/06/2023 to Present)
<ul style="list-style-type: none"> • Send completed 2023-2024 Security Drill Report to County Office. • <Jillian.Palladino@doe.nj.gov> 	<ul style="list-style-type: none"> • 2024-2025 Security Drill Report to County Office. Have Principals complete their sections and forward, enter information in template and forward to: • <Jillian.Palladino@doe.nj.gov>
<ul style="list-style-type: none"> • Pull inactive personnel files and place in appropriate bin • File 2024-25 employment contracts 	<ul style="list-style-type: none"> • Work with Craig to develop 2024-25 Observation List for Dr. Silverstein (new hires- two per month September thru April)
	<ul style="list-style-type: none"> • Valhalla "Welcome Back" from Supt.
<ul style="list-style-type: none"> • Administrative Council Mtg Agendas 	<ul style="list-style-type: none"> • Administrative Council Mtg Agendas
<ul style="list-style-type: none"> • Legal Log 	<ul style="list-style-type: none"> • Legal Log
<ul style="list-style-type: none"> • Folders (Signature/Review/Mail) 	<ul style="list-style-type: none"> • Folders (Signature/Review/Mail)