

MADISON & CLARK CD'S Calendar of Events

July 1st—June 30th

JULY:

- Beginning of new fiscal year
- Receive base funding \$8,500
- Update fiscal year calendar of events
- Prepare for Financial Review
- Prepare financial reports for Board Meeting
- IDEA directors meeting-Boise

I & E:

- Prepare for fair display.
 - Organize dates and submit to area teachers regarding, Poster Contest and 6th grade field day
 - Election (even years)-Begin recruiting potential board members
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AUGUST:

- Receive State increase of Approximately \$800.00 early August
- Prepare for election (even years). Prepare Declaration of Candidacy and Petition forms.
- Discuss possible resolutions for IASCD Conference at board meeting.
- Submit Financial & Match Report to ISWCC

I & E

- Fair Display/Cambridge.
 - Prepare 3rd quarter newsletter. (create to lessen load in Sept.)
 - Contact teachers of proposed date for 6th Grade Field Day
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SEPTEMBER:

- Make IASCD Conference reservations.
- Submit resolutions if any.
- Month for write-ins for election
- If supervisors elected, declare elected and notify SWCC

I & E:

- Conduct poster and speech contest.
- Publish, Print and Mail #3 Newsletter.
- Hold 6th Grade Field Day event.

OCTOBER:

- IASCD Division III Fall Mtg.
- Set Awards Banquet date. Discuss award nominations w/Planning Committee
- IASCD conference preparation, send registration forms
- Receive State Regular Funds mid October

I & E

- Submit District poster contest winners for Division III Meeting contest.
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NOVEMBER:

- IASCD Conference.
- Notify on odd years intent to hold election.
- Elections - even years if several running for position.
- Certification of election results file in office.
- Begin work on preparations for Awards Banquet.

I & E

- Prepare #4 newsletter.
 - Have pictures of poster and speech contest winners for newsletter.
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DECEMBER:

- Performance Report due to SWCC mid month
- Annual Awards Banquet w/supervisor, staff and landowner recognition
- Hold Oath of Office at Banquet or first meeting in January
- 2nd allocation of funds.

I & E

- Publish 4th quarter Newsletter.

JANUARY:

- Newly elected officers take office.
- Elect board officers, (Chairman, V. Chairman and Sec/Treasurer
- Set annual budget w/ budget committee.
- Oath of office forms.
- IRS W2 & 1099 forms & reports
- Request FY funds from county

I & E

- All annual reports due, include education portions.
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FEBRUARY:

- NACD annual conference.
- Statehouse SCD display.
- Spring Division III meeting.
- Review memorandum of understanding (MOU's)
- Schedule appointment with County Commissioners for annual presentation on District projects.
- Review and revise five year plan.

I & E

- Symposium
 - Prep for Envirothon team
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MARCH:

- Prepare for presentation meeting with County Commissioners.
- Request Tech Assistant Hours
- District Budget Worksheet due April

I & E

- Begin planning 1st Grade Field Day
- Plan for Envirothon

APRIL:

- Hold public meeting on 5 year plan, advertise in newspaper.
- Budget request due to SCC.
- Reserve room for Envirothon

I & E

- Prepare for Envirothon.
 - State Envirothon Competition.
 - Teacher of the Year nomination due.
 - Prepare for 1st grade field day
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MAY:

- District Surveys due.

I & E

- National Drinking Water Week.
 - Hold 1st grade field day
 - Plan for summer tour
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JUNE:

- End of Fiscal Year (6/30).
- Election material sent to SCD's in even numbered years (review election procedures and election calendar).

I & E

- Publish 2nd quarter newsletter.
- Plan for summer tour