

CRITICAL DATES CALENDAR

————— 2019 - 2020 —————





March 2019

Iowa ASBO members:

The Critical Dates desk calendar is provided to Iowa ASBO members as an aid to keeping up with the various responsibilities during each month. The electronic file concept of this document was developed several years ago and is updated annually by the IASBO Regional Directors. The items listed on each month in this paper version are only the topic areas with more details regarding contact individuals, website URL, etc. found on the Critical Dates Calendar on the Iowa ASBO website.

There most certainly are additional regular responsibilities in your district as well as other items that may arise during the year not included in this document. The information is to be used as a guide for School Business Officials. It is not all-inclusive but highlights major tasks for most SBOs. (Here is the official legal disclaimer) This calendar is for informational purposes only and is not a substitute for legal advice or individual responsibilities. Iowa ASBO does not guarantee the calendar's accuracy and is not responsible for damages caused by reliance on it.

Your Iowa ASBO Board is providing this desk tool as a value-added service and document to enhance your effectiveness and efficiency as you serve the students and patrons in your community.

Professionally yours,

Kevin

Kevin Kelleher - IASBO President



STRATEGIC PLAN

Mission: (our ideal)

To provide programs and services that promote the highest standards of school business management practices and professional growth.

Vision: (our dream)

To support the needs of our members by equipping them to be leaders in their schools, profession and community.

Values: (our foundation)

Honesty: We will tell the truth in every situation. We will not manipulate the facts to serve our own or another's special interest.

Integrity: We will conduct ourselves based on the highest moral and ethical principles. We will say what we mean and do what we say.

Fairness: We will consider the needs of everyone affected by the decisions we make. We will fight for those whose voice is not heard.

Objectivity: We will make decisions without regard for our personal emotion or interest. We will be a trusted source of information for other members and our organizations.

Cooperation: We will work together whenever possible. We will encourage the open sharing of ideas and resources among our members and our organizations.

Strategies: (our blueprint)

1. Provide the highest quality professional development for our members
2. Strengthen relationships with other member organizations
3. Promote our organization and members to others
4. Professional networking and celebration of member's accomplishments
5. Provide services and endorsements that benefit our members and districts



**IOWA ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS**
5660 Michael Dr NE
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www.iowa-asbo.org

2018-2019 BOARD OF DIRECTORS

PRESIDENT

Kevin Kelleher – Executive Director of Finance
and Business Services
Dubuque CSD
563-552-3038
kkelleher@dbqschools.org

PRESIDENT-ELECT

Denelle Gonnerman – CFO
Cedar Falls CSD
319-553-2434
denelle.gonnerman@cfschools.org

PAST PRESIDENT

Jan Miller-Hook – CFO
Johnston CSD
515-278-0470
jan.millerhook@johnston.k12.ia.us

SECRETARY

Mary Beth Fast – CFO
Urbandale CSD
515-457-5003
fastm@urbandaleschools.com

TREASURER

Kim Sheets – Business Manager
Fairfield CSD
641-472-2655
kim.sheets@fairfieldsfuture.org

DISTRICT DIRECTORS

District One

(Regions 1,5,6,7 and 10)
Melissa Fettkether – Business Manager
Postville CSD
563-864-7651
mfettkether@postville.k12.ia.us

District Two

Brian Gubbels – Director of Finance
Harlan CSD
712-755-2152
bgubbels@hcsdcyclones.com

MISSION

The MISSION of the Iowa Association of School Business Officials is to provide programs and services that promote the highest standards of school business management practices and professional growth. The goal is to continually support Iowa ASBO members to be THE BEST Professional School Business Officials and Leaders in the country.

2019-2020 REGIONAL DIRECTORS

REGION 1

Kris Smith – South Winneshiek, CSD
563-562-3269
ksmith@swinn.k12.ia.us
Term End Date: June 30, 2021

REGION 2

Sara Meinders – Forest City, CSD
641-585-2323
smeinders@forestcity.k12.ia.us
Term End Date: June 30, 2020

REGION 3

Mandy McCully – Akron-Westfield, CSD
712-568-2020
mmccully@akron-westfield.com
Term End Date: June 30, 2021

REGION 4

Marcia Johnson – Newell-Fonda CSD
712-272-3324
johnsonm@newell-fonda.k12.ia.us
Term End Date: June 30, 2020

REGION 5

Laura Morine – Independence CSD
319-332-0458
lmorine@independence.k12.ia.us
Term End Date: June 30, 2021

REGION 6

Tom Anderson – Muscatine CSD
563-263-7223
tom.anderson@mcsdonline.org
Term End Date: June 30, 2020

REGION 7

Kristy Bruce – Grant Wood AEA
319-399-6772
kbruce@gwaea.org
Term End Date: June 30, 2021

REGION 8

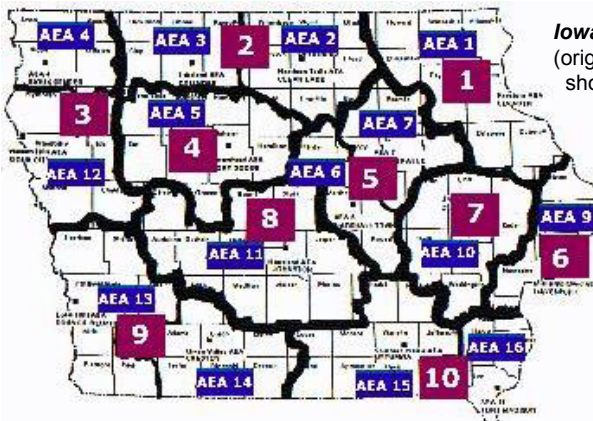
Nick Lenhardt – Des Moines Pubic Schools
515-242-7745
nicholas.lenhardt@dmschools.org
Term End Date: June 30, 2020

REGION 9

Brian Gubbels – Harlan CSD
712-755-2152
bgubbels@hcsdcyclones.com
Term End Date: June 30, 2021

REGION 10

Greg Reynolds – Burlington CSD
319-850-8767
greg.reynolds@bcstds.org
Term End Date: June 30, 2020



*Iowa ASBO Regions
(original AEA numbers
shown for reference)*

JULY TO-DO TASKS

- July 1 – Joint Employment Whole Grade Share Applications Due
- July 1 – Vehicle Information System Update Due
- July 15 – Final Special Education Tuition Invoices
- July 15 – Open Enrollment and Tuition billing deadline
- Check signature formula set for number of required signatures on Board candidate nomination papers
- Prepare materials for November school board election
- Prepare Annual Treasurer Report
- Preliminary Audit, if applicable
- Prepare end of year calculations for accruals
- Review payroll/deduction information for staff with July as 1st payroll of the new fiscal year
- Publish list of prior year employee salaries
- Quarterly payroll reports
- Fuel Tax Refund
- Quarterly claims for previous quarter reimbursable categorical funding: Title IA, Title I D2, Title I School Improvement Section 1003, Title C, Title IIA, Title IIIA, Title IV A, Title IV B, Title V B, McKinney-Vento
- File final Title VI (REAP) report for the previous fiscal year
- Announce when people can file for school board election and any open seats (odd years)

MONTHLY TASKS

- Food Service reports to DE
- Bank reconciliation with secretary records
- Publish Board agenda, minutes, list of bills within two weeks of meeting
- Payroll tax deposits
- File Iowa Withholding reports
- Submit IPERS payments & reports
- Job Service Monthly report (if applicable)
- 403B Contributions
- Contracts for Board approval

JULY 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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AUGUST TO-DO TASKS

- Review list of public depositors and determine if amounts deposited and depositors are acceptable, review and adopt with board approval
- Debt reporting for Treasurer of Iowa
- August 1 – Foster Claim
- August 1 – Special Education District Court Placed Claim
- August 1 – Special Education Foster Care Claim
- August 1 – Special Education High Cost Fund Claim
- August 1 – Special Ed Provided to Nonpublic Schools Claim
- August 1 – Juvenile Home Claim – AEA only
- August 6 – School Special Election Date
- August 26 – First day to file School Board nomination papers with Board Secretary
- Federal Perkins Report Due
- Enter new contracts, letters of assignment, update leaves
- New staff orientation, back to school workshop
- Student Activity Conference held in odd years

MONTHLY TASKS

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- Job Service Monthly report (if applicable)
- 403B Contributions
- Contracts for Board approval

AUGUST 2019

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SEPTEMBER TO-DO TASKS

- Sept 1 – Deadline for Open Enrollment for Kindergarteners only
- Sept 1 – New Regional Academy Applications
- Sept 13 – SBRC Request and Exhibits due for October 15 Hearing
- Sept 15 – Certified Annual Report data uploaded to the DE
- Sept 15 – Special Education Supplement due
- Sept 15 – Transportation Report due
- Sept 24 and 25 – IASBO Fall Conference at Prairie Meadows
- Sept 30 – Districts must notify all parents within the district by this date of the following dates :
 - a) Open enrollment;
 - b) Transportation assistance;
 - c) Right to appeal to State Board of Education if original request to open enrollment was based on repeated acts of harassment or serious health condition of the student; and possible loss of athletic eligibility for open enrolled student
- Verify all contracts and payroll information for first teacher contract payroll of fiscal year
- Prepare/send contracts for tuition-in special education students

MONTHLY TASKS

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- Job Service Monthly report (if applicable)
- 403B Contributions
- Contracts for Board approval

SEPTEMBER 2019

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OCTOBER TO-DO TASKS

- Oct 1 – Certified Enrollment Count taken due on Oct 15– Iowa Education Portal
- Oct 1 – Whole grade sharing count date for 1st Sem Tuition
- Oct 1 – Facilities, Elections and Sales Tax Reporting due
- Oct 1 – Board Resolution to study reorganization
- Oct 1 – Board Resolution for Whole Grade Sharing Supplemental Weighting due
- Oct 1 – SBRC Application for Modified Supplemental Amount for LEP Excess Costs
- Oct 15 – SBRC Hearing
- Oct 15 – Last date to notify the SBRC if district incurred negative unspent balance
- Oct 15 – Consolidated application for Federal Title programs due
- Oct 25 – Special Education Head Count – fourth Friday in October
- Oct 30 – Operation Sharing
- Quarterly Payroll reports
- Fall BEDS and Fall BEDS Staff – Date to be determined
- Student Reporting in Iowa – Iowa Education Portal
- Certified Supplemental Weighting – Iowa Education Portal
- Finalize line item budget
- Quarterly claims for previous quarter reimbursable categorical funding: Title IA, Title I D2, Title I School Improvement Section 1003, Title C, Title IIA, Title IIIA, Title IVA, Title IV B, Title V B, McKinney-Vento
- Last date for an election to reorganize effective July 1 is December – 1st Tuesday in December (even numbered years), 1st Tuesday after 1st Monday in November (odd numbered years)

MONTHLY TASKS

- Food Service reports to DE
- Bank reconciliation with secretary records
- Publish Board agenda, minutes, list of bills within two weeks of meeting
- Payroll tax deposits
- File Iowa Withholding reports
- Submit IPERS payments & reports

OCTOBER 2019

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NOVEMBER TO-DO TASKS

- Nov 1 – Last Day to Amend Certified Enrollment Report
- Nov 1 – School Association Reporting
- Nov 5 - School Board Election – First Tuesday after the first Monday in November of odd numbered years
- Nov 5 – School Special Election Date
- Nov 8 – School Board Election Canvass
- Nov 15 – SBRC Request for December 17 hearing and Exhibits due
- Nov 15 – Title I Comparability Report completion
- Nov 30 - Title I Neglected/Delinquent Caseload Surveys
- Nov 30 – Title I Free Lunch Reort
- Universal Service Fund (E-Rate) window opens
- Organization Meeting of the Board – First regular meeting following election and canvass (odd numbered years)
- Report Board Officers – Iowa Education Portal
- Annual meeting by Board of Education to close books and select officers (even numbered years)
- Treasurer’s Unclaimed Asset Report
- IASB Annual Convention – be sure to inform all candidates for school board election

MONTHLY TASKS

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- 403B Contributions
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NOVEMBER 2019

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DECEMBER TO-DO TASKS

- Dec 1 – SBRC applications for Modified Supplemental Amount (Increased Enrollment, Open Enrollment Out and LEP Instruction beyond 5 years)
- Dec 1 – First Semester parental Claims forms for Nonpublic Transportation Reimbursement Due
- Dec 17 – SBRC Hearing
- Develop Employee costs data for negotiations purposes
- Verify Social Security Numbers
- Drivers Education Report
- GASB Valuation

MONTHLY TASKS

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DECEMBER 2019

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JANUARY TO-DO TASKS

- Jan 1 – Last date to certify to DE for reorganization or dissolution to be effective July 1
- Jan 15 – Deadline to DE for SBRC Modified Supplemental Amount for Dropout Prevention
- E-Rate Form 471
- Payroll Tax Updates on accounting software
- File W-2 and 1099 to employees and with government
- Form 1094 B&C, 1095 B&C to employees
- Quarterly payroll reports
- Form A-87 – request employees paid with Federal Funds to complete
- Collect Property Valuation Reports from County Auditor
- Begin Aid & Levy Calculations for Certified Budget
- Whole Grade Sharing Count for 2nd semester tuition – 2nd Friday
- AEA only – Juvenile Home Budget Due Jan 1
- File Fuel Tax quarterly Refund
- Request proposals for audit services
- Quarterly claims for previous quarter reimbursable categorical funding: Title IA, Title I D2, Title I School Improvement Section 1003, Title C, Title IIA, Title IIIA, Title IV A, Title IV B, Title V B, McKinney-Vento
- Part B Special Ed Mid-Year report due

MONTHLY TASKS

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FEBRUARY TO-DO TASKS

- Feb 7 – SBRC Request for hearing and Exhibits Due
- Feb 15 – Submit 1st Semester Special Education bills using the Tuition In Billing Program
- Feb 15 – Open Enrollment and Tuition 1st Semester billings
- Feb 28 - Career and Technical Education due
- Develop Certified Budget, discuss with Board and set publication and hearing dates
- AEA Only – Certified Budget due Feb 10
- IASBO Winter Regional Meeting – Webinar on Certified Budget Updates
- Check employee Master Contract language for termination notification
- Contact health insurance company for insurance rate increases
- REMEMBER Presidents Day when submitting payroll direct deposit

MONTHLY TASKS

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FEBRUARY 2020

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MARCH TO-DO TASKS

- Mar 1 – Open Enrollment request Deadline
- Mar 3 – School Special Election Date
- Mar 10 – SBRC Hearing Date
- Mar 15 – 1st day Teacher/Admin contracts may be issued
- Mar 31 – Annual Audit Submission Extension Request
- Determine publication date for proposed Certified Budget
- Continue working on Certified Budget – Update Line 10.16 of Aid and Levy
- IASBO Annual Meeting, Spring Conference and Trade Show

MONTHLY TASKS

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MARCH 2020

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APRIL TO-DO TASKS

- April 15 – Submit Certified Budget to Dept of Management and County Auditor after Public Hearing
- April 15 – Title I Amendments and deadline to submit notification of unexpended funds
- April 29, 30 and May 1 – Iowa School Business Management Academy
- Send Board Resolution for Budget Guarantee and/or copy of the ballot or Resolution for new or renewal of ISL or voted PPEL
- Quarterly Payroll Reports
- Deadline to terminate Teacher contracts
- Quarterly claims for previous quarter reimbursable categorical funding: Title IA, Title I D2, Title I School Improvement Section 1003, Title C, Title IIA, Title IIIA, Title IV A, Title IV B, Title V B, McKinney-Vento
- Start thinking about any changes to your property/liability/auto insurance renewal

MONTHLY TASKS

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APRIL 2020

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MAY TO-DO TASKS

- May 1 – Second Semester Parental Claim Forms for Nonpublic Transportation
- May 1 – Copy of new Voter Approved Physical Plant and Equipment Levy 100% property tax ballot question due to DOM
- May 1 – Deadline for conducting annual assessment for homeschooled students
- May 5 – School Special Election Date
- May 31 – Current year Budget Amendments due
- School Board Recognition Week
- School Information Update
- Bond resolutions filed with control County Auditor
- Spring Student Level Reporting
- Spring BEDS Data Collection
- Self-assessment inventory of substance abuse programs
- Campaign disclosure reports due to County Auditor's Office
- Postsecondary Enrollment request for payment/student lists

MONTHLY TASKS

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MAY 2020

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JUNE TO-DO TASKS

- June 15 – Nonpublic Transportation Claim due
- June 25 – School Special Election Date
- June 30 – last day to pay PSEO tuition due to eligible postsecondary institutions
- Spring BEDS report due
- Cobra notices for employees leaving the district
- Free and Reduced Lunch application
- Insurance changes for new fiscal year
- Begin preparation of year end journal entries
- E-Rate 486
- Begin uploading full COA text file to COA test records
- Set Student fees and Nutrition fees

MONTHLY TASKS

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JUNE 2020

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NOTES _____

**IOWA ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS**

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MISSION

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