

June 6, 2011

I hope this correspondence finds everyone enjoying their summer. As we begin our second full week of summer break, the office personnel and custodial staff are busy wrapping up the 2010-11 school year and getting ready for the upcoming school year.

With school out of session for the 2010-11 school year, one might wonder what wrapping up a school year entails. For office personnel, it means lots of work. We will be working on the budget in great detail this month in preparation for our budget amendment hearing on June 22. At the hearing, the amended budget numbers will be presented and the public will be given the opportunity to ask questions. The amended budget will be adopted at the public meeting immediately following the budget hearing. The FY11 budget will be closed out on June 30 with a new budget year beginning on July 1. While in the process of closing out this fiscal year's budget, we will also be working on tentative budget numbers for the FY12 budget. Working on the budget will definitely consume a great deal of our time this month.

In June, we finalize permanent records for our eighth grade students and send the information to the respective high schools. We also have numerous reports to complete and submit to the Illinois State Board of Education. Materials and supply orders are placed this month so that they arrive in time for the new school year. A committee of faculty and staff members reviews the Parent/Student Handbook, the Athletic Handbook, and the Advanced Learning Handbook and recommends changes for final approval by the Board of Education. Interviews are conducted in June for any vacancies that need to be filled. All of these tasks are top priorities this month.

One of the biggest tasks we face in June is conducting the Strategic Planning meeting. The administrative team will meet with the Board of Education on June 14 for an extended work session. At this meeting, we will review the progress made towards the 2010-11 goals and strategies. We will discuss the findings of the Annual Internal Review which was conducted in April. Through our discussions we will identify strengths and weaknesses in order to set goals for the 2011-12 school year in the areas of building and grounds, community, curriculum and instruction, finance, and personnel. These goals will guide the decision-making process for the upcoming school year.

Besides all the work being completed in the office, the custodial staff is busy removing all items from the classrooms for a thorough cleaning. This work is very physically demanding. The custodial staff does a fantastic job of getting the building ready for the start of the school year.

With June being such a busy month, it promises to go by very quickly. Just like all the students, we do plan to find time for some fun in the sun with our families.

Best wishes for a safe and enjoyable summer break!

Robin Becker