

## School Board Calendar Agenda, School year timeline tasks (9 meeting dates)

### Meeting Months:

#### August (early before school starts)

- **Preparation of School's Annual Report**

The Board plans for and sets the deadline and topical areas for coverage in the school's annual report.

- **Meeting Schedule**

The Board's meeting schedule for the upcoming year is established noting dates and times of meetings (at least 6 meetings per school year with no absentees)

- **School Calendar**

The calendar for the upcoming school year is distributed

- **Board Officers**

Board officers are elected, or having been elected in the spring, Board officers assume their roles and responsibilities. Normatively, Board officers include a chairperson, vice chair, and secretary

- **Board Inservice Training**

A schedule of Board inservice training and topics is established for the upcoming year.

- **Finance Committee Report**

The unaudited statement of income and expenses for the prior year is reviewed and the budget for the upcoming year is also reviewed in light of current enrollment information.

#### September

- **Administrator's Report**

The Principal prepares a detailed report for the Board dealing with:

- Goals for the year;
- New staff;
- Enrollment issues;
- Finance issues;
- Academic priorities;
- New policies.

- **Handbooks**

The administrator distributes to the Board members copies of faculty, student, parent, and athletic program handbooks.

- **Mission Statement**

The mission statement is reviewed and approved as the positioning document, which will drive strategic planning, institutional advancement and day-to-day decision making in the year ahead.

- **Distribution of Key Information**

The Principal distributes to the Board members key information on the school including:

- Staff lists;
- Master schedule;
- Written curriculum plan;
- Prior year achievement test results;
- Comprehensive development plan;
- Enrollment management plan;
- Prior year enrollment management report;
- Technology plan;
- School profile;
- Graduation report;
- Student life report.

## **October**

- **Budget Review**
- **Enrollment Management Plan Review**
- **Comprehensive Development Plan Review**
- **Strategic Plan**
- **Policy Manual**
- **Policy Update**
- **Audit Report**

## **December (or after Thanksgiving)**

- **Mid Year Review**
- **Board Evaluation**

## **January**

- **Budget Preparation**
- **Budget Review**
- **Enrollment Management Review**
- **Comprehensive Development Plan Review**
- **Strategic Plan**
- **Technology Plan**
- **Enrollment Management Plan**

## **February (optional)**

### **Subcommittee month**

- **Chief Administrator Evaluation**
- **Staff Evaluation**
- **Budget Preparation**

## **March**

- **Budget Development**

The budget development process continues.

- **Staffing**

The Principal prepares for the Board consideration the staff profile and compensation for the upcoming year in light of the enrollment management plan.

- **Inservice Training**

The Board considers inservice training needed for the balance of this year and probable issues for the upcoming year.

- **Key Dates**

The Board is informed of key dates and events related to commencement. Board members should be invited to attend and participate in appropriate commencement-related and year-end activities.

### **April (none mandatory meeting month)**

- **Personnel Issues**

The Board recommends (or signs as appropriate) the chief administrator's contract. Staffing levels for upcoming year are approved.

- **Budget Review**

The third fiscal quarter financial operations are reviewed comparing actual financial performance to the approved budget.

- **Enrollment Management Plan Review**

The enrollment management plan is reviewed for the third quarter with specific attention paid to student retention and admissions policies for the upcoming year.

- **Comprehensive Development Plan Review**

The comprehensive development plan is reviewed for the third quarter with particular attention paid to image of building, communication, fundraising coordination, annual giving and endowment growth programs.

- **Strategic Plan**

The strategic plan progress is reviewed for the third quarter of the academic year.

- **Budget**

The Board receives the proposed budget for the upcoming year and approves the preliminary budget based on refined assumptions.

### **May**

- **Proposed Board Members**

Board members are provided with names and profiles of prospective new Board members.

- The Executive Committee or the Committee on Board Members presents a proposed slate of officers for the upcoming year;
- Committee chairs are also proposed for the upcoming year.

- **Board Evaluation**

The year-end Board evaluation is conducted

### **June (first week before end of school year)**

- **Overview of School Year**

Principal presents an overview of the school year. Key dates and events are reviewed for Board participation

- **Finance Issues**

The Board receives preliminary year-to-date results with regard to financial operations. The Board approves external CPA services at either the "compilation," "review" or "audit" level. An "audit" is recommended.

- **Annual Meeting**

The annual meeting of the Board is conducted with the school's owners as appropriate and consistent with the bylaws.

**Subcommittee months:** designated months when School Board isn't meeting, e.g. November and February