



**ANNUAL CALENDAR  
2015–16**

<b>Ongoing</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
10 days after any Board approved budget revisions to F.O.E	Executive Director	Ongoing
School provides background check to F.O.E on any new member	Executive Director	Ongoing
Advise F.O.E of any teaching staff change within 10 days of change	Executive Director	Ongoing
Advise F.O.E of enrollment first 10 days of school, once weekly for next 4 weeks, then 12/15 and 3/15	Executive Director	Done
Board Training Topics to be covered throughout the year: <ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> </ul>	Governance Committee	
Bond Holder Reports	Executive Director	

<b>July</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
Set and approve Executive Director goals	Board	Done
Design Board Training for the year	Governance Comm	
Annual Finance Designations: <ul style="list-style-type: none"> <li>• Designation of depository</li> <li>• Review account signatories</li> </ul>	Board of Directors	
Review policies for which annual review is required (prior to review of Student Handbook)	Governance Comm and Exec Director	Done
Review Strategic Plan	Board of Directors	Done
Board members to sign conflict of interest statement	Board of Directors	Done
Review enrollment numbers	Executive Director	Done
Recommend organizational memberships	Governance Comm	Done

<b>August</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
Set substitute teacher pay rate	Executive Director	Done
Set open enrollment dates	Enrollment Director	Done
Set Board goals for school year	Board of Directors	In process
Annual Report due to F.O.E and Board for approval	Executive Director	Done
List of Employees for the Board to approve	Executive Director	Done

<b>September</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
Submit Annual Report to MDE and F.O.E	Executive Director	Done
Report Enrollment to F.O.E	Executive Director	Done

<b>October</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
Approve Annual Budget	Board of Directors	In process
Accept Annual Audit	Board of Directors	November
Send Audit to F.O.E (2 copies) and MDE	Executive Director	November
Report to the Board on Student Attrition from PY	Executive Director	Done
Report to the Board on assessment testing results	Executive Director	Done
File Charter School Assurances with F.O.E	Executive Director	Done

<b>November</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
ERB Assessment and results due to F.O.E	Executive Director	Done
Revenues and Expenditures report published	Executive Director	Done
File State and Fed Assurances with MDE	Executive Director	Done

<b>January</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
Review health benefit contracts, explore new providers	F&B Committee	
Report on any Corrective Action Plans	Executive Director	
Report to Board on Student Attrition	Executive Director	
Report to Board on Family Exit Interviews	Executive Director	
Report to the Board on PSAT testing results	Executive Director	

<b>February</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
Executive Director Review	Ad hoc committee	
Review Strategic Plan & Governance Plan	Board of Directors	
First look at preview budget for next year	F&B Committee	
Seek input on Student-Parent Handbook	Executive Director	
Assemble entire election packet including nominations	Governance Comm	
Request for Board member candidates for election	Governance Comm	

<b>March</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
Enrollment due to F.O.E	Executive Director	
Approve Executive Director to offer staff positions	Board of Directors	
Staff Satisfaction Survey results reported	Executive Director	
Parent Satisfaction Survey results reported	Executive Director	

<b>April</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
District assessment results due to F.O.E and Site Visit	Executive Director	
Draft preview budget for next year due to F.O.E	Executive Director	
Confirm auditor contract	F& B Committee	
Review Parent-Student, Employee, and Extracurricular Handbooks	Executive Director	
Approve school calendar for following year, due for ADM by June 15	Board of Directors	
Approve Board meeting dates for next year	Board of Directors	
Send Staff and Parent Satisfaction Survey results to FoE	Executive Director	

<b>May</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
Annual meeting/Board election results	Board of Directors	
Approve next year's budget	Board of Directors	
Final budget for next year due to F.O.E	Executive Director	

<b>June</b>		
<b>Topic</b>	<b>Responsible</b>	<b>Notes</b>
Report on annual ERB testing results	Executive Director	
Report instructional days to F.O.E for next year	Executive Director	
Confirm Board Officer slate and Committee Chairs	Board of Directors	
Complete Executive Director performance review	Board of Directors	