



**ANNUAL CALENDAR
2016–17**

Ongoing		
Topic	Responsible	Notes
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"> • TBD • TBD 	Governance Committee	
Bond Holder Reports	Executive Director	
Executive Director Goals update Academics Update (achievement, initiatives, & curricular modifications) Administrative Committee Update Membership Report (update, analysis, & action plans) Facilities/Infrastructure Activities Operations Update MDE/Legislative Update Charter School Trends & Developments Overview	Executive Director	

July		
Topic	Responsible	Notes
Set and approve Executive Director annual performance goals	Board	Done
Design Board Training for the year	Governance Comm	
Annual Finance Designations: <ul style="list-style-type: none"> • Designation of depository • Review account signatories 	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
Vote in Board Officers	Board of Directors	Done
Finalize Committee goals and charge each with next school year direction.	Board of Directors	Done

Propose fundraising requests to Development Committee.	Executive Director	
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August		
Topic	Responsible	Notes
Set substitute teacher pay rate	Executive Director	Done
Set open enrollment dates	Enrollment Director	Done
Set Board goals for school year	Board of Directors	Done
Approve Development Project for Fundraising	Board of Directors	

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

October		
Topic	Responsible	Notes
Approve Annual Budget	Board of Directors	
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 (Sept.)
File Charter School Assurances with F.O.E	Executive Director	

November		
Topic	Responsible	Notes
Revenues and Expenditures report published	Executive Director	
File State and Fed Assurances with MDE	Executive Director	
ACT Aspire Result to FOE (2017)	Executive Director	

January		
Topic	Responsible	Notes
Review health benefit contracts, explore new providers	F&B Committee	Ongoing
Report on any Corrective Action Plans	Executive Director	N/A
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	
Executive Director Mid-Year Review	Ad hoc committee	
Establish available enrollment by grade for the following school year.	Board Approval	

February		
Topic	Responsible	Notes
Review Strategic Plan & Governance Plan	Board of Directors	
First look at preview budget for next year	F&B Committee	March
Seek input on Student-Parent Handbook	Executive Director	ongoing
Assemble entire election packet including nominations	Governance Comm	Done
Request for Board member candidates for election	Governance Comm	Done
Review enrollment policy	Board	Done

March		
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Topic	Responsible	Notes
Enrollment due to F.O.E	Executive Director	
Approve Executive Director to offer staff positions	Board of Directors	Done
Staff Satisfaction Survey results reported	Executive Director	Strategic Plan
Parent Satisfaction Survey results reported	Executive Director	Strategic Plan

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

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

June		
Topic	Responsible	Notes
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 Year-End performance review	Board of Directors	
Committees propose next school year goals for Board consideration.	Board of Directors	
Sunset all Ad Hoc committees or extend for finite period with specific charges.	Board of Directors	