



ANNUAL BOARD CALENDAR 2018-2019

OnGoing	Responsible	Notes/Status
Board Training Topics	Governance	
Friends of Education Compliance	Executive Director	

July	Responsible	Notes/Status
Set Board Goals	Board	
Annual Designations (e.g. Identified Official with Authority, designation of depository, official newspaper, account signatories, etc.)	Board	
Finalize Committee goals	Board	
Finalize Health Benefits Options	Executive Director	
Introduce Student Family Handbook	Executive Director	
Review Strategic Plan	Board	
Vote in Board Officers	Board	
Sign Conflict of Interest Statements	Board	
Benefit Renewal/Approval	Board/B&F	
Review Organizational Memberships	Governance	
Propose Fundraising Requests	Executive Director/Development	

August	Responsible	Notes/Status
Set Open Enrollment Dates	Executive Director	
Approve Student Handbook	Executive Director	
Introduce Annual Report Draft	Executive Director	
Finalize Committee Goals	Board	
Set Board Goals for the Year	Board	
Finalize Executive Director Goals	Board	

September	Responsible	Notes/Status
Annual Report Approval	Board	
Review of MCA Test Results	Executive Director	

Q Comp Report Approval	Executive Director	
------------------------	--------------------	--

October	Responsible	Notes/Status
Review Strategic Plan	Board	

November	Responsible	Notes/Status
Audit Acceptance	Board	
World's Best Workforce Approval	Executive Director	

December	Responsible	Notes/Status
Board Retreat	Board	

January	Responsible	Notes/Status
Executive Director Mid Year Review	Board	
Establish Enrollment by grade for Next Year	Board	
Establish Open Enrollment Period	Board	

February	Responsible	Notes/Status
Review Strategic Plan	Board	
Review Charter Agreement Goal Status	Academic Excellence	
Assemble Election Process and Packet	Governance	
Request Board Members for Candidates	Governance	

March	Responsible	Notes/Status
Employee Handbook Initial Review		

April	Responsible	Notes/Status
Annual Budget Introduction	Finance & Budget	
Employee Handbook Approval	Executive Director	
Approve Board Meeting dates for Next Year	Board	
Compensation Plan Approval	Board	

May	Responsible	Notes/Status
Election Results	Governance	
Compensation Plan Approval	Finance & Budget	
Introduction Health Benefits Options	Executive Director	
Approve Auditor Selection/Contract	Finance & Budget	
Family Survey Sent to Board	Executive Director	
Curriculum Update to Board	Executive Director	

June	Responsible	Notes/Status
Staff Satisfaction Survey to the Board	Executive Director	
Family Survey to the Board	Executive Director	
Engagement Survey to the Board	Executive Director	
Q Comp Submittal to the Board	Executive Director	
Executive Director Review	Board	
Read Well by Third Grade Approval	Executive Director	