# Board Calendar

The following events or benchmarks summarize the timetable for major activities of the Board during a one year period beginning in July:

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| **Month** | **Agenda Items** |
| July | Deliver Headmaster evaluationHold summer meeting (late July or early Aug if possible)Set Headmaster goals for the coming yearUpdate board email aliases with new officers/members |
| August | Confirm board participation at golf fundraiser |
| September | Ensure current school year’s policy manual is publishedProduce Annual Report |
| October | Deliver Annual Report to school families |
| November |  |
| December | Begin discussions on next year’s budget including tuition adjustmentsBegin board solicitation/preparation |
| January | Deliver mid-year Headmaster evaluation check-inSchedule date for summer board meetingApprove preliminary budget for next yearConduct school vision & budget meeting * Communicate tuition adjustments
 |
| February | Review annual nationalized test scoresReview and set school calendar for the coming yearSolicit nominations for expiring elected board positionsConfirm Board participation at annual auction fundraiser |
| March | Vetting of nominations/candidates for elected board positions |
| April | Send out board ballots to school families no later than April 30thCollect Headmaster feedback (target early May) |
| May | Certify elected Board memberConfirm Board participation at graduation |
| June | Elect Board officers for the coming yearPrepare Headmaster EvaluationFinal budget approval for coming yearPrepare summer board meeting agenda |

Board Calendar – Last Updated 8/9/2015