# 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 evaluation  Hold summer meeting (late July or early Aug if possible)  Set Headmaster goals for the coming year  Update board email aliases with new officers/members |
| August | Confirm board participation at golf fundraiser |
| September | Ensure current school year’s policy manual is published  Produce Annual Report |
| October | Deliver Annual Report to school families |
| November |  |
| December | Begin discussions on next year’s budget including tuition adjustments  Begin board solicitation/preparation |
| January | Deliver mid-year Headmaster evaluation check-in  Schedule date for summer board meeting  Approve preliminary budget for next year  Conduct school vision & budget meeting   * Communicate tuition adjustments |
| February | Review annual nationalized test scores  Review and set school calendar for the coming year  Solicit nominations for expiring elected board positions  Confirm 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 30th  Collect Headmaster feedback (target early May) |
| May | Certify elected Board member  Confirm Board participation at graduation |
| June | Elect Board officers for the coming year  Prepare Headmaster Evaluation  Final budget approval for coming year  Prepare summer board meeting agenda |

Board Calendar – Last Updated 8/9/2015