

Title: Board Meeting Calendar and Standard Agenda Items

Control Information

Control Item	Details
Owner/Curator	Kathy Tate
Policy #	SJS1003
Supersedes	None
File Location	
Board approval date	

Revision History

Revision	Date	Revision Description	Originator
A		Initial Release	Kathy Tate

1. Board Meeting Calendar and Standard Agenda Items

1.1. Objective:

The objective of this policy is the following

1. Define the standard agenda items regular monthly board meetings.
2. Define accountability map.

1.2. Board Meeting Standing Agenda Items:

1. Approve minutes.
2. Approve agenda.
3. Review monthly status report.
4. Review and assign accountability plan items to board members.

1.3. Board Meeting Agenda Items by Month:

1. January.
 - a. Assign board members to parent survey action items for completion in February.
 - b. Review staff Tactical Objective Plans and Personal Development Plans
2. February.
 - a. Approve next fiscal year budget.
 - b. Review November- January assessment data
3. March.
 - a. Review parent survey information.
4. April.
 - a. Assign board members to parent survey action item for completion in May.
 - b. Prepare for board member selection process.
 - c. Review staff Tactical Objectives Plans and Personal Development Plans
5. May.
 - a. Arrange for accountability plan audit.
 - b. Strategic planning meeting.
 - c. Review January – April assessment data.
 - d. Choose board members.
6. June.
 - a. Review parent survey information.
 - b. Approve strategic plan.
7. July.
 - a. Report on accountability plan audit.
 - b. Review staff performance evaluations.
 - c. Review staff Tactical Objective Plans and Personal Development Plans
 - d. Review final assessment data
8. August.
 - a. Review test score report.
9. September.

- a. Assign board members to parent survey action items for completion in October.
- 10. October.
- 11. November.
 - a. Review parent survey information.
- 12. December.
 - a. Review student assessment data report for September – November.
 - b. Review staff performance evaluations.

1.3. School Management Items:

- 1. January.
 - a. Send out enrollment letters.
 - b. Annual report due at the district.
 - c. Finance review with school district.
 - d. W2's and I99s due to employees and contractors.
- 2. February.
 - a. Conduct first enrollment lottery.
- 3. March.
 - a. Next years budget due to school district.
 - b. Cash flow projections for next fiscal year due.
 - c. Job offer letters to staff for next year.
- 4. April.
- 5. May.
- 6. June.
- 7. July.
- 8. August.
 - a. Provide school district with list of teachers.
 - b. Provide school district with list of students.
- 9. September.
 - a. Arrange for Municipal audit.
- 10. October.
- 11. November.
- 12. December.
 - a. Start annual report.
 - b. Special Ed census due early December.

1.4. Accountability Map:

Step	Detail	Description of the method.	Who is accountable	Who is responsible	Who is informed
Changes to document	Changes to document	Submit changes to board secretary	Board President	Board President	Board and Staff
	Document is updated and filed	File in paper and electronic files	Board President	Board secretary	Board