BoardOnTrack Recommended Calendar (editable version)

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|  | **July** | **August** | **September** | **October** |
| **Finance** | **Budgeting** | * Discuss staff and CEO pay scale with CEO and determine any necessary research and revision
 |  |  | * Work with CEO and finance staff to develop scenarios and meaningful time frame for multi- year budget projections
* Discuss staff and CEO pay scale with CEO and determine any

necessary research and revision |
| **Audit** |  |  |  | * Complete annual audit
 |
| **Governance** | **Current Board Composition** |  | * Review BoardOnTrack Board Composition Analysis
* Clarify when trustee term limits expire if need be
* Complete BoardOnTrack 3-year

analysis template | * Share results of three year analysis with full board
 |  |
| **Board Structure** |  | * Revise full board and individual trustee job descriptions based on actual practice and BoardOnTrack examples Determine whether bylaws need to be revised
 | * Ask each officer to complete a job description based on BoardOnTrack samples
* Ask each committee to complete a revised job description based on BoardOnTrack samples
* Board approve revised set of

bylaws if need be | * Ask each committee to complete a template outlining what the full board, vs. committee vs. CEO role is
* Revised job descriptions approved by the full board
 |
| **Board Expansion** |  |  | * Draft board expansion plan based on BoardOnTrack example
* Create board expansion documents as needed
* Create policy for adding non

board members to committees | * Have expansion plan, nomination policy, and policy for adding non board members to committees approved by the full board
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| **Board Meetings** |  |  |  |  |
| **Officer Succession Planning** |  | * Clarify when officer terms expire
* Based on term limits map out multi-year officer needs
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|  | **November** | **December** | **January** | **February** |
| **Finance** | **Budgeting** | * Review multi-year, multi- scenario budget projections with CEO and finance staff
 | * Present multi-year, multi- scenario budgets to board to inform key drivers conversation
* Discuss key drivers of budget for the next fiscal year:
	+ Number of of stds
	+ Number of new staff slots
	+ Pay scale changes
	+ Anticipated per pupil tuition
	+ Facilities plans
 | * Review first draft of budget for next fiscal year
 | * Present first draft of budget for next fiscal year to full board
 |
| **Audit** | * Share findings with full board
 |  |  |  |
| **Governance** | **Current Board Composition** |  |  |  |  |
| **Board Structure** | * Completed committee charts approved by the board
 |  |  |  |
| **Board Expansion** | * Implement board expansion plan
 | * Implement board expansion plan
 | * Implement board expansion plan
 | * Implement board expansion plan
 |
| **Board Meetings** | * Evaluate board meeting effectiveness
* Review open meeting law compliance at full board

meeting | * Evaluate board meeting effectiveness
* Administer open meeting quiz to trustees
 | * Evaluate board meeting effectiveness
 | * Evaluate board meeting effectiveness
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| **Officer Succession Planning** |  |  |  |  |

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|  | **March** | **April** | **May** | **June** |
| **Finance** | **Budgeting** | * Work with CEO and finance staff on revisions for first draft
 | * Present final budget for next fiscal year to full board for approval
 |  |  |
| **Audit** |  |  |  |  |
| **Governance** | **Current Board Composition** |  | * Conduct individual trustee assessment--use this to inform nominations at the annual meeting
* Develop a plan in conjunction with Board chair to provide feedback to each trustees
* Hold individual trustee meetings to give feedback

on performance to date | * Hold individual trustee meetings
 | * Make recommendations for additional terms based on individual trustee assessments
 |
| **Board Structure** |  |  |  |  |
| **Board Expansion** | * Implement board expansion plan
 | * Implement board expansion plan
 | * Conduct Orientation for New Trustees
 | * Conduct Orientation for New Trustees
 |
| **Board Meetings** | * Evaluate board meeting effectiveness
 | * Evaluate board meeting effectiveness
 | * Evaluate board meeting effectiveness
 | * Evaluate board meeting effectiveness
 |
| **Officer Succession Planning** |  | * Start conversations for annual meeting
 |  | * Conduct annual meeting
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|  | **July** | **August** | **September** | **October** |
| **Development** | **Development Plan** |  | * Draft an annual fund development plan
 | * Share plan with full board, have full board approve the plan
 | * Implement development plan
 |
| **Full Board Role** |  | * Clarify the role of the full board in development
 | * Have the full board approve a statement of clear expectations for individual trustees
* Create a method to track individual trustee support

of the development plan | * Track individual trustee support of the development plan
 |
| **Academic Achievement** | **Academic Oversight** |  |  |  | * Provide a board training in conjunction with CEO on what assessments the school uses and what each one assesses
 |
| **CEO Support & Evaluation** | **Measurable Goals** |  | * Finalize goals against which to measure CEO's performance for the year
 | * Approve CEO's goals at a full board meeting
 | * Report on progress towards goals at monthly CEO Support and Eval

Committee meeting |
| **Succession Planning** | * Review the BoardOnTrack recommended process to create a short and long- term succession plan
 | * CEO drafts a short and long term succession plan and reviews with CEO Support and Eval Committee
 | * CEO Support and Eval Committee presents short and long term succession plans to full board for approval
 |  |
| **CEO Feedback and Evaluation** |  | * Review with BoardOnTrack recommended annual support and evaluation process
 | * Set dates and reminders to prep for December and March CEO check ins
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**Evaluation**

**Achievement**

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| --- | --- | --- | --- | --- |
|  | **November** | **December** | **January** | **February** |
| **CEO Support & Academic Development** | **Development Plan** | * Implement development plan
 | * Implement development plan
 | * Implement development plan
 | * Implement development plan
 |
| **Full Board Role** | * Track individual trustee support of the development plan
 | Conduct board education as needed | * Track individual trustee support of the development plan
 | * Track individual trustee support of the development plan Conduct board education as needed
 |
| **Academic Oversight** | * Complete first committee check in of year on interim assessments using BoardOnTrack assessment check in question list
 | * Update board on learning's from first committee interim assessment check in
 | * Provide a board training in conjunction with CEO on what assessments the organization uses and what each one assesses
 | * Complete second committee check in of year on interim assessments using BoardOnTrack assessment check in question list
 |
| **Measurable Goals** | * Report on progress towards goals at monthly CEO Support and Eval Committee meeting
 | * Report on progress towards goals at monthly CEO Support and Eval Committee meeting
 | * Report on progress towards goals at monthly CEO Support and Eval Committee meeting
 | * Report on progress towards goals at monthly CEO Support and Eval Committee meeting
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| **Succession Planning** |  |  |  |  |
| **CEO****Feedback and Evaluation** | * Gather input for December CEO check in from board, ask CEO to complete a self-reflection, plan CEO conversation
* Ensure that staff satisfaction survey is

completed | * Conduct December CEO check in
 |  | * Gather input for March CEO check in from board, ask CEO to complete a self-reflection, plan CEO conversation
* Ensure that parent satisfaction survey is

completed |

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|  | **March** | **April** | **May** | **June** |
| **Development** | **Development Plan** | * Implement development plan
 | * Implement development plan
 | * Implement development plan
 | * Implement development plan
 |
| **Full Board Role** | * Track individual trustee support of the development plan
 | * Track individual trustee support of the development plan
* Conduct board education

as needed | * Track individual trustee support of the development plan
 | * Track individual trustee support of the development plan
 |
| **Academic Achievement** | **Academic Oversight** | * Update board on learning's from second committee interim assessment

check in |  | * Review end of the year state assessment data (timing varies a great deal by state) at a committee level
 | * Share review of end of the year state assessment data with full board (timing varies a great deal by state)
 |
| **CEO Support & Evaluation** | **Measurable Goals** | * Report on progress towards goals at monthly CEO Support and Eval

Committee meeting | * Report on progress towards goals at monthly CEO Support and Eval

Committee meeting | * Report on progress towards goals at monthly CEO Support and Eval

Committee meeting | * Report on progress towards goals at monthly CEO Support and Eval

Committee meeting |
| **Succession Planning** |  |  |  |  |
| **CEO Feedback and Evaluation** | * Conduct March CEO check in
 | * Incorporate staff surveying into CEO evaluation process as needed
 |  | * Conduct an end of the year CEO evaluation
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Email: info@boardontrack.com for more information