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 |
| **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 |
| **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 |  |

**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 |
| **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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