

This is a sample board meeting calendar. Schools should adjust dates, goals, and objectives based on their own circumstances.

YEAR AT A GLANCE

August

- Head and admin team identify primary goals, noting where board support is crucial.
- Head and chair review overall goals and objectives for school, agree on current and potential goals and objectives for board.
- Chair and head develop calendar based on identified goals of greater enrollment, greater diversity, and developing alternative revenue streams.
- Individual committees also develop calendars reflecting these aims, particularly the advancement, finance, and strategy and initiatives committees.

September

- 2 hrs: New Trustee Orientation
- 2.5 hrs:
Opening Board Meeting
- Strategic Focus:
- Admissions Marketplace (report from Enrollment and Financial Sustainability Task Forces)
- Board Business:
- Head of School Goals
 - Overall School Goals
 - Results of Board Assessment
 - Board Education Needs

October

- 2 hrs:
- Education Sessions:
- Building a diverse and welcoming school community
 - Learning differences in our school
- Board Business:
- Preliminary Budget Presentation
 - Adoption of Policies

November

- 3.5 hrs:
- Strategic Focus:
- Report from Financial Sustainability Task Force and conversation
- Board Business:
- Building the 20XX/XX Budget
 - Report from Development

December

- 2 hrs:
- (optional budget meeting if needed)

January

- 2 hrs:
- Strategic Focus:
- Mid-year check on goals and objectives
 - Planning for remainder of academic year
- Board Business:
- Audit Report
 - Mid-year Update on Head's Goals
 - Adoption of the Budget

February

- 3.5 hrs:
- Education Session:
- Needs of the 21st Century marketplace and how our school compares
- Strategic Focus:
- Marketing the school in a changing marketplace (reports from Enrollment and Financial Sustainability Task Forces)

March

- 2 hrs:
- Education Session:
- Enrollment management during challenging times
- Strategic Focus:
- Enrollment challenges and opportunities
- Board Business:
- Development Update

April

- 2 hrs:
- Education Session:
- Our school's salaries and benefits in this marketplace
- Strategic Focus:
- Challenges of teacher recruitment and retention
- Board Business:
- Selection of New Trustees

May

- 3.5 hrs:
- Strategic Focus:
- Final Recommendations from Task Forces
- Board Business:
- Celebration of Retiring Trustees
 - Calendar/Focus for next year