

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