

NAES
Sample School Board Calendar

Administrative Actions (Head of School)	Board-level Actions
August	August
Prep prelim reports for Board	Mail Board calendar, handbook, and opening agenda to all Board members
Rector and Head begin weekly or bi-weekly meetings	Prepare orientation for new Board members
Board Chair and Head begin weekly meetings	Prepare orientation or school report for Vestry
September	September
Prep goals report for Board	Head and Chair meet to discuss and confirm goals and priorities; use strategic plan to guide work
Prep enrollment report for Board	Head's evaluation team meets to outline process and timeline; review goals, aligned with those of Board
Prep any revised budget for Board with Treasurer/Finance Comm	Orientation for new Board members; and for full Vestry or new Vestry members from previous annual election
	Assign Board Committee Chairs and confirm Board Committee rosters
	Meet with auditing firm to review draft of June 30 audited financial statements
	Executive Committee begins monthly meetings, one to two weeks in advance of Board meeting
	Vestry-Board social gathering

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October	October
Work with committees on goals and priorities for the year	Committees meet
Begin annual or bi-annual review of any shared space and shared expense protocols with parish counterparts	Begin annual or bi-annual review of any shared space and shared expense protocols with Vestry counterparts
Begin to gather benchmarking data for tuition, fees, salaries	
November	November
Begin to identify major needs for upcoming year's budget: enrollment projections, staffing, new programs, facilities, other items that may impact the budget	Parish and School B&G Chairs meet with Head to discuss plant needs and projects for upcoming fiscal and academic years
Prep Board report; work with Board committees as needed	Parish and School Treasurers share financial updates & discuss any anticipated needs that may impact respective budgets for coming fiscal and academic years

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December	December
Finalize shared space and expenses items for upcoming church-school budget planning	School and parish confirm any items in upcoming FY budgets that will affect respective financial operations
Identify major needs for upcoming academic year; begin to draft budget for upcoming academic year	Identify major needs for upcoming academic year; begin to draft budget for upcoming academic year
Finalize benchmarks for salary and tuition in preparation for budget discussions with Finance Committee	Treasurer and Head meet re:current year tuition collections
Mid-year meeting with head evaluation committee	
Review enrollment and re-enrollment materials	
Prep Board report; work with Board committees as needed	
January	January
Develop preliminary grade-by-grade enrollment targets for upcoming year for budget discussions	Governance Committee coordinates nominations process with vestry/rector, coordinated with parish annual meeting
Work with Finance Committee on any recommended salary and tuition increases; changes to employee benefits	Develop a proposed budget for upcoming academic year
Develop proposed budget with Finance Comm	
Prep Board report; work with Board committees as needed	
Prepare enrollment/re-enrollment materials	

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February - May	February - May
Issue faculty letters of agreement	Summer repair, maintenance, and improvement projects scheduled
Enroll and re-enroll families	Board self-evaluation completed
Monitor enrollment and re-enrollment targets and tuition receivable	Slate of officers and new Board members finalized
Complete head's evaluation review	Head's evaluation completed
Schedule summer maintenance and repairs	Finance Comm and Head monitor income and expense
Prepare end-of-year budget projections	Board or Board/Vestry retreat or meeting to look at strategic goals
Prep Board report; work with Board committees as needed	
May and June	May and June
Work with Board committees as needed	Exec Comm and Head draft prelim set of priorities and tasks for coming academic year
State-of-the school report to the Board	
Update Board and school policy handbooks	
June 30 budget projection with Treasurer	
End-of-year meeting with head evaluation committee	

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Board Agenda
August
September
Welcome new Board members
Head's report, including enrollment and staffing
<i>Action: Adopt revised budget for current academic year; forward to Vestry for approval if indicated by bylaws</i>
<i>Action: Adopt goals for year</i>
<i>Action: Board members complete and submit conflict of interest policy</i>

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Board Agenda
October (full meeting optional)
Committees meet
<i>Action (Sept-Nov): Accept audited financial statements and any management letter; forward to Vestry for approval if indicated by laws</i>
November
Vestry report
Treasurer's report
Head's report
<i>Committee reports:</i> priorities for the year; actions as needed: Finance, Buildings & Grounds, Development

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Board Agenda
February - May = approx 3 meetings
Vestry report
Treasurer's report, including projected year-end budget
Head's report: re-enrollment and admissions reports; staffing update; progress on goals; summer B&G projects
Committee reports and action as needed
May or June: Annual Meeting
Thanks and farewell to outgoing Board members
Vestry, Head's and Treasurer's reports, including projected end-of-year financial position
<i>Action: Adopt Board meeting calendar for following academic year</i>
<i>Action: Head's contract</i>
<i>Action: New Board members nominated and voted</i>
<i>Action: Delegate to Head, Executive Committee or other designated persons appropriate decision-making authority for summer projects</i>