

## **Board Calendar**

### **JULY – SEPTEMBER**

As the school year approaches, the focus should be on establishing board recruitment, CEO performance expectations, and the foundation for fundraising efforts.

#### **Governance Committee**

The summer is an ideal time for the Governance Committee to assess board structure and membership, laying out recruitment needs for the year.

1. Review current board members, assess term lengths, and determine upcoming vacancies.
2. Establish a solid succession plan with a three-year recruiting roadmap. If one already exists in BoardOnTrack, review and update as needed.
3. Prepare for a smooth recruitment and retention process by revisiting roles and responsibilities at both individual and committee levels.
4. Ensure bylaws align with recruiting or expansion goals; if revisions are necessary, schedule them for an upcoming board meeting.

#### **CEO Support & Evaluation Committee**

Prior to the school year, it's essential to set up a clear evaluation framework for the CEO.

1. Confirm the CEO's succession plan and finalize performance goals for the year.
2. Review the CEO support and evaluation process, using BoardOnTrack recommendations as a guide.

#### **Development/Fundraising Committee**

The Development Committee should focus on creating an annual fundraising plan, including clear expectations for board involvement.

### **OCTOBER – DECEMBER**

With the school year in full swing, each committee should continue its strategic work to ensure effective board functioning.

#### **Governance Committee**

Building on the groundwork from summer, the Governance Committee should now:

1. Share the three-year recruiting roadmap at a board meeting.
2. Finalize job descriptions for officers and committee chairs, ensuring clarity on roles between the board, committees, and CEO.

3. If board expansion is planned, confirm approval for any policy changes related to nomination and non-voting committee members.
4. Evaluate board meeting effectiveness, ensuring compliance with open meeting laws and focusing on strategic discussions over daily operations.

### **Finance Committee**

This is a crucial time for the Finance Committee to collaborate with the CEO and finance team on budget projections and audit preparations.

1. Develop multi-year budget projections with scenarios for student numbers, staffing needs, tuition rates, and facility plans.
2. Present these projections and audit findings to the board for discussion and approval.

### **Development/Fundraising Committee**

The Development Committee should present and initiate its fundraising plan with a clear process for tracking individual trustee support and expectations.

### **CEO Support & Evaluation Committee**

Continue to refine the CEO evaluation process and set dates for check-ins in December and March.

1. Review and approve CEO goals and succession plans at a full board meeting.
2. Conduct a December check-in, gathering feedback from the board, CEO, and staff to ensure alignment on goals.

### **Academic Oversight Committee**

The Academic Oversight Committee should focus on board training related to school assessments, ensuring clarity on the purpose and impact of each assessment used at WAA. Conduct the first committee check-in of the year and update the board on these insights at the next meeting.

## **JANUARY – MARCH**

As the new year begins, each committee should focus on strategic planning, mid-year evaluations, and ensuring progress towards annual goals.

### **Governance Committee**

The Governance Committee should continue its board recruitment and expansion initiatives while maintaining effective board meeting practices.

1. Conduct an individual trustee assessment to provide feedback and inform nominations for the annual meeting.
  - Develop a feedback plan with the Board Chair.
  - Hold individual trustee meetings to review performance to date.

### **Finance Committee**

The Finance Committee should prioritize the budget planning process for the upcoming fiscal year.

1. Review the first draft of the budget and present it to the full board.
2. Collaborate with the CEO and finance team on necessary revisions.
3. Present the final budget draft to the board for approval.

### **Development/Fundraising Committee**

The Development Committee should maintain momentum on the fundraising plan.

1. Continue tracking individual trustee contributions to the development plan.
2. Offer board education on fundraising roles as needed.

### **Academic Oversight Committee**

The Academic Oversight Committee should continue board training and assessment check-ins.

1. Provide training, with the CEO, on assessment tools and their purposes.
2. Complete the second interim assessment check-in, using BoardOnTrack resources.
3. Share findings with the board at the next meeting.

### **CEO Support & Evaluation Committee**

The CEO Support & Evaluation Committee should maintain regular updates on CEO goal progress.

1. At each meeting, report on CEO progress towards goals.
2. In March, conduct a mid-year CEO check-in, gathering board input, CEO self-reflection, and results from a staff satisfaction survey to ensure alignment and progress toward annual goals.

## **APRIL – JUNE**

As the school year concludes, committees should prepare for final assessments, new board transitions, and year-end evaluations.

### **Governance Committee**

Approaching summer, the Governance Committee should wrap up annual activities and prepare for board transitions.

1. Continue recruitment, board expansion, and assessment of meeting effectiveness.
2. Hold individual trustee assessment meetings and recommend additional terms based on performance.
3. Conduct orientation sessions for new trustees.
4. Organize and conduct the annual board meeting.

### **Academic Oversight Committee**

The Academic Oversight Committee should review end-of-year assessment data, where available, to inform board-level discussions.

1. Review state assessment results and analyze performance trends.
2. Present findings to the full board, ensuring that data informs strategic planning.

### **Development/Fundraising Committee**

The Development Committee should sustain momentum on fundraising initiatives as the year wraps up.

1. Continue tracking trustee contributions to the development plan.
2. Provide additional board education on fundraising as needed.

### **CEO Support & Evaluation Committee**

The CEO Support & Evaluation Committee should finalize the CEO evaluation process for the year.

1. Continue progress updates on CEO goals at each meeting.
2. Conduct the end-of-year CEO evaluation, incorporating staff survey results for a holistic view of performance.
3. If not already completed, download the annual board calendar template to support consistent board engagement throughout the next year.

Modified Version

## Board & Committee Guide for the School Year

### JULY – SEPTEMBER

As the school year approaches, set the foundation by focusing on board recruitment, CEO expectations, and establishing a fundraising plan.

- **Governance Committee:** Review board structure, assess member terms, and establish a succession plan with a three-year recruiting roadmap. Ensure roles and responsibilities are clearly defined at both individual and committee levels. If necessary, update bylaws to align with recruiting or expansion goals.
- **CEO Support & Evaluation Committee:** Finalize performance goals and a succession plan for the CEO, establishing an annual support and evaluation process.
- **Development/Fundraising Committee:** Draft an annual fundraising plan, including trustee expectations and clarifying the full board's role in fundraising.

### OCTOBER – DECEMBER

With the school year underway, committees should advance in strategic planning and review key initiatives.

- **Governance Committee:** Share the recruiting roadmap at a board meeting and finalize job descriptions. If board expansion is planned, confirm any policy changes with the board. Assess board meeting effectiveness and ensure compliance with open meeting laws.
- **Finance Committee:** Collaborate on multi-year budget projections and prepare for the annual audit. Present findings to the board.
- **Development/Fundraising Committee:** Implement the fundraising plan, tracking trustee involvement and providing additional board education as needed.
- **CEO Support & Evaluation Committee:** Report on CEO progress monthly. In December, conduct a check-in to evaluate progress towards goals, gathering feedback from the board and CEO self-reflection.
- **Academic Oversight Committee:** Conduct training on assessment tools, and complete an initial committee check-in to review key insights.

### JANUARY – MARCH

Each committee should now review mid-year progress, refine plans, and prepare for end-of-year evaluations.

- **Governance Committee:** Continue recruiting and board expansion. Conduct individual trustee assessments, providing performance feedback to inform nominations for the annual meeting.

- **Finance Committee:** Review and present the initial draft of the budget for the next fiscal year. Work with the CEO to finalize the budget for board approval.
- **Development/Fundraising Committee:** Continue tracking fundraising efforts and trustee support, offering board education as needed.
- **Academic Oversight Committee:** Provide assessment training, conduct an interim check-in on academic data, and update the board on findings.
- **CEO Support & Evaluation Committee:** Monitor CEO goal progress. In March, conduct a check-in to assess goal alignment, gathering board input, CEO reflection, and staff survey feedback.

## **APRIL – JUNE**

With the school year concluding, committees should prepare for trustee transitions and complete end-of-year assessments.

- **Governance Committee:** Continue recruiting and hold individual trustee assessments to recommend additional terms. Conduct orientation for new trustees and the annual board meeting.
- **Academic Oversight Committee:** Review end-of-year state assessment data and present findings to the board to support future planning.
- **Development/Fundraising Committee:** Continue implementing the fundraising plan, tracking individual contributions, and providing board education as needed.
- **CEO Support & Evaluation Committee:** Conduct the final CEO evaluation, incorporating staff survey results. Download an annual board calendar to keep the board engaged and aligned for the next year.