

Critical Board Practices

Board of Trustees Annual Calendar Agenda Items

Month	Agenda Item	Responsibility
July	Prior Year Budget Review	Finance Committee, Director
August	Accountability Plan & Annual Report Review Trustee Disclosure of Financial Interests	Director Board Secretary
September	Due Diligence: Risk Management	Finance Committee
October	Due Diligence – MCAS & I.B. Review Audit Review	Director Finance Committee/Audit Committee
November	Annual Appeal	Board Resource Committee
December	Legal Review	Director
January	Mid-year Performance Evaluation of Director	Board President/Vice President
February	Preliminary Budget Review	Finance Committee
March	Personnel Policy Review Director Contract	Personnel Committee Board President/Vice President
April	Adopt Budget Send Parent Surveys	Finance Committee Director
May	End-of-year Performance Evaluation of Director Board Self Evaluation	Board President/Vice President Board Development Committee
June	Election of Officers Annual Meeting	Board President

Monthly Organizational Calendar for Sturgis Board Activities

Date	Activity	Responsibility
Week 1		
Week 2	Send Board Materials Finance Committee Meetings Monthly Financial Statements Prepare Board Materials	Staff Finance Committee Finance Committee Director
Week 3	Board Meeting	
Week 4		