

# Title: Board Meeting Calendar and Standard Agenda Items

## Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Policy0013b
Supersedes	Policy0013a
File Location	www.bethanycharter.org
Board approval date	June 1, 2009

## Revision History

Revision	Date	Revision Description	Originator
0013	July 5, 2004	Initial release	Karyn Buchheit
0013a	Sept 5, 2006	Amend policy	Karyn Buchheit
0013b	June 1, 2009	Amend policy	K. Buchheit

### 1.1. Objective:

The objective of this policy is the following

1. Define the standard agenda items at the regular monthly board meetings.

### 1.2. Board Meeting Standing Agenda Items:

1. Approve minutes.
2. Approve agenda.
3. Review monthly status report.
4. Review and assign accountability plan items to board members.
5. Review how board classroom observations are going.

### 1.3. Board Meeting Agenda and School Management Items by Month:

1. **January**
  - a. Board is notified by administrator that Parent Survey is to go out this month.
  - b. Elections
2. **February**

- a. Review November- January assessment data
- b. Start budget process with cash flow projections for next fiscal year due.
- c. Review parent survey information.

3. **March**

- a. Finish and approve budget to turn in to District by April 1.
- b. Teacher contract renewals

4. **April**

- a. Conduct enrollment lottery if needed.

5. **May**

- a. Strategic planning meeting.
- b. Receive report for January – April assessment data.
- c. Administrator evaluation

6. **June**

- a. New board members take office
- b. Approve strategic plan.
- b. Review and approve the Annual Report for SFSD.
- d. Notification that arrangements have been made for Municipal audit.

7. **July**

- c. Review final assessment data
- d. Board self-evaluations

8. **August**

9. **September**

- a. Identify open positions on Budget Committee and start accepting applications.
- b. Receive state report

10. **October**

- a. Review names for open Budget Committee positions

11. **November**

- a. Identify open board positions
- b. Appoint to open Budget Committee positions

12. **December**

- a. Review student assessment data report for September – November.
- b. Review Board Member Nominations.