Annual Calendar of Regularly Scheduled Board Meetings

NOTE: In this template, the AGENDA ITEMS column includes examples of items that your board may choose to discuss as part of your board meetings in any particular month. When you adopt the annual board calendar it's an identified best practice that the board, in conjunction with management, review cyclical agenda items that you would anticipate seeing year after year and build them into your calendar.

Pursuant of Michigan Open Meetings Act, Act No. 267 of the Public Acts of 1976, being Sections 15.261 to 15.275 of the Michigan Complied Laws.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Agenda Items** |
| List each monthly meeting date, time and location |
| July |  |  | Strategic Planning SessionAnnual Meeting – Officer Elections, Calendar of Regularly Scheduled Meetings, Bank Signatories, etc. |
| August |  |  | School Improvement Plan ReviewAnnual goals discussion and review cycle |
| September |  |  | Audit Review – Approval of Response  |
| October |  |  |  |
| November |  |  | Fall Assessment (MAP/PST) Data ReviewAmended BudgetBoard Policy Review/Adoption |
| December |  |  | Contract Amendments Requests for 2016-2017 School Year |
| January |  |  | Budget Timeline AdoptionAdoption of Maximum Student Enrollment |
| February |  |  | Winter Assessment (MAP/PST) Data Review |
| March |  |  | Amended Budget |
| April |  |  | Board Policy Review/Adoption |
| May |  |  | Original Annual Budget AdoptionEvaluation of Annual Goals |
| June |  |  | Academic Data ReviewAnnual Review of Management |
| Source: Cornell-Feist,M. (2011). *Board Meetings, A Guide for Charter Schools*. |

A copy of the meeting minutes are available for public inspection within 8 business days for proposed minutes and 5 business days for approved minutes. They can be accessed at: <insert information here>.

The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC § 12101 et seq. or any successor law disabilities that will allow them to fully participate in Academy Board meetings. Should you require specific accommodation(s), please contact the following individual prior to the meeting: <insert contact information here>.

The meeting will be conducted in accordance with the Open Meetings Act.

Posting Date <Date>

Posting Time <Time>