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. When you adopt the annual board calendar it's an identified leading practice that the board and management, collaborate to review cyclical agenda items that you would anticipate seeing year after year and build them into your calendar as future agenda items.

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| --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Agenda Items** |
| List each monthly meeting date, time and location | | | |
| July |  |  | Strategic Planning Session  Annual Meeting – Officer Elections, Calendar of Regularly Scheduled Meetings, Bank Signatories, etc. |
| August |  |  | School Improvement Plan Review  Annual goals discussion and review cycle |
| September |  |  | Audit Review – Approval of Response |
| October |  |  |  |
| November |  |  | Fall Assessment Data Review  Amended Budget  Board Policy Review/Adoption |
| December |  |  | Contract Amendments Requests for Next School Year |
| January |  |  | Budget Timeline Adoption  Adoption of Maximum Student Enrollment |
| February |  |  | Winter Assessment Data Review |
| March |  |  | Amended Budget |
| April |  |  | Board Policy Review/Adoption |
| May |  |  | Original Annual Budget Adoption  Discussion of Annual Goals Evaluation |
| June |  |  | Academic Data Review  Annual 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 will comply with the Americans with Disabilities Act. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact <insert contact information here> at <insert contact information here> at least one week prior to the meeting, or as soon as possible.

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

Posting Date <Date>

Posting Time <Time>