

DDLHS Fiscal Year Board Calendar

July

Review next year enrollment and adjust recruiting as needed
Review preliminary year-end financial review
Collect annual Conflict of Interest disclosure forms
Board Meeting – report on Head of School’s performance evaluation
CBOC Meeting

August

Review preliminary standardized test results for prior year
Annual review of all policies and procedures for presentation at September Board meeting
Draft annual report based on Performance Framework
Board Meeting
CBOC Meeting

September

Review updated standardized test results
Review Head of School’s progress against quarterly goals
Present *draft* annual report based on Performance Framework
Board Meeting – policy and procedure updates, if any; draft annual report
CBOC Meeting

October

Review and accept audit
Review and accept annual report
Board Meeting – Audit results and annual report
CBOC Meeting

November

Review finalized standardized test results and reports from prior year
Solicit interest for Board officer positions (bi-annually)
Solicit interest for CBOC Membership
Confirm annual Board member commitments
Board Meeting
CBOC Meeting

December

Review Head of School’s progress against quarterly goals
In-depth review of budget vs. actual
Complete annual Board self-assessment
Board Meeting – Elect Board officers (bi-annually)
NO CBOC MEETING

January

Board Meeting
CBOC Meeting

February

Review next year enrollment and adjust recruiting as needed
Board Meeting – review results of annual Board self-assessment
CBOC Meeting

March

Review next year enrollment and adjust recruiting as needed
Review Head of School's progress against quarterly goals
Select auditor
Board Meeting
CBOC Meeting

April

Review next year enrollment and adjust recruiting as needed
Create preliminary budget for next fiscal year – Finance Committee
Board Meeting
CBOC Meeting

May

Review next year enrollment and adjust recruiting as needed
Full Board review of proposed budget for next year
Board Meeting
CBOC Meeting

June

Review next year enrollment and adjust recruiting as needed
Complete Head of School annual performance evaluation
Establish Head of School goals for next year
Establish Board goals for next year
Establish Head of School professional development plan for next year
Review and approve next year budget
Board meeting – approve next year budget
NO CBOC MEETING