



Alma Board of Trustees Annual Activities

Q1-Q2

	July	Aug	Sept	Oct	Nov	Dec
FULL BOARD		All Committees Draft Annual Committee Goals	Present/Approve Annual Goals	Annual Meeting/Board Retreat		No Meeting
ACADEMIC			MCAS Data		Quarter 1 Academic Update Accountability Report	
FINANCE			Review Audited Financials	Present Audit to Board for Approval Present revised operating budget if necessary		
GOVERNANCE		Start Board Retreat Planning Board Composition Analysis/Update Board Terms document	Prepare slate for annual meeting Review Advisory Council and prepare AC slate. Finalize Board Retreat Planning	Prepare New Trustee Orientations	Conduct New Trustee Orientations	
DEVELOPMENT		Draft Annual Fundraising Calendar Share current Dashboard with Finance Committee	Drafting Annual Report Drafting Appeal Letter Assigning Donor Notes to Trustees		Send out annual appeal Share current Dashboard with Finance Committee	
EVALUATION & COMPENSATION						



Alma Board of Trustees Annual Activities

Q3-Q4

	Jan	Feb	Mar	April	May	June
FULL BOARD		E.D. Mid-Year Review				End School/Fiscal Year Year End Academic Update E.D. Evaluation
ACADEMIC	Scholar Spotlight Secondary Schools & Alumni Update	Quarter 2 Academic Update	Special Education/ELL Update	Scholar Spotlight	Secondary Schools & Alumni Update	Year End Academic Update
FINANCE		Review Draft Budget for Next Year Present Draft Budget to Board	Review Revised Budget	Present Budget to Board for Approval		
GOVERNANCE	Plan visit to an exemplary charter Board meeting Review Open Meeting Law & Best Practices Advisory Council			Begin Board Assessment Launch check ins with Trustees by members of the Governance Committee	Review Board Assessment results	Review draft goals from E.D.
DEVELOPMENT		Plan Advisory Council Event for Spring Share current Dashboard with Finance Committee			Spring Advisory Council Event Share current Dashboard with Finance Committee	
EVALUATION & COMPENSATION	Review Executive Director Contract Start E.D. Midyear Review	E.D. Midyear Review presented to full Board Determine E.D. compensation to recommend to the full Board			Start E.D. Evaluation Survey Senior Staff for ED Evaluation Finalize E.D. Contract	