Recurring Calendar Items

APRIL

Information:	Plan Reviews: Current Year / 1-5 Years	Agenda Items:
• Budget Y-T-D	• Enrollment Management • Institutional Advancement • Policy & Planning	• _____ • _____ • _____

MAY

Information:	Agenda Items:	Other:
• Proposed New BSJ Members • Proposed New BSJ Officers • Board Evaluation	• _____ • _____ • _____	

JUNE

Information:	Tasks:	Agenda Items:
• Budget Y-T-D • Overview of School Year	• Meeting with Stakeholders • Genesis / SIP / AEd School Annual Report Form due (App. C-36)	• _____ • _____ • _____

JULY

No Activity Planned

AUGUST

Information:	Organizational Activities:	Agenda Items:
• School Calendar • Previous Fiscal Year Final Report	• BSJ Officers appointed • BSJ In-Service schedule • BSJ Meeting schedule • EC Meeting schedule	• _____ • _____ • _____ • _____

MARCH

Information:	Agenda Items:
• Key dates (Commencement, etc.) • BSJ In-Service	• _____ • _____ • _____

Other:

• _____
• _____
• _____

SEPTEMBER

Information:	Agenda Items:
• Administrators' Report ✱ Adjusted enrollment • Review Mission / Vision • Distribute handbooks	• _____ • _____ • _____ • _____

Other:

• _____
• _____
• _____

SCHOOL YEAR 20__ TO 20__

FEBRUARY

Information:	Tasks:	Agenda Items:
• Budget Y-T-D	• Budget Due	• _____ • _____ • _____

JANUARY

Information:	Plan Reviews: Current Year / 1-5 Years	Agenda Items:
• Budget Y-T-D • Budget materials received.	• Enrollment Management • Institutional Advancement • Policy & Planning	• _____ • _____ • _____

DECEMBER

Information:	Agenda Items:	Other:
• Administrators' Report • Mid-Year Board Evaluation	• _____ • _____ • _____	

NOVEMBER

Information:	Agenda Items:	Other:
• Proposed Policy Manual Update	• _____ • _____ • _____	

OCTOBER

Information:	Plan Reviews: Current Year / 1-5 Years	Tasks:	Agenda Items:
• Budget Y-T-D • Review Policy Manual • Budget Assumptions / Prep Upcoming Year	• Enrollment Management • Institutional Advancement • Policy & Planning	• Revised Budget Due • New / Continuous Genesis Goals Due •	• _____ • _____ • _____ • _____ • _____