

**Westside Atlanta Charter School Board/Committee Calendar**

**Adopted on 12/14/17 Last Reviewed On 12/6/17 Last Revised On 12/6/17**

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|  | Task | Presenter | Special Meeting |
| Jan | Future school year calendar approved | Executive Director or designee |  |
|  | Quarterly Board Policy Review (staff, financial) | Governance Committee |  |
|  | Required Budget Commission Meeting 1 – Personnel Budget | Finance Committee |  |
|  |  |  |  |
| Feb | Mid-Point Test results presented | Executive Director or designee |  |
|  | Mid-Point Executive Director & School Review presented | Education Committee, Board Chair |  |
|  |  |  | Board Strategic Planning / Retreat |
|  |  |  |  |
| Mar | Following year teacher hires presented and approved | Executive Director or designee |  |
|  |  |  |  |
| Apr | Required Budget Commission Meeting 2 – Complete Draft | Finance Committee |  |
|  | Annual review of D&O policy (present to board) | Finance Committee  |  |
|  |  |  |  |
| May | Quarterly Board Policy Review (students) | Governance Committee |  |
|  | Annual Board Self-Assessment | All |  |
|  |  |  | Spring New Board Member Training (if relevant) |
|  |  |  |  |
| Jun | End-of-Year Test results (MAP) presented | Executive Director or designee |  |
|  | Following year budget approved – Final Draft | Finance Committee |  |
|  | Strategic Plan Review  | All Committees  |  |
|  |  |  |  |
| Jul | Director, Committee Chair, Officer appointments | Board Chair |  |
|  | End-of-Year Executive Director & School Review presented | Education Committee, Board Chair |  |
|  | Annual Board Training Prior Year Compliance Update, Following Year Program Approval | Governance Committee |  |
|  | Review committee charters  | Governance Committee  |  |
|  |  |  |  |
| Aug | Quarterly Board Policy Review (board) - Annual Code of Ethics, Conflict of Interest Policy Review & Signatures | Governance Committee |  |
|  | Summer Program Review | Executive Director or designee |  |
|  |  |  |  |
| Sep | Prior year financial, audit results presented & tax filing confirmation | Finance Committee |  |
|  | Annual Board “Testing School” | Executive Director or designee |  |
|  | Annual Milestones Reporting results (pending availability) | Executive Director or designee |  |
|  |  |  |  |
| Oct | Quarterly Board Policy Review (charter compliance update) | Governance Committee |  |
|  | Beginning of Year Test results presented | Executive Director or designee |  |
|  |  |  |  |
| Nov | Annual Diversity Report | Executive Director or designee |  |
|  | Strategic Plan Review  | All Committees  |  |
|  |  |  | Full Board Annual Training |
|  |  |  | Fall New Board Member Training (if relevant) |
|  |  |  |  |
| Dec | “Integral Part of a Vibrant Community”: Community Relationships Review | Board Chair |  |