

## **NPA Board Timeline**

### **January**

Review Superintendent evaluation data  
Annual update of ASBA policy manual  
Set date for survey results work session in early March  
Board Recruiting

### **February**

Executive session to discuss Superintendent contract renewal  
Action on Superintendent contract for upcoming fiscal year  
Approve Slate of Board nominees – provide Candidate forum time

### **March**

Parent Survey work session prior to Spring Break  
Confirm Superintendent begin teacher renewal process  
Finance review of contract amounts vs. budget  
First draft of budget for review  
Board Election prior to Spring Break

- Results of election published on web
- Distribute board reference material books to all new board members.

### **April**

Confirm contracts offered for staff and teacher renewals  
Approve annual NPA budget (must be downloaded to state first week of July)

### **May**

Large annual fundraising event  
Mandatory New Board Member Training Session

### **June**

No board meeting  
Begin transition of information from outgoing to new board members regarding committee activities and responsibilities

## NPA Board Timeline

### July

No board meeting

Notice to NPA community re date of August Board meeting

### August

Seating of new Board members

Election of Board Officers

Establish new standing and ad hoc committees – appoint chairs

Notice of Annual Meeting to school community – 30 days prior to October meeting

Fingerprinting and loyalty oath of new board members

Establish Board meeting dates for coming year- post on web

Update board member contact information – to board members and on web

### September

Finance Committee produce Annual Report for previous fiscal year

Email to parents of committee volunteer form

Distribute new student directory to parents. (include volunteer form)

### October

#### Annual Meeting

- Provide updates to board reference material books
- Review Annual Report
- Discuss Board focus and direction for coming year

#### Regular Board Meeting

- Establish Ad Hoc Board Recruiting Committee
- Establish committee charges for coming year
- Schedule annual OML training for May
- Ratify committee membership
- Send out annual Tax Credit donation appeal
- Post Annual Report on Website
- Mail Annual report to school community in concert with Tax Credit donation appeal?

### November

Parent/Student survey conducted

Faculty survey distributed (odd years)

Review of insurance renewal terms

Board Recruiting

### December

Review of Audited Financials for previous fiscal year

Distribute Superintendent Evaluation form to Board, staff and faculty

Establish date for large annual fundraising event

Board Recruiting