

HFDC Board Annual Calendar for 2004: Approved on February 10, 2004

January:

- Terms begin for Board Chair, Outreach Liaison, and Personnel Chair
- Chair and Director write annual report for Parish Meeting
- Executive Committee meets to finalize plans for Board Retreat

February:

- Board Retreat
- Playground Committee Recommendations

March:

- Parent Committee Recommendations
- Draft Fundraising Committee Charge

April:

- Parent/Guardian Evaluation process begins
- Board selects Designee to compile evaluation results
- Teacher Appreciation Week

May:

- Terms begin for Comptroller and Vestry Liaison
- Parent-Teacher Conferences

June:

- Recommendations from Personnel on Director's Evaluation Process for 2004
- Process for Letter of Agreement begins
- Possible spring fundraising event?
- Enrollment and transitions recommendations from Executive

July: no board meeting, but committee work on Parent/Guardian evaluation, Director's evaluation, Letter of Agreement, and budget could take place.

August:

- Director's Evaluation administered by Personnel Committee
- Designee submits report on the Parent/Guardian Evaluation to Board
- Board Chair writes letter to parents summarizing Designee's Report (September distribution)
- First Budget Meeting
- Family BBQ

September:

- Second Parent Committee Chair (if needed) recruited
- Second Budget Meeting: finalize a preliminary budget
- Board Chair's September letter distributed to families: includes a summary of the Parent/Guardian Evaluation results and announces specifics of the Annual Parent meeting in October
- Staffing plan recommendations from Personnel

October:

- Director's Evaluation presented to Board by Personnel Chair
- Director's Letter of Agreement for 2005 presented to Board
- Preliminary Budget due to Holy Family Finance Commission
- Annual Parent Meeting

November:

- Revised Budget (if needed) submitted to Holy Family Finance Commission
- Executive Committee meets to review the year and begin preparing for Board Retreat
- Parent-Teacher Conferences

December:

- Board considers year-end budget matters: staff bonuses, reserve funds, etc.
- Holiday Program