

**Board Production Calendar**  
**Frederick Classical Charter School**

**Key:** Responsibility for deliverable/task

Committee

HOS

Board/Director

**January**

Dress Code

FCCS Annual Report to BOE

Staff Survey

New Year messages

New Year staff treats

Before/Aftercare contract renewal

**February**

Master Schedule

Mid-Year HOS evaluation

**March**

Start Budget Process

Staffing Plan

Lottery

**April**

Select Auditor

Review contracts

Update committee charters

Meeting schedule through August

Spring Membership Meeting

**May**

Parent Survey

Communication Plan

Facility Plan

Review insurance requirements

Summer work plan

Professional Development Plan

Board Self Assessment

**June**

Final Budget

Outreach/Advertising Plan

Purchase materials

Parent Student Handbook

Approve Committee Chairs

Board Policy/Procedure Review

Board annual goals

**July**

Scope and Sequence updates

Club and after-school offerings

Annual Board member disclosures/conduct

Year-end HOS evaluation

Establish HOS goals

Board Production Calendar

**August**

School Event Calendar

Assessment Results

Test, Intervention, Enrichment Plans

Meeting schedule through January

Back to school messages

**September**

Advocacy Plan

Membership Orientation

**October**

Audit

School Improvement Plan

Fundraising Plan

Strategic Planning retreat

Bylaw Review

**November**

Year End Donation ask

HOS Annual Report to BOT

FCPS Contract Changes with Budget impact

Fall Membership Meeting

**December**

Course Guide/Curriculum Map

Strategic Plan