Semi-Annual

Board Meeting Documentation and Financial Report Review

Review Period:

**Evidence of Addressing Key Contractual Performance Areas**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **July** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Discussion %** |
| Meeting Date |  |  |  |  |  |  |  |
| Academic Performance |  |  |  |  |  |  |  |
| Financial Performance |  |  |  |  |  |  |  |
| Board Attendance (# & %)  Absent Members |  |  |  |  |  |  |  |
| Board Training & Development |  |  |  |  |  |  |  |
| Authorizer Liaison Meeting Attendance |  |  |  |  |  |  |  |

No = Topic not discussed at the board meeting for that month

Yes = Topic was discussed at the board meeting for that month

\*Board Training Reminders Communicated or Planning Intentions

**Strengths**

**Areas for Improvement**

**Recommendations**

**Required Actions (Legal or Contractual)**

SAMPLE

Semi-Annual

Board Meeting and Financial Report Review

Review Period: January-June 2016

**Evidence of Addressing Key Contractual Performance Areas**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | Action % |
| Meeting Date | 1/19 | 2/16 | 3/15 | 4/19 | 5/3 | 6/7 | 100% |
| Academic Performance | No | Yes | Yes | No | Yes | No | 50% |
| Financial Performance | Yes | Yes | Yes | Yes | Yes | Yes | 100% |
| Board Attendance (# & %)  Absent Members | 6/7  86%  XX | 6/7  86%  XX | 7/8  88%  XX | 7/8  88%  XX | 5/8  63%  XX | 7/8  88%  XX | 83% |
| Board Training & Development | No | No | No | No | No | No | 0% |
| SAM Liaison Meeting Attendance |  |  |  | XX |  |  |  |

No = Topic not discussed at the board meeting for that month

Yes = Topic discussed at the board meeting for that month

Board Training and Development: Actual Training/Reminders or Planning Discussion

**\***Special Meeting

Strengths:

* Timely distribution of board packet
* Complete board packets (all documents included)
* Diligent monitoring of student enrollment
* Board minute reporting format provides clarity and ease in understanding

Areas for Improvement:

* Increased board training professional development
* Board Member XX- Increased board meeting attendance
* Post board minutes on school’s website in timely manner

Recommendations:

* Monitor Board Member XX’s board meeting attendance
* Post June 2016 board minutes on the school’s website

Required Actions (Legal or Contractual)

None Identified