



St. Therese Catholic School

LOCAL CONSULTATIVE ADVISORY BOARD

(LCAB)

MONTHLY DISCUSSION CALENDAR

- August
 - o LCAB Chairperson establishes committees and assigns members
 - o Review LCAB Code of Ethics and have all members sign
 - o Develop overall LCAB goals for the upcoming year
- September
 - o Committees present their goals and objectives for review and approval
 - o The budget is reviewed and revised, if necessary, to reflect the current enrollment
 - o Principal presents his or her annual goals and action plan to the LCAB
 - o Principal will present the annual report.
 - o If appropriate, discuss and begin the planning process for an annual appeal.
- October
 - o Review and update long-term plan
 - o Submit final budget for current academic year to Office of Schools by October 15th.
 - o Finalize annual report
 - o Publish an annual financial report from the previous year (include all revenue sources and general categories of expenditures) to the school/parish community no later than November 1st.
- November
 - o Look at next year's budget and forecasting anticipated salary and tuition increases.
- December
 - o Year end finalizations of reports, if needed.
 - o Possible social with school staff
- January
 - o Begin preparation of the annual budget for the upcoming academic year
 - o Committees present mid-year progress reports
 - o Celebrate Catholic Schools Week

- o Finalize tuition
- o Discuss opening enrollment
- February
 - o Update on budget preparation for the upcoming academic year
 - o Assess appropriate success of annual appeal at attaining goals/s, including recommendations on improvements
- March
 - o Proposed budget for upcoming academic year is presented to LCAB
 - o Preliminary budget for upcoming academic year is sent to Office of Schools by March 31st.
- April/May
 - o Evaluation of administration is conducted
 - o Annual goal evaluation reports of all committees are presented
 - o If appropriate, review draft of the plan for the fall annual appeal for the parish/school function
 - o The LCAB conducts an evaluation of its own performance
 - o Nomination Committee presents a proposed slate for new members
 - o A review of all local policies is done to assess their effectiveness
 - o LCAB members conduct a self-evaluation of their own effectiveness as an LCAB member
- June
 - o Principal shares results of standardized tests
 - o Principal confirms staff evaluations are completed
 - o Principal shares accreditation annual report with LCAB
 - o LCAB officer elections or appointments are completed
 - o Installation of new members is completed
 - o Committees present final reports and recommendations for next year
 - o Prioritization of needs and goals for next year is completed
 - o Designate schedule for LCAB meetings for the following academic year
- July
 - o Meeting-only as needed