

**POLICY TYPE: BOARD PROCESS**  
**POLICY TITLE: ANNUAL BOARD PLANNING CYCLE**

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In order to accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which will:

1. Evaluate progress toward the achievement of the ENDS – according to the following established Monitoring Schedule:

| <b>END</b> | <b>Reporting Months</b>                    |
|------------|--|
| <b>4</b>   | <b>January (Personal Enrichment)</b>       |
| <b>3</b>   | <b>March (Academic Advancement)</b>        |
| <b>2</b>   | <b>May (Work Preparedness)</b>             |
| <b>5</b>   | <b>July (“Barton Experience”)</b>          |
| <b>1</b>   | <b>September (Essential Skills)</b>        |
| <b>6</b>   | <b>November (Regional Workforce Needs)</b> |

2. Provide linkage to compliment ENDS monitoring as follows:

| <b>Linkage</b>  | <b>Reporting Months</b> |
|---|-------------------------|
| <b>Public Education Administrators</b>                        | <b>February</b>         |
| <b>Military Personnel</b>                                     | <b>April</b>            |
| <b>Lawmakers</b>  | <b>June</b>             |
| <b>Criminal Justice/Corrections Facilities Administrators</b> | <b>August</b>           |
| <b>Emergency Services Providers</b>                           | <b>October</b>          |
| <b>Allied Health Community Providers</b>                      | <b>December</b>         |

**Additional Considerations:**

**Business/Industry Representatives**

**Workforce Training Advisory Council Representatives**

3. Complete Annual Board Self-Evaluation (which shall include both collective and individual evaluations.) – **March**
4. Complete evaluation of President’s performance and salary review – **April**.
5. Redefine and prioritize the ENDS to provide guidance for the development of the next year’s budget – **September**.
6. Send annual report to owners – **October**.

7. The Board will share the Report Card with its stakeholders, through a variety of mechanisms, including presentations to civic groups and linkage meetings with various segments of the community.

-- This policy adopted on 10-16-97

Revised on 12-11-01

Revised on 05-20-03

Revised on 09-21-04

Revised on 03-21-06

Revised on 02-20-07