

World of Wonders
Board of Trustees
Planning and Event Schedule

	January	February	March	April	May	June	July	August	September	October	November	December	
Audit Schedule	Billing and accounting												
			Payroll										
					Budget			Budget					
						Accounts payable							
Employee Surveys	Employee Engagement survey conducted	Employee Engagement survey reviewed			Employee engagement survey conducted	Employee engagement survey reviewed	Employee Full survey completed	Employee survey reviewed			Employee Engagement survey conducted	Employee Engagement survey reviewed	
Parent Surveys	Parent survey conducted	Board interest survey											
Board Evaluation/elections	Board Evaluation Done	Board Goals Set									Officer Elections		
Executive Director Evaluation								Executive Director submits self evaluation	Executive Director Review				
Fundraising		Salsa		Pizza Sale			Fall Fest						
		Planning	Sale	Pass Out	Finalize	Pizza sale	Pizza sale	Planning	Planning	Fall Fest			
								Pie sale					
Staff outreach		Plan teacher appreciation week	Plan teacher appreciation week	Finalize teacher appreciation week	Teacher Appreciation week			Appearance at Fall Training			Staff bonuses Letter from board		
Family Outreach			Board interest survey sent out						Family engagement night information table	Fall Fest-Board information table			