st.croixprep

ANNUAL BOARD CALENDAR
2026-2027

July	**Responsible**	**Notes/Status**
Public Hearing on Student Fees	Bus Office/Finance	
Family Handbook Approval	Executive Director	
Employee Handbook Approval	HR Director	
Foundation Update	Managing Director	
Q-Comp Program Update	Q-Comp Coordinator	

August	**Responsible**	**Notes/Status**
Bylaws Training	Governance Committee	
Data Practices Training	Governance Committee	

September	**Responsible**	**Notes/Status**
Status of School Opening/Quarterly Report	LS Principal MS Principal US Principal Student Serv. Director	
Review of MCA Test Scores (for 26-27, 28-29 moving to Oct as results embargoed until Sept 30)	T&L Director	
MN State Statute Training	Governance Committee	
Emergency Operations Plan Approval	Crisis Team	
MDE Assurance of Compliance	Executive Director	
Q-Comp Goals	Q-Comp Coordinator	
Unaudited Financials FY 26 - Review	Bus Office/Finance	

Annual Investment Report	J. Standke/Finance	Added for 26 - 27 year

October	**Responsible**	**Notes/Status**
Financial Statement Review	Bus Office/Finance	
Foundation Update	Managing Director	
Quarterly Report	Activities Director	
Bi-Annual Report	HR Director	
Bi-Annual Report	Q-Comp Coordinator	
Comprehensive Achievement and Civic Readiness (CACR) Annual Report-Includes Staff Development (124.E16 allows for one report)	T&L Director, Exec Director	

November	**Responsible**	**Notes/Status**
Bi-Annual Report	Communications & Events Manager	
Governance Notes	Governance Committee	
Strategic Planning Notes	Board Chair	
Finance Committee Notes	Finance Committee	
Quarterly Financial Report	Bus Office/Finance	
MN State Statute Training (124E)	Board Chair	

December	**Responsible**	**Notes/Status**
Affiliated Building Company Training	Bus Office/Finance	
Audit Acceptance	Bus Office/Finance	
FSCPA and Building Overview	Facilities Director	
Quarterly Report	LS Principal MS Principal US Principal Student Serv. Director	

January	**Responsible**	**Notes/Status**
Board Election Timeframe Discussion	Governance Committee	
Food Services Report	Food Services Director	
Technology Report	Technology Director	
Quarterly Report	Activities Director	

February	**Responsible**	**Notes/Status**
Financial Statement Review	Bus Office/Finance	
Board Election Timeframe Discussion	Governance Committee	
Approve School Calendar	Executive Director	
AIPAC concurrence/noncurrence	T&L Director	

March	**Responsible**	**Notes/Status**
Approve Open Enrollment Period for Next Year	Executive Director	
Approve Board Calendar for Next Year ● Meetings ● Election ● Retreat	Board	
Board Election Status & Timeframe	Governance Committee	
Quarterly Check-In	LS Principal MS Principal US Principal Student Serv. Director	
Compensation Plan Introduction	HR Director	
Benefits Package Introduction	HR Director	

April	**Responsible**	**Notes/Status**
Annual Budget Introduction	Bus Office/Finance	
Compensation Plan Approval	HR Director	

Benefits Plan Approval	HR Director	
Bi-Annual Report	HR Director	
Quarterly Report	Activities Director	
Board Election Status & Time Frame	Governance Committee	

May	**Responsible**	**Notes/Status**
Q-Comp Report Presentation/Approval Bi-Annual Report	Q-Comp Coordinator	
Financial Statement Review	Bus Office/Finance	
Board Election Update	Governance Committee	
Approve Annual Budget	Bus Office/Finance	
Curriculum Advisory Update	T&L Director	
Literacy Plan	T&L Director	
Bi-Annual Report	Communications and Events Manager	

June	**Responsible**	**Notes/Status**
Public Hearing on Fees – 2026	Bus Office/Finance	
End of the Year Wrap Up Report	LS Principal MS Principal US Principal Student Serv. Director Activities Director	
Seat New Board Members	Board Chair	
New Board Member Training	Governance Committee	
Conflict of Interest Form Disclosure	Bus Office/Finance	
Introduction of Family Handbook	Executive Director	
Introduction of Employee Handbook	HR Director	

Annual Finance Designations for Next Year ● Identified Official with Authority ● Official Newspaper ● Designation of Depository ● Account Signatories ● Collateralize Funds in Excess of FDIC Insurance ● Delegation of Authority to Make Electronic Funds Transfers	Board Chair	